

**INFORMATION HAND BOOK UNDER RIGHT TO
INFORMATION ACT, 2005**

**Section 4(1)(b)
Joint Director of Agriculture,
Collectorate Compound,
Guntur-522004.**

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Introduction

- 1.1 In order to promote transparency and accountability in the working of every public authority and to empower the citizens to secure access to information under the control of each public authority, the Government of India have enacted “The Right to Information Act, 2005”, (RTI Act) which came into force on 15.06.2005. In accordance with the provisions of section 4(1) (b) of this Act, the Department of Agriculture has brought out this manual for information and guidance of the stakeholders and the general public.
- 1.2 The purpose of this manual is to inform the general public about this Department’s organisational set-up, functions and duties of its officers and employees, records and documents available with the Department.
- 1.3 This manual is aimed at the public in general and users of the services, and provides information about the schemes and programmes being implemented by the Department of Agriculture and the organisations under its administrative control.
- 1.4 The Department of Agriculture has designated as its **Public Information Officer** (PIO) for matters concerning the Department under Right to Information Act, 2005.
- 1.5 A person requiring any information in respect of Agriculture Department under the Act may contact under Joint Director of Agriculture, Collectorate Compound, Guntur - 522004.
- 1.6 The procedure and fee structure for getting information are as under:
 - a) A request for obtaining information under sub-section (1) of section 6 of the RTI Act shall be made in writing or through electronic means either in person or by post to the Public Information Officer mentioned in paragraph 1.4 above and must be accompanied by an application fee of '10/- by cash or by demand draft or banker’s cheque.
 - b) For providing information under sub-section (1) of section 7 of the Right to Information Act, 2005 the request shall be made as at (a)

above and the fee as below should be paid as per the mode at (a) above.

- i) Rupees two for each page (in A-4 or A-3 size paper) created or copied;
 - ii) actual charge or cost price of a copy in larger size paper;
 - iii) actual cost or price for samples or models; and
 - iv) for inspection of records, no fee for the first hour; and a fee of '5/- for each fifteen minutes (or fraction thereof) thereafter.
- c) For providing the information under sub-section (5) of section 7 of the RTI Act, 2005 the request shall be made as at (a) above and the fee as below should be paid as per the mode at (a) above.
- i) for information provided in diskette or floppy, @ '50/- (fifty) per diskette or floppy; and
 - ii) for information provided in printed form, at the price fixed for such publication.

1.7 Persons below the poverty line are exempted from the payment of fee mentioned in paragraph 1.6 above for seeking information under the Right to Information Act, 2005. The list of persons below poverty line approved by the Gram Panchayat and local bodies will be the basis for claiming this concession. An extract of the list, duly certified, will be sufficient to avail this concession.

1.8 The Department has designated the Deputy Director (PP) as PIO and Joint Director of Agriculture, Guntur as Appellate Authorities under section 19(1) of the Act as follows.

S.No.	Name of the Officer
1	Sri G.Venkateswara Rao, Deputy Director of Agriculture (PP) & PIO, O/o. Joint Director of Agriculture, Guntur
2	Smt. I.Suneetha, Assistant Director of Agriculture (Agro.) & APIO, O/o. Joint Director of Agriculture, Guntur
3	Sri V.D.V.Krupadas, Joint Director of Agriculture, Guntur & Appellate Authority Guntur

Chapter - 1

Particulars of Organization, Functions and Duties

Section - 4(1) b(1)

1.1. Objective / purpose of the Public Authority.

The Agriculture Department was established in the year of 1911. The main object of the department is to transfer the new technology to the farmers and get good productivity and production.

1.2. Mission / Vision Statement of the public authority.

The Agriculture Department shall made necessary plans for the supply of seeds fertilizers, pesticides, Agricultural implements to the farmers in time in addition to the transfer of latest technology to the farmers.

1.3. Brief history of the public authority and context of its formation.

The Agriculture Department was established in 1911 in Hyderabad state and established agricultural research stations in the state during the year 1952. The Agriculture University was established in Osmania campus during the year 1946.

1.4. Duties of the public authority.

Transfer the new technology to the farmers and get good productivity and production. Encourage the farmers for growing different crops and adoption of latest technologies for reducing cost of cultivation.

1.5. Main activities / functions of the public authority.

Effective extension activities i.e. trainings, exhibitions, exposure visits, and demonstrations are adopted. Timely supply seeds, fertilizers, pesticides, agricultural implements to the farmers. Enforcement on regulation and quality control of inputs. Providing the quality testing services for Soil, water, seed, fertilizer, pesticides. Reduce the cost of cultivation and get good yields. Disaster management on drought, floods, cyclones and other natural calamities.

1.6. List of services being provided by the public authority with a brief write-up on them.

Transfer of latest technical knowledge, Soil testing, water testing, soil survey, fertilizer, pesticides quality testing, training to farmers, publication of technical information.

1.7. Organizational Structure Diagram at various levels namely State, directorate, region district, block etc (whichever is applicable).

1.8. **Expectation of the public authority from the public for enhancing its effectiveness and efficiency.**

To render the better services, progressive farmers and other farmers have to attend training programmes for create awareness on crop management.

1.9. **Arrangements and methods made for seeking public participation / contribution.**

Seeking of public participation / contribution by conducting DDRC meetings.

1.10. **Mechanism available for monitoring the service delivery and public grievance resolution.**

Conducting of extension demonstrations and farmers scientists interaction programmes to increase the quality services.

1.11. **Addresses of the main office and other offices at different levels. (Please categorise the addresses district wise for facilitating the understanding by the user).**

1.12. Morning hours of the office: 10.30 AM

Closing hours of the office: 05.00 PM

Chapter – 2

Powers and duties of Officers and employees

Section 4(1) b(2)

1) Sri V.D.V.Krupadas, Joint Director of Agriculture, Guntur

He is the administrative head of office. He implements crop production schemes in the district with the support of ADAs, MAOs, AEOs. He is the licensing authority for seeds and pesticides in the district.

2) Sri G. Venkateswara Rao, Deputy Director of Agriculture (PP)

1. State P.Cs and General Correspondences
2. Misbranded Reports from Other Districts.
3. Stock position of P.P. Chemicals
4. Pests and Diseases
5. Rodent Control Campaign & Pest Surveillance
6. P.P. Manufacturing Units
7. Monthly Stock reports of Pesticides from Dealers / Distributors / Manufacturers
8. VIP Visits and Protocol
9. Right to Information Act (Public Information Officer
10. Insecticide Inspectors for part of Guntur Municipal Corporation

3) Sri V.D.V.Krupadas, Deputy Director of Agriculture (Agro)

1. Minimum Support Price
2. Contract Farming (CCI)
3. Green Manure / Crop Shifts / Catch Crops / Elec. Motors / Bore well Cultivation
4. Seasonal and Crop coverage
5. Crop cutting experiments
6. M&E Work
7. M.O.U.
8. Seed Distribution
9. Seed Indents
10. Central Marketing Licenses of Seeds, Seed Act, Seed Control Act, Enforcement.
11. Processing units of seeds
12. Farmers complaints on quality control of seeds & compensation
13. NFSM

4) Smt I. Suneetha, Assistant Director of Agriculture (Agro)

1. Gender Cell
2. Cotton Scheme
3. SLTP FLD and other activities
4. Polambadi & Polambadi Training programme
5. Seed Licenses of Gudur District & Stock report
6. Seed village programme & Seed village Training Programme
7. Work Plan Rice, SRI Cultivation
8. Hybrid Rice Demonstration
9. ISOPOM Pulses, Maize, Oilseeds, MNOOP
10. Vermi Compost & other compost Targets
11. Vermi Hatcheries
12. Organic Manures
13. Polam Pilustundi programme
14. Bhuchetana
15. OFD (Chandranna Rythu Kshetram)

5) Smt C. Padmavathi, Assistant Director of Agriculture (Trg.)

1. Exposure visits
2. Publicity and printing
3. MPEOs
4. Awards
5. Video Conferences
6. All Training programmes at Village, Mandal and District level under different Schemes
7. Dangerous Machinery Act
8. Oil Seed Godown.
9. RCY, Rythu Sadassu
10. FCO Targets, Achievement, Court cases and all Fert. Correspondence.
11. Zinc Sulphate
12. Consessional Fertilizers
13. Fertilizer distribution
14. Monthly sale returns from Manufacturing / Dealer / Distributors of Fertilizers
15. Hiring of Private Vehicles
16. Revenue area development

17. Praja Patham
18. Sankranthi Sambaralu, Chandranna Rythu Puraskaralu
19. Farm Mechanization in all Schemes
20. Janmabhoomi – Maa vooru
21. Raitu Sadhikara – Sadassulu (RSS)
22. Minikits
23. Farmer portal
24. Laptops & Data cards

6) Sri S. Ram Mohan, Assistant Director of Agriculture (on Deputation)

1. Soil Kits and Fly Ash Demonstration
2. Drawal of Soil Samples, Water samples for analysis
3. Old Janmabhoomki files.
4. Performance Indicators
5. Soil Health Management – Enhancing Agriculture Production through Micronutrient deficiency correction.
6. Gypsum
7. Correspondence of Horticulture Crops
8. Sugarcane Department
9. Natural Calamities
10. Right to Information Act (Asst. Public Information Officer)
11. CM & Collector Grievance cell
12. FTC and other labs, AMC lab, Seed Testing Labs Administrations.
13. Construction of Buildings files.
14. Exhibitions and Tableau during state functions.
15. Suicide cases of farmers
16. Village Action Plan
17. Annual Action Plan
18. ZREAC Meeting
19. Adoptive Research Minikits
20. T&V Work shop & DATTC
21. FTC correspondence
22. All Monthly meetings & Meeting Reports
23. PASMA Account
24. Mandal Karshak Parishad
25. Crop Insurance
26. Irrigation, Lift Irrigation etc.
27. Meghamadanam
28. W.T.O.
29. Miscellaneous Correspondence of Planning section

30. Water Shed programme
31. Environmental pollution on crops
32. Farmers clubs / Non-Government Organization
33. RMG Correspondence with case book, Technical Upgradations, Tenant farmers, Non Loanee farmers, crop loan meeting with lead Bank Managers and other Bank officials on credit.
34. APMIP (DWMA)
35. Adverse Paper clippings and advance electronic & Print Media.

ESTABLISHMENT SECTION :		
Section Superintendent: Sri Ch.Vengaiiah,		
Section	Subjects Allotted	Name of the person Allotted
Estt.I Seat	1. All Establishment matters of Gazetted Officer 2. All Disciplinary cases of Gazette Officers 3. All Traings	Sri K.Deekshitulu, Senior Assistant
Estt.II Seat	1. All Establishment Matters of Ministerial Staff 2. All Disciplinary Cases of APMS 3. Meritorious Awards 4. APMS & APLGS Quarterly Reports 5. Advers paper clippings	Smt M. Sowjanya, Senior Assistant Cell No. 8121492135
Estt.III Seat	1. All Establishment Matters of AEO's 2. All Disiplinary Cases of above staff 3. Scheme Continuation Proposals/Staff Pattern 4. Rules of Reservation & Maintenance of Roster 5. Miscillanious Correspondence of Estt.Section 6.Monthly reports of all vacancy position 7. All Office Inspections	Sri V.Ramesh Babu, Junior Assistant Cell No. 9885300179
Estt.IV Seat	1. Maintenance of Office order book 2. Telugu Official Language 3. ERI Reports 4.Pensionary Cases Monthly Reports 5. File Disposal Week 6.All Medical Bills of Gazetted & Non-Gazetted Officer 7. All Estt. Matters of APLGS, APASS, Drivers.	Smt.M.Tulasamma, Senior Assistant Cell No. 9542456165

Estt.V.Seat	1. Distribution of Tappals 2. Maintenance of D.R./Telegram Register/R.P.Register/D.O.Letter Register & Call Book Registers etc., Turn Duty Register etc., 3. Maintenance of CL Register & CL Applications	Sri. K.Luthar, Junior Assistant Cell No. 9492466058
Estt.VI Seat	1. Dispatch of all Office Correspondence 2.Maintenance of Dispatch Register & Stamp Account Register etc	Sri G. Gopala Krishna, Junior Assistant Cell No. 9652617840
Record Assistant	1.Maintenance of Record Room 2.Library	Sri Sk. Azimullah, Record Asst. Cell No. 9963018535
Typist.	All computer and Type work in Estt. section	Smt.A.V.Saritha. Typist Cell No. 9676026001 (Only SMS)

<i>PLANT PROTECTION SECTION</i>		
Section Superintendent (FAC) : Sri C.K.Naidu,		
Section	Subjects Allotted	Name of the person Allotted
PP.I Seat	1. All PP Act corrspodence 2.Targets & Achievements of PP samples 3.Custodian of PP samples (Refree samples) 4.Issuing of Pesticide Licenses and dealing with Court cases of Narasaraopet, Krosuru, Tenali Sub Divisions	Sk. Khalasha, Senior Assistant Cell No. 9849132635
PP.II Seat	1.Issuing of Pesticide Licenses and dealing with Court cases of Macherla, Sub-divisions 2.Maintenance of Peramanent & Temporary dead stock Register 3.Stock position of PP Chemicals 4. CM grivance	M. Srinivasa Rao Junior Assistant Cell No. 9948225280

PP.III Seat	1.Issuing of Licences and dealing with Court cases in Guntur Town and Guntur, Vinukonda,Sub-Divisions 2.Station PCs and General Correspondence 3.Pest & /Rodent control campaign a	Sri I.Ratnakumar, Junior Assistant Cell No. 8885570029
PP.IV Seat	1.Issuing of Licences and dealing with Court Cases in Sattenapalli, Piduguralla, Mangalagiri Sub-divisions 2.PP Manufacturing Units 3.All Miscellaneous correspondence in PP Section 4. Collector grievance (Meellosam)	Sri P.Nallaiah, Senior Assistant Cell No. 9989317279
PPV.Seat	1) RTI - Act 2) Issuing of Licences and dealling with Court cases in Ponnur, Bapatla and Repalle Subdivision	Sri S. Srinivasa Rao, Sr. Assistant Cell No. 9440652403
Typist	All computer and Type work in PP section	Sri N. Sundar Singh, Typist Cell No. 8106253899

PLANNING SECTION

Section Superintendent:Smt.Ch.Rojamani 9963242814

Section	Subjects Allotted	Name of the person Allotted
Plg.I Seat	1. Targets & Achievements of Seed Samples 2. Quality Control of Seeds 3. Seed Indent & Distribution 4. Rythu Chaitanya Yatralu & Rythu Sadassu 5. Narasaraopet, Piduguralla Sub- divisions Seed Licenses and stock reports	Smt.M.M.M. Parveen Sulthana, Jr.Asst. 9666696618
Plg.II Seat	1. Natural Calamaties and Druht as allotted by the Agricultural Officer from time to the both persons. 2. Macherla Sub-division Seed Licenses and Stock Reports. 3. Vinukonda Sub-division Seed Licenses and Stock Reports.	Sri.A.Gopal, Sr.Asst. (on Deputation) from O/o. ADA (R) Repalle. 9949975130

Plg.III Seat	1.IMM-II Cotton, INSIMP Seed village Programme, ICDP C oarse cereals 2.ISOPOM, Maize, Oil Seeds Schemes 3.Green Manure/Drip Irrigation under RKVY 4. Sriculture 5. Hybrid Rice Demonstration	Sri.N.Srinivasa Reddy, Jr. Assistant 7842399399
Plg.IV Seat	1.Farm Mechanization with Dangerous Machine Act	Smt K. Siva Jyothi, Junior Assistant 9966613227
Plg.V Seat	1.Processing Plants of Seeds 2.Farmers Complaints due to inferior quality of seed for compensation 3.Licenses under Cotton Seed Act 4.VIP Visits & Protocol 5.Environmental Polution of Crops 6.Forwarding of Centralized Seed Licenses 7.Hiring of Vehicles 8. Guntur Revenue Division Seed Licence and stock reports	Sri B.srinivasarao Senior Assistant 9441409052
Plg.VI Seat	1.Seasonal & Crop Coverage 2.Crop Cutting Experiments & Crop Insurance 3.Annual Action plans & Village Action plans 4.All Meetings & Monthly Meetings (ZREAC,ZP,DRC,Standing Committee Meetings etc.,) 5.Adoptive Reasearch Minikits 6.T&V Monthly Work shop DAATTC FTC Correspondence 7.Minimum supporting Price	Smt P. Prasanthi, Junior Assistant (On deputation from O/o. ADA (R) Vinukonda). 9966584775
Plg.VII Seat	1.Adarsha Rythulu 2.Farmer Awards & Fecilitation 3.Exposer Visits 4.Publicity & Printing 5.Gender Cell 6.Pasma Account 7.Irrigation including Lift irrigation 8. Rythu Sadhikara Sadassulu.	Smt. N.Prakash Kumari , Junior Assistant 9154023313
Plg.VIII Seat	1. NFSM & RKVY Schemes	Sri.A.Sarath Babu, Sr.Asst. 9493447517
Typist	All Computer and Type work in Planning Section	N. Sai Bala Kishore , Typist 9700164742

FERTILIZER SECTION

Section Superintendent:Sri J.RANGA SWAMY Cell No. 9963508196		
Section	Subjects Allotted	Name of the person Allotted
Fert.I Seat	<ol style="list-style-type: none"> 1.FCO Targets, Achievements, FCO Act all Court cases and all other Fertilizers correspondance 2.Inspectionof Units 3.CRs of Micronutrient & Vermi Units 4.Concessional Fertilizers 5.Fertilizer distribution 6.Monthly sale returns from Manufacturers. distributors/dealers 7.All Miscellaneous correspondance of Fert. Section 	Sri Sk.Rehamani, Junior Assistant. Cell No. 9666699076
Fert.II Seat	<ol style="list-style-type: none"> 1. Vermi Compost & other compost Targets 2.Vermi Hatcharies 3.Organic Manures 4.RPU Pavalavaddi, debit relief & delt waiver schemes 5.Agricultural Credit including all crop loans RMGs Non-Loanee farmers etc., 6. Commodity interest Groups (CIG)and RKVY 	Smt Y. Anuradha, Senior Assistant Cell No. 9010859208
Fert.III Seat	<ol style="list-style-type: none"> 1.Polambadi 2.Modal IPM farm 3. SLTP 4. Bc.Lab 5. Tenali Revinue division Seed Licenses and stock reports 6. Chandranna Rythu kshethralu 	M. Srinivasa Rao Senior Assistant Cell No. 9848859355
Fert.IV Seat	<ol style="list-style-type: none"> 1.Administrative Sanction of FTC,MSTL, RSTL, FCO, PTL, STL & Seed Testing Labs. 2.Oil Seed Godowns 3.Remote area development 4. Farmer Clubs 5.Soil Health Management 6.Sugar cane 7.Horticulture Crops 8.Prajapadham , Indiramma, 9. Rajeev Palle Bata 10.Palle Nidra 11.Hostel Nidra 	Smt.V.D.Nandini, Junior Assistant Cell No. 9618168978

	12.Bhuchetana 13.Gypsum & Zinc Sulphate, Boran. 14. INM, Scheme. 15.Soil samples.	
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AUDIT & ACCOUNTS SECTION

Section Superintendent: Sri.E.Nageswara Rao Cell No. 9291243367

Section	Subjects Allotted	Name of the person Allotted
Audit.I Seat	1. All Departmental Audit files pertaining to all. 2. DDAs,ADA's in the District 3.All Departmental Audit files pertaining to all labs in Guntur District. 4.All Audit files related to Erest While depots 5.Railway deficits 6.IMS Loans	Sri.G.Lakshmi Narayana, Senior Assistant Cell No. 9502825625
Audit.II Seat	1.All A.G. Audit Files	M.V. Ramana Murthy, Senior Assistant Cell No. 9603309859
Account.I Seat	1. Pay Bills 2. Maintenance of Computer Staionary, Computer, Xerox, Fax Machine Systems Repairs etc.,	Sri Syam Sundar Srinivas, Junior Assistant Cell No. 9397171888
Account.II Seat	1. TA Bills 2.JDA & other Officers Tour Dairy 3. All contingent Bills	Smt D. Prathyusha, Junior Assistant Cell No. 8341995786

Accounts.III Seat	1.Motor Vehicle Repairs & Oil Bills 2.Building Repairs 3.Write of proposals 4.Rents & Buildings of ADAs & DDAs 5.Phones & Cell Phones 6.Video Conference 7.Exhibitions	Smt.J.Jyosthna (On Deputation) Senior Assistant Cell No. 9441273527
Accounts.IV Seat	1. All Medical Bills and GIS, FBF Bills. 2. Loans & Advances Bills (GPF,FA,EWF and APGLI loan) 3. Laptop Scheme. 4. Maintenance of Cash Book and DD Register 5. Reconciliation	Smt.A. Sri Devi, Junior Assistant -----
S. Rama Chandra Murthy, Junior Asst.	Maintenance of Fax and Zerox Machine	S. Rama Chandra Murthy, Junior Assistant ----
Typist	All Computer and Type work in Audit and Accts. Section	Sri.G.K. Sateesh Kumar, Typist Cell No. 9490472335

Chapter – 3

Rules, Regulations, Instructions, Manual and Records for Discharging Functions.

Section 4(1) b(3)

3.1 Rules and Regulations

S.No.	Title of the document	Information available
1	AP State & Sub ordinate services rules 1996	Appointments, Promotions and service regularizations
2	AP Civil services, CCA & Conduct rules 1991	Disciplinary orders
3	AP leave rules 1980	Sanction of leaves

Instructions

S.No.	Title of the document	Information available
1	Government Orders, memos	DA, Pay fixations, employees service matters
2	Transfer guidelines of employees from one place to another place	Employees transfer guidelines

Manuals

S.No.	Title of the document	Information available
1	Functionary manual	Office management, rules and regulations

Records

S.No.	Title of the document	Information available
1	Licenses registers	Sanction of Fertilizer, seeds & Pesticides
2	Pay & allowances, advances, budget	Employees pay & allowances, funds allocated to development schemes

Chapter - 4

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.

Section 4(1) b(4)

4.1 **Formulation of Policy**

Whether there is any provision to seek consultation / participation of public or its representatives for formulation of policies? If there is, please provide details of such policy in following/ format.

S.No.	Subject / Topic	Is it mandatory to ensure public participation (Yes / No)	Arrangements for seeking public participation
1	Agricultural Schemes	No	-

Chapter - 5

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

Section 4(1) b(5)

5.1 Use the format given below to give the information about the official documents. Also mention the place where the documents are available for e.g. at secretariat level, directorate level, others (Please mention the level in place of writing "**Others**").

Sl.No.	Category of the document	Name of the document and its introduction in one line	Procedure to obtain the document	Held by / under control of
1	License Register	Sanction of Fertilizer, Seed and pesticide licenses	-	Concerned Section Assistants
2	Pay & allowances, advances, budget	Employee pay & allowances, agricultural schemes budget	-	Concerned Section Assistants
3	Establishment files	Appointment of employees, transfers, service matters	-	Concerned Section Assistants
4	Scheme files	Agricultural Schemes	-	Concerned Section Assistants

Chapter – 6

A statement of boards, council, committees and other bodies constituted as its part

Section 4(1) b(6)

6.1 Agriculture Technology Management Agency (ATMA)

Office address:

Agriculture Technology Management Agency (ATMA),
Government quarters,
Opp. Collector office,
Guntur.

ATMA Management committee:

- 1) Project Director, ATMA.
- 2) Agriculture, Horticulture, Veterinary, Fisheries, Marketing, Irrigation and other Agriculture allied departments officers are members.
- 3) Farmer organization/NGO member.
- 4) RMG group member.

Black technology team arranged at sub division level:

- 1) Assistant Director of Agriculture - Convenor
- 2) Agriculture, Horticulture, Veterinary, Fisheries, Marketing, Irrigation and other Agriculture allied departments officers are members.

The agricultural technology management agency (ATMA) is formed for increasing crop yields as per needs. The aim of the ATMA is to interact the farmers, scientists, extension officers and to develop the technical knowledge. Through the agency srivari saagu, farmers trainings, exposure visits are arranged. ATMA committee meetings will be done at district level and sub divisional level in every month.

Chapter - 7

The names, designations and other particulars of the Public Information Officers

Section 4(1) b(7)

7.1 Please provide contact information about the Public Information Officers, Assistant Public Information Officers and Departmental Appellate Authority of the Public authority in the following format.

Assistant Public Information Officers:

Sr. No.	Name	Designation	STD Code	Ph.No. Office	Home	Fax	Email	Address
1	Smt. I.Suneetha	ADA (Agro.)	0863	2234632	-	2234826	jda_guntur007@yahoo.com	O/o. JDA, Collectorate Compound Guntur

Public Information Officers:

Sr. No.	Name	Designation	STD Code	Ph.No. Office	Home	Fax	Email	Address
1	Sri G.Venkateswara Rao	DDA (PP)	0863	2234632	-	2234826	jda_guntur007@yahoo.com	O/o. JDA, Collectorate Compound Guntur

Department Appellate Authority:

Sr. No.	Name	Designation	STD Code	Ph.No. Office	Home	Fax	Email	Address
1	Sri V.D.V. Krupdas	Joint Director of Agriculture, Guntur	0863	2234632	-	2234826	jda_guntur007@yahoo.com	O/o. JDA, Collectorate Compound Guntur

Chapter – 8

Procedure followed in Decision Making Process

Section 4(1) b(8)

- 8.1 There is no specified procedure for involving public representation in design the schemes, but the suggestions of the public representative will be considered in designing the scheme.

Chapter - 9

Directory of Officers and Employees

Section 4(1) b(9)

S. No	Name	Designation	S.T.D. Code	Ph.No.		Fax	E - Mail
				Office	Home		
1	KRUPADAS DEVA VARA VANAPARLA	JDA	0863	88886614109		0863 22348 26	jda_guntur007@yahoo.com
2	VENKATESWARA RAO GUDIPUDI	DDA		8886614110			
3	PADMAVATHI CHIRRA	ADA		8886614118			
4	SUNEETHA INAPAGOLLA	ADA		8886614112			
5	ANNAPURNAMMA KOLAKALURI	AO		8886614129			
6	HANUMANTH RAO VEDULLAPALLI	AO		8886614102			
7	RATNA KUMARI TANNIRU	AO		8886614106			
8	MOHANA RAO NAGABHYRU	AO					
9	PURNA CHADRA RAO PERURI	AO		8886614101			
10	SK. AZIZUNNISA BEGUM	AO		8886614130			
11	ANKA RAO ABBURI	AO		8886614098			
12	RAMANA KUMAR KHADGAM	AO		8886614176			
13	KOTAIAH NAIDU CHILLARA	Supdt	0863	2234632			
14	NAGESWARA RAO EDARA	Supdt		2234632			
15	SREE DEVI AMARA	Jr.Asst		2234632			
16	TULASAMMA MUDDALA	Sr.Asst		2234632			
17	LAKSHMINARAYANA GUNTANALA	Sr.Asst		2234632			
18	SOWJANYA MOTA	Sr.Asst		2234632			
19	SREENIVASULU KASARAM	ASO		2234632			
20	RAGHU TELAGATHOTI	Sr.Asst		2234632			

21	KALESHA SHAIK	Sr.Asst		2234632			
22	SARAT BABU ADDANKI	Sr.Asst		2234632			
23	VENKTESWARARAO VOORE	Sr.Asst		2234632			
24	V RAMANA MURTHY M	Sr.Asst		2234632			
25	SRINIVASA RAO MANNEPALLI	Sr.Asst		2234632			
26	RAMESH BABU VATTIKUTI	Jr.Asst		2234632			
27	SRINIVASA RAO SATTU	Sr.Asst		2234632			
28	SRINIVASA RAO MADALA	Sr.Asst		2234632			
29	SRINIVASA SINGH BONDILI	Jr.Asst		2234632			
30	DURGESA NANDINI VANKAMAMIDI	Jr.Asst		2234632			
31	GOPALA KRISHNA GANGI	Jr.Asst		2234632			
32	ANURADHA YADAVALLI	Sr.Asst		2234632			
33	SUNDAR SINGH NAMBURI	Typist		2234632			
34	SRINIVASA RAO BATHULA	Sr.Asst		2234632			
35	SIVAPRASAD TURAKA	Jr.Asst		2234632			
36	NALLAIAH PEDAPUDI	Sr.Asst		2234632			
37	SYAMA SUNDARA SRINIVAS ARADHYULA	Jr.Asst		2234632			
38	RAHAMANI SHAIK	Jr.Asst		2234632			
39	NAGESWARA RAO KURRA	Driver		2234632			
40	SRINIVASULU KANDI	Driver		2234632			
41	MDMM PARVEEN SULTHANA MOHAMMAD	Jr.Asst		2234632			
42	SRINIVASA RAO MULLAPUDI	Jr.Asst		2234632			
43	KIREET SATISH KUMAR GANJI	Typist		2234632			
44	SIVAIAH KANUGANTI	Driver		2234632			
45	SRINIVASA REDDY NAIDU	Jr.Asst		2234632			
46	RATNA KUMAR ITIKALA	Jr.Asst		2234632			
47	VENKATA SARITHA ATUKURI	Typist		2234632			
48	MAHABOOB SUBHANI SHAIK	Watch man		2234632			

49	SEETHARAMACHARYULU DEEVI	OS		2234632			
50	RAJENDRABABU ANDE	OS		2234632			
51	MALLAIAH KANDRAKONDA	OS		2234632			
52	SATYANARAYANAMMA MONDRETI	AO		2234632			
53	AZZIZUNNISA BEGUM	AO		2234632			
54	PRASAUNA NALLAPATI	AO		2234632			
55	ARUNA SREE B	AO		2234632			
56	ROJA MANI CHOPPARA	Supdt		2234632			
57	RANGA SWAMY JADAM	Supdt		2234632			
58	VENKATA RAMANAIAH PULICHERLA	Cinema Operator		2234632			
59	SIVA JYOTHI KOMARISSETTY	Jr.Asst		2234632			
60	RAMA CHANDRA MURTHY SIRIPUDI	Jr.Asst		2234632			
61	AZIMULLA SHAIK	Record Asst		2234632			
62	DEVI KATABATHULA	Jr.Asst		2234632			
63	PRAKASH KUMARI NALLAPU	Jr.Asst		2234632			
64	SHAKEELA SHAIK	Typist		2234632			
65	SAFIYA BEGUM SHAIK	Jr.Asst		2234632			
66	LUTHER KURAKU	Jr.Asst		2234632			
67	SAI BALA KISHORE NELAVELLI	Typist		2234632			
68	CHENNA KESAVULU MITNALA	OS		2234632			
69	ISMAIL SHAIK	Messenger		2234632			
70	CHINNAPPA KANCHERLA	OS		2234632			
71	HARANADHA BABU BOROBINA	OS		2234632			
72	ANJANEYULU AVULAMANDA	OS		2234632			
73	SANGAIAH DEVARAPALLI	Messenger		2234632			
74	MARIYA DAS CHUKKA	OS		2234632			
75	RAMAMOHANA RAO KANDA	OS		2234632			

76	SAIDA SAHEB SHAIK	Messenger		2234632			
77	PRATYUSHA DASARI	Jr.Asst		2234632			
78	RAMBABU KALUKURI	OS		2234632			
79	MARIYAMMA PILLI	Watch man		2234632			
80	KAMESWARA RAO MUSUNURI	Messenger		2234632			

CHAPTER - 10

The Monthly Remuneration Received By Each of its Officers and Employees, Including the System of Compensation as Provided in Regulations

Section 4(1) b(10)

Salary Particulars Of o/o 06010102002(DD JDA GUNTUR) for 10/2015

Head Of Account: 2401000010003010011NVN

S n o	Empl oyee id	Name	Design ation	BPay	PP Un ab s	SP ay	FPa y	DA	HRA	CCA	P H A	IR	Typin g	Gros s
1	4030 56	KRUPADAS DEVA VARA VANAPARLA	DDA	80930	0	12 0	0	7209	1500 0	500	0	0	0	1037 59
2	8030 09	VENKATESWARA RAO GUDIPUDI	DDA	80930	18 0	0	110	7209	1500 0	500	0	0	0	1039 29
3	6036 18	PADMAVATHI CHIRRA	ADA	55410	0	0	0	4936	1108 2	500	0	0	0	7192 8
4	6174 11	SUNEETHA INAPAGOLLA	ADA	69750	18 0	0	0	6213	1395 0	500	0	0	0	9059 3
5	4267 35	ANNAPURNAMMA KOLAKALURI	AO	52590	0	0	0	4685	1051 8	500	0	0	0	6829 3
6	5170 26	HANUMANTH RAO VEDULLAPALLI	AO	52590	0	0	0	4685	1051 8	500	0	0	0	6829 3
7	6060 63	RATNA KUMARI TANNIRU	AO	52590	0	0	0	4685	1051 8	500	0	0	0	6829 3
8	6311 67	MOHANA RAO NAGABHYRU	AO	63010	0	0	0	5613	1260 2	500	90 0	0	0	8262 5
9	6482 68	PURNA CHADRA RAO PERURI	AO	52590	0	0	0	4685	1051 8	500	0	0	0	6829 3
1 0	6461 09	JAGAN BABU M	AEO	56870	30	0	0	5066	1137 4	500	0	0	0	7384 0
1	6502 75	ANKA RAO ABBURI	AO	39160	0	0	0	3488	7832	500	0	0	0	5098 0
1	6574 75	RAMANA KUMAR KHADGAM	AO	38130	0	0	0	3397	7626	500	0	0	0	4965 3
1	6095 15	KOTAIAH NAIDU CHILLARA	Supdt	59890	0	0	30	5335	1197 8	500	0	0	0	7773 3
1	6095 16	NAGESWARA RAO EDARA	Supdt	58330	0	0	30	5196	1166 6	500	0	0	0	7572 2
1	6095 29	SREE DEVI AMARA	Jr.Asst	49870	0	0	30	4442	9974	500	0	0	0	6481 6
1	4018 51	TULASAMMA MUDDALA	Sr.Asst	39160	0	40	0	3488	7832	500	0	0	0	5102 0
1	6060 23	LAKSHMINARAYA NA GUNTANALA	Sr.Asst	47330	0	0	30	4216	9466	500	0	0	0	6154 2
1	6095 26	SOWJANYA MOTA	Sr.Asst	36070	0	0	0	3213	7214	350	0	0	0	4684 7
1	6095 59	SREENIVASULU KASARAM	ASO	29760	0	0	0	2651	5952	350	0	0	0	3871 3

2	6238	RAGHU												5102
0	74	TELAGATHOTI	Sr.Asst	39160	40	0	0	3488	7832	500	0	0	0	0
2	6395													5389
1	57	KALESHA SHAIK	Sr.Asst	41380	0	0	50	3686	8276	500	0	0	0	2
2	6439	SARAT BABU												5834
2	52	ADDANKI	Sr.Asst	44870	0	0	0	3997	8974	500	0	0	0	1
2	6461	VENKTESWARARA												5384
3	18	O VOORE	Sr.Asst	41380	0	0	0	3686	8276	500	0	0	0	2
2	6550	V RAMANA												5098
4	30	MURTHY M	Sr.Asst	39160	0	0	0	3488	7832	500	0	0	0	0
2	7065	SRINIVASA RAO												5840
5	79	MANNEPALLI	Sr.Asst	44870	0	60	0	3997	8974	500	0	0	0	1
2	6060	RAMESH BABU												4090
6	24	VATTIKUTI	Jr.Asst	31460	0	0	0	2802	6292	350	0	0	0	4
2	6060	SRINIVASA RAO												4817
7	68	SATTU	Sr.Asst	37100	0	0	0	3305	7420	350	0	0	0	5
2	6095	SRINIVASA RAO												4817
8	30	MADALA	Sr.Asst	37100	0	0	0	3305	7420	350	0	0	0	5
2	6095	SRINIVASA SINGH												4439
9	33	BONDILI	Jr.Asst	34170	0	0	0	3044	6834	350	0	0	0	8
3	6095	DURGESA												3977
0	37	NANDINI												3977
		VANKAMAMIDI	Jr.Asst	30580	0	0	0	2724	6116	350	0	0	0	0
3	6095	GOPALA KRISHNA												4407
1	38	GANGI	Jr.Asst	33220	0	0	0	2959	6644	350	90	0	0	3
3	6095	ANURADHA												4684
2	41	YADAVALLI	Sr.Asst	36070	0	0	0	3213	7214	350	0	0	0	7
3	6170	SUNDAR SINGH												4111
3	56	NAMBURI	Typist	31460	0	21	0	2802	6292	350	0	0	0	4
3	6171	SRINIVASA RAO												4975
4	08	BATHULA	Sr.Asst	38130	50	0	50	3397	7626	500	0	0	0	3
3	6439	SIVAPRASAD												4317
5	51	TURAKA	Jr.Asst	33220	0	0	0	2959	6644	350	0	0	0	3
3	7072	NALLAIAH												4817
6	38	PEDAPUDI	Sr.Asst	37100	0	0	0	3305	7420	350	0	0	0	5
3	6095	SYAMA SUNDARA												4203
7	35	SRINIVAS												4203
		ARADHYULA	Jr.Asst	32340	0	0	0	2881	6468	350	0	0	0	9
3	6095													3459
8	39	RAHAMANI SHAIK	Jr.Asst	26600	0	0	0	2370	5320	300	0	0	0	0
3	6095	NAGESWARA RAO												4474
9	44	KURRA	Driver	34170	35	0	0	3044	6834	350	0	0	0	8
4	6095	SRINIVASULU												3692
0	45	KANDI	Driver	28120	25	35	0	2505	5624	300	0	0	0	4
4	6095	MDMM PARVEEN												3270
1	61	SULTHANA												3270
		MOHAMMAD	Jr.Asst	25140	0	0	0	2239	5028	300	0	0	0	7
4	6095	SRINIVASA RAO												3180
2	62	MULLAPUDI	Jr.Asst	24440	0	0	0	2177	4888	300	0	0	0	5
4	6170	KIREET SATISH												4111
3	63	KUMAR GANJI	Typist	31460	0	0	0	2802	6292	350	0	0	210	4
4	6174	SIVAIAH												4474
4	57	KANUGANTI	Driver	34170	0	35	0	3044	6834	350	0	0	0	8
4	6060	SRINIVASA REDDY												4090
5	70	NAIDU	Jr.Asst	31460	0	0	0	2802	6292	350	0	0	0	4
4	6565	RATNA KUMAR												2690
6	72	ITIKALA	Jr.Asst	20640	0	0	0	1839	4128	300	0	0	0	7
4	6617	VENKATA	Typist	18950	0	0	0	1688	3790	300	90	0	210	2583

7	29	SARITHA ATUKURI									0			8
48	609584	MAHABOOB SUBHANI SHAIK	Watch man	37100	0	15	0	3305	7420	350	0	0	0	48190
49	617460	SEETHARAMACHARYULU DEEVI	OS	24440	0	0	0	2177	4888	300	0	0	0	31805
50	643944	RAJENDRABABU ANDE	OS	25840	0	0	0	2302	5168	300	0	0	0	33610
51	617067	MALLAIAH KANDRAKONDA	OS	23100	0	0	0	2058	4620	300	0	0	0	30078
52	606076	SATYANARAYANA MMA MONDRETI	AO	47330	0	0	0	4216	9466	500	0	61512	0	0
53	625724	AZZIZUNNISA BEGUM	AO	46060	0	0	0	4103	9212	500	0	59875	0	0
54	637405	PRASAUNA NALLAPATI	AO	47330	0	0	0	4216	9466	500	0	61512	0	0
55	650101	ARUNA SREE B	AO	40270	0	0	0	3587	8054	500	0	52411	0	0
56	609527	ROJA MANI CHOPPARA	Supdt	35120	0	0	0	3128	7024	350	0	45622	8000	5100
57	631180	RANGA SWAMY JADAM	Supdt	64670	0	0	90	5761	12934	500	0	83955	8000	2000
58	606052	VENKATA RAMANAI AH PULICHERLA	Cinema Operator	58330	0	0	90	5196	11666	500	0	75782	13000	0
59	609563	SIVA JYOTHI KOMARISSETTY	Jr.Asst	24440	0	0	0	2177	4888	300	0	31805	0	0
60	617109	RAMA CHANDRA MURTHY SIRIPUDI	Jr.Asst	37100	0	0	0	3305	7420	350	0	48175	12000	0
61	609567	AZIMULLA SHAIK	Record Asst	34170	0	0	0	3044	6834	350	0	44398	7000	4000
62	625713	DEVI KATABATHULA	Jr.Asst	24440	0	0	0	2177	4888	300	0	31805	0	0
63	657367	PRAKASH KUMARI NALLAPU	Jr.Asst	20640	0	0	0	1839	4128	300	0	26907	0	0
64	658299	SHAKEELA SHAIK	Typist	17890	0	0	0	1594	3578	300	0	23362	0	0
65	664868	SAFIYA BEGUM SHAIK	Jr.Asst	18400	0	0	0	1639	3680	300	0	24019	0	0
66	668152	LUTHER KURAKU	Jr.Asst	16870	0	0	0	1503	3374	300	0	22047	0	0
67	668153	SAI BALA KISHORE NELAVELLI	Typist	16400	0	0	0	1461	3280	200	0	21341	0	0
68	606081	CHENNA KESAVULU MITNALA	OS	36070	0	5	0	3213	7214	350	0	46852	15000	0
69	609576	ISMAIL SHAIK	Messenger	39160	0	0	15	3488	7832	500	0	50995	12000	0
70	609578	CHINNAPPA KANCHERLA	OS	36070	0	0	5	3213	7214	350	0	46852	0	0
71	609580	HARANADHA BABU BOROBINA	OS	36070	0	5	0	3213	7214	350	0	46852	0	0
72	609581	ANJANEYULU AVULAMANDA	OS	37100	0	0	0	3305	7420	350	0	48175	0	0
73	640459	SANGAIAH DEVARAPALLI	Messenger	37100	0	0	0	3305	7420	350	0	48175	0	0
74	606059	MARIYA DAS CHUKKA	OS	28940	30	0	0	2578	5788	300	0	37636	0	0

7	6095	RAMAMOHANA										4321			
5	70	RAO KANDA	OS	33220	0	0	40	2959	6644	350	0	3	0	0	
7	6095	SAIDA SAHEB	Messen									3090			
6	74	SHAIK	ger	23740	0	0	0	2115	4748	300	0	3	0	0	
7	6648	PRATYUSHA										2401			
7	67	DASARI	Jr.Asst	18400	0	0	0	1639	3680	300	0	9	0	0	
7	6681	RAMBABU										1746			
8	54	KALUKURI	OS	13390	0	0	0	1193	2678	200	0	1	0	0	
7	6681		Watch									1746			
9	55	MARIYAMMA PILLI	man	13390	0	0	0	1193	2678	200	0	1	0	0	
8	6684	KAMESWARA RAO	Messen									1746			
0	73	MUSUNURI	ger	13390	0	0	0	1193	2678	200	0	1	0	0	
Grand Totals				915500	30	10	24	8155	183	101	0	1190	583	75000	111
													00	00	

Chapter - 11

The Budget Allocated to each Agency

(Particulars of all plans, proposed expenditures and reports on
disbursement made)

Section 4(1) b(11)

1) Current year budget 2015-16 details (Rs. In Crores)

2) Previous year budget 2014-15 details (Rs. in Crores)

S.No	Head of Account	Allocation	Release	Expenditure	Results
1	2401 – Crop Husbandry/ Farm Mechanization				
2	2401 – Crop Husbandry/ Zinc/Micronutrients				
3	2401 – Crop Husbandry/ Vermicompost				
4	2401 – Crop Husbandry/ Polambadi/CRKs				

3) Head of Account details

S.No.	Head of Account	Expenditure to be incurred
1	2401 – Crop Husbandry/ Farm Mechanization	Agriculture implements on subsidy
2	2401 – Crop Husbandry/ Zinc/Micronutrients	Zinc and Gypsum on 50% subsidy
3	2401 – Crop Husbandry/ Vermicompost	Vermicompost material, construction of Sheds on subsidy
4	2401 – Crop Husbandry/ Polambadi/CRKs	Crop inputs on subsidy

4) No budget received for technical works, infrastructure etc. in current and previous years

Chapter – 12

The Manner of Execution of Subsidy Programmes

Section 4(1) b(12)

12.1 Please provide the information as per the following format:

Rodent Control Programme

Name of Programme / Scheme:	Rashtriya krishi vikasa yojana, Rodent Control Programme 2015-16
Duration of the Programme / Scheme:	2015-16 Kharif Season
Objective of the Programme:	The main objective of implementation of Rodent Control programme in paddy crop is to reduce the Crop damage due to rodents and also to produce quality food grain.
Physical and financial targets of the programme (for the last year):	Rs.18 Lakhs for supply of bromodilene chemical of 1582 Kgs and Rs.15000/- for publicity.
Eligibility of Beneficiary: Paddy sown farmers	Paddy growing farmers of 18 mandals of the KWD (Krishna Western Delta)
Pre-requisites for the benefit	Paddy growing farmers of 18 mandals of the KWD (Krishna Western Delta)
Procedure to avail the benefits of the programme	All the Paddy growing farmers are selected under rodent control programme
Criteria for deciding eligibility subsidy or other help given	All the Paddy growing farmers in 18 mandals of the KWD (Krishna Western Delta)
Procedure for the distribution of the subsidy	Government purchase the Bromodilene chemical by calling tenders. The Mandal Agricultural Officer concerned will arrange meetings in the villages and prepared the bait material with urea, oil & broken rice. The same will be distributed on 100% along with bromodilene chemical to the farmers.
Where to apply or whom to contact in the office for applying	Mandal Agricultural Officer concerned
Application Fee (where applicable)	No Fees
Other fees (where applicable)	No Fees

Application format (where applicable. If the application is made on plain paper please mention it along with what the applicant should mention in the application)	On plain paper addressed to the Mandal Agricultural Officer concerned.
List of attachments (certificates / documents)	Pattadar Passbook copy showing the details of land and farmers details
Format of Attachments	Nil
Where to contact in case of process related complaints	Mandal Agricultural Officer concerned
Details of the available fund (At various levels like District Level, Block Level etc)	18 Lakhs
List of beneficiaries in the format given below:	-

Seed Village Programme

Name of Programme / Scheme:	Seed Village Programme 2015-16
Duration of the Programme / Scheme:	2015-16 Kharif& Rabi Seasons
Objective of the Programme:	The main objective of implementation of the programme is to supply quality certified seed of notified varieties to the farmers in time on 50% subsidy at their places at affordable prices ensuring quick multiplication of new seed varieties in a shorter time in that mandal based on that crop situation.
Physical and financial targets of the programme (for the last year):	390 ha.
Eligibility of Beneficiary:	Farmers who interested in Seed production.
Pre-requisites for the benefit	Farmers who are having land with assured irrigation.
Procedure to avail the benefits of the programme	Farmers who interested to produce paddy seed in compact area with water facility for the field. The farmers in a compact area are selected to produce the seed. During the crop season three trainings will be given to selected farmers.
Criteria for deciding eligibility subsidy or other help given	Farmer interested in Seed production practises having land with assured irrigations.
Procedure for the distribution of the subsidy	Farmers who interested to produce paddy seed in compact area, water facility,

	cultivable land. The farmers in a compact area are selected to produce the seed. During the crop season three trainings will be given to selected farmers.
Where to apply or whom to contact in the office for applying	Mandal Agricultural Officer concerned
Application Fee (where applicable)	No Fees
Other fees (where applicable)	No Fees
Application format (where applicable. If the application is made on plain paper please mention it along with what the applicant should mention in the application)	On plain paper addressed to the Mandal Agricultural Officer concerned.
List of attachments (certificates / documents)	Pattadar Passbook copy showing the details of land and farmers details
Format of Attachments	Nil
Where to contact in case of process related complaints	Mandal Agricultural Officer concerned
Details of the available fund (At various levels like District Level, Block Level etc)	
List of beneficiaries in the format given below:	-

Chandranna Rythu Kshetralu

Name of Programme / Scheme:	Chandranna Rythu Kshetramulu 2015-16
Duration of the Programme / Scheme:	2015-16 Kharif& Rabi Seasons
Objective of the Programme:	To promote best agronomic and farm management practices for achieving increase in productivity and reducing cost of cultivation
Physical and financial targets of the programme (for the last year):	407 Plots Rs.5000/- each
Eligibility of Beneficiary:	All farmers are eligible
Pre-requisites for the benefit	All the farmers are eligible who are interested to cultivate the crop with latest techniques.

Procedure to avail the benefits of the programme	10 ha. plot is selected and inputs are supplied to the farmers on 100% subsidy.
Criteria for deciding eligibility subsidy or other help given	Farmers who are interested to cultivate the crop with latest technology.
Procedure for the distribution of the subsidy	Inputs are supplied to the selected farmers of selected plot in the villages on 100% subsidy.
Where to apply or whom to contact in the office for applying	Mandal Agricultural Officer concerned
Application Fee (where applicable)	No Fees
Other fees (where applicable)	No Fees
Application format (where applicable. If the application is made on plain paper please mention it along with what the applicant should mention in the application)	On plain paper addressed to the Mandal Agricultural Officer concerned.
List of attachments (certificates / documents)	Pattadar Passbook copy showing the details of land and farmers details
Format of Attachments	Nil
Where to contact in case of process related complaints	Mandal Agricultural Officer concerned
Details of the available fund (At various levels like District Level, Block Level etc)	20.35 Lakhs
List of beneficiaries in the format given below:	-

Polambadi

Name of Programme / Scheme:	Polambadi 2015-16
Duration of the Programme / Scheme:	2015-16 Kharif& Rabi Seasons
Objective of the Programme:	To reduce the cost of cultivation and increase the productivity duly empowering the farmers to take economical decisions by adopting practices of integrated crop management.
Physical and financial targets of the programme (for the last year):	15.61 Lakhs, 59 Polambadies @ Rs.26700 each.

Eligibility of Beneficiary:	Farmers who are interested to follow the new practices in a compact area.
Pre-requisites for the benefit	All farmers are eligible who are interested to cultivate the crop in latest techniques.
Procedure to avail the benefits of the programme	30 farmers selected in compact area and inputs are supplied from 50% to 100% subsidy as per guidelines of polambadi.
Criteria for deciding eligibility subsidy or other help given	Farmers who interested to cultivate the crop with latest technology.
Procedure for the distribution of the subsidy	Inputs are supplied to the farmers of selected plot in the villages on 50 to 100% subsidy.
Where to apply or whom to contact in the office for applying	Mandal Agricultural Officer concerned
Application Fee (where applicable)	No Fees
Other fees (where applicable)	No Fees
Application format (where applicable. If the application is made on plain paper please mention it along with what the applicant should mention in the application)	On plain paper addressed to the Mandal Agricultural Officer concerned.
List of attachments (certificates / documents)	Pattadar Passbook copy showing the details of land and farmers details
Format of Attachments	Nil
Where to contact in case of process related complaints	Mandal Agricultural Officer concerned
Details of the available fund (At various levels like District Level, Block Level etc)	15.61 Lakhs
List of beneficiaries in the format given below:	-

Polampilusthondi

Name of Programme / Scheme:	Polampilusthondi2015-16
Duration of the Programme / Scheme:	2015-16 Kharif& Rabi Seasons
Objective of the Programme:	To strengthen extension reach to farmers door step for increasing productivity in agriculture and allied sectors and to increase income of the farmer.

Physical and financial targets of the programme (for the last year):	72.26 Lakhs, 160 trainings @ Rs.5000/- each.
Eligibility of Beneficiary:	All farmers are eligible.
Pre-requisites for the benefit	All farmers are eligible
Procedure to avail the benefits of the programme	Every Tuesday and Wednesday officers of agriculture and allied departments will interact with farmers, visit their fields and suitable suggestions will be given to farmers as per the prefixed schedule.
Criteria for deciding eligibility subsidy or other help given	All farmers are eligible
Procedure for the distribution of the subsidy	No inputs will be distributed as per the guidelines and the main objective is technology transfer.
Where to apply or whom to contact in the office for applying	Mandal Agricultural Officer concerned
Application Fee (where applicable)	No Fees
Other fees (where applicable)	No Fees
Application format (where applicable. If the application is made on plain paper please mention it along with what the applicant should mention in the application)	On plain paper addressed to the Mandal Agricultural Officer concerned.
List of attachments (certificates / documents)	Pattadar Passbook copy showing the details of land and farmers details
Format of Attachments	Nil
Where to contact in case of process related complaints	Mandal Agricultural Officer concerned
Details of the available fund (At various levels like District Level, Block Level etc)	72.26 Lakhs
List of beneficiaries in the format given below:	-

Farm Mechanization

Name of Programme / Scheme:	Farm Mechanization2015-16
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Duration of the Programme / Scheme:	2015-16 Kharif& Rabi Seasons
Objective of the Programme:	To reduce the cost of cultivation and to improve productivity and quality.
Physical and financial targets of the programme (for the last year):	1400 Lakhs.
Eligibility of Beneficiary:	All farmers are eligible.
Pre-requisites for the benefit	All farmers are eligible
Procedure to avail the benefits of the programme	Farmers may approach nearest meeseva center and apply for the agriculture implement as per the rates, subsidy model at their choice.
Criteria for deciding eligibility subsidy or other help given	All farmers are eligible
Procedure for the distribution of the subsidy	Farmers may approach nearest meeseva center and apply for the agriculture implement as per the rates, subsidy model at their choice.
Where to apply or whom to contact in the office for applying	Mandal Agricultural Officer concerned
Application Fee (where applicable)	Rs.10/-
Other fees (where applicable)	Rs.1000/- for the unit cost of Rs.1.00 Lakhs.
Application format (where applicable. If the application is made on plain paper please mention it along with what the applicant should mention in the application)	Available in www.apagrisnet.gov.in website.
List of attachments (certificates / documents)	Pattadar Passbook copy showing the details of land and farmers details, Aadhar copy.
Format of Attachments	Nil
Where to contact in case of process related complaints	Mandal Agricultural Officer concerned
Details of the available fund (At various levels like District Level, Block Level etc)	1400 Lakhs
List of beneficiaries in the format given below:	-

Chapter – 13

Particulars of Recipients of Concessions, permits or authorization granted by it

Section 4(1) b(13)

a) Fertilizer license:

In order to supply the fertilizers to the farmers in time, the department of agriculture has sanctioned fertilizer licenses to the Markfed, PACS, private dealers. The following documents are required for certificate of registration/letter of authorization.

1. Form A1
2. License fees Rs.1250/- through chalan.
3. Form 'O'.
4. Proprietor details
5. VAT copy.
6. Own/rent declaration.

For grant of license the applicant may be applied through online licensing management system. The license will be issued within 30 days.

b) Pesticide License:

1. Form 'VI'
2. License fees Rs.7500/- to municipalities
Rs.1500/- to rural areas.
3. Form 'D'
4. Proprietor details
5. VAT copy.
6. Own/rent declaration

For grant of pesticide license, the applicant may approach the concerned Mandal Agricultural Officer and the licence will be granted within 30 days.

c) Seed License:

1. Form 'A'
2. License fees Rs.50/- through chalan
3. Proprietor details
4. VAT copy.
5. Own/rent declaration

For grant of seed license, the applicant may approach the concerned Mandal Agricultural Officer and the licence will be granted within 30 days.

Chapter - 14

Norms set by it for the discharge of its function

Section 4(1) b(14)

14.1 Please provide the details of the Norms / Standards set by the department for execution of various activities / Programmes.

Rodent Control Programme

Name of Programme / Scheme:	Rashtriya krishi vikasa yojana, Rodent Control Programme 2015-16
Duration of the Programme / Scheme:	2015-16 Kharif Season
Objective of the Programme:	The main objective of implementation of Rodent programme in paddy fields is to reduce the yield losses due to rodents and also to produce quality food grain.
Physical and financial targets of the programme (for the last year):	18 Lakhs for bromodilene chemical of 1582 Kgs and Rs.15000/- for publicity.
Eligibility of Beneficiary: Paddy sown farmers	Paddy sown farmers in 18 mandals of the KWD (Krishna Western Delta)
Pre-requisites for the benefit	Paddy sown farmers in 18 mandals of the KWD (Krishna Western Delta)
Procedure to avail the benefits of the programme	All the farmers are selected under rodent control programme
Criteria for deciding eligibility subsidy or other help given	Paddy sown farmers in 18 mandals of the KWD (Krishna Western Delta)
Procedure for the distribution of the subsidy	Government purchase the Bromodilene chemical by calling tenders. The Mandal Agricultural Officer concerned will arrange meetings in the villages and prepared the bait material with urea, oil & broken rice. The same will be distributed on 100% along with bromodilene chemical to the farmers.
Where to apply or whom to contact in the office for applying	Mandal Agricultural Officer concerned
Application Fee (where applicable)	No Fees
Other fees (where applicable)	No Fees
Application format (where applicable. If the application is made on plain paper please	On plain paper addressed to the Mandal Agricultural Officer concerned.

mention it along with what the applicant should mention in the application)	
List of attachments (certificates / documents)	Pattadar Passbook copy showing the details of land and farmers details
Format of Attachments	Nil
Where to contact in case of process related complaints	Mandal Agricultural Officer concerned
Details of the available fund (At various levels like District Level, Block Level etc)	18 Lakhs
List of beneficiaries in the format given below:	-

Seed Village Programme

Name of Programme / Scheme:	Seed Village Programme 2015-16
Duration of the Programme / Scheme:	2015-16 Kharif & Rabi Seasons
Objective of the Programme:	The main objective of implementation of the programme is to supply quality certified seed of notified varieties to the farmers in time on 50% subsidy at their places at affordable prices ensuring quick multiplication of new seed varieties in a shorter time in that mandal based on that crop situation.
Physical and financial targets of the programme (for the last year):	390 ha.
Eligibility of Beneficiary:	Seed production practises followed farmers.
Pre-requisites for the benefit	Seed production practises followed farmers.
Procedure to avail the benefits of the programme	Farmers who interested to produce paddy seed in compact area, water facility, cultivable land. The farmers in a compact area are selected to produce the seed. During the crop season three trainings will be given to selected farmers.
Criteria for deciding eligibility subsidy or other help given	Seed production practises followed farmers.
Procedure for the distribution of the subsidy	Farmers who interested to produce paddy seed in compact area, water facility, cultivable land. The farmers in a compact area are selected to produce the seed.

	During the crop season three trainings will be given to selected farmers.
Where to apply or whom to contact in the office for applying	Mandal Agricultural Officer concerned
Application Fee (where applicable)	No Fees
Other fees (where applicable)	No Fees
Application format (where applicable. If the application is made on plain paper please mention it along with what the applicant should mention in the application)	On plain paper addressed to the Mandal Agricultural Officer concerned.
List of attachments (certificates / documents)	Pattadar Passbook copy showing the details of land and farmers details
Format of Attachments	Nil
Where to contact in case of process related complaints	Mandal Agricultural Officer concerned
Details of the available fund (At various levels like District Level, Block Level etc)	
List of beneficiaries in the format given below:	-

Chandranna Rythu Kshetralu

Name of Programme / Scheme:	Chandranna Rythu Kshetramulu 2015-16
Duration of the Programme / Scheme:	2015-16 Kharif & Rabi Seasons
Objective of the Programme:	To promote best agronomic and farm management practices for achieving increase in productivity and reducing cost of cultivation
Physical and financial targets of the programme (for the last year):	407 Plots Rs.5000/- each
Eligibility of Beneficiary:	All farmers are eligible
Pre-requisites for the benefit	All farmers are eligible who are interested to cultivate the crop in latest techniques.
Procedure to avail the benefits of the programme	10 ha. plot is selected and inputs are supplied to the farmers on 100% subsidy.

Criteria for deciding eligibility subsidy or other help given	Farmers who interested to cultivate the crop with latest technology.
Procedure for the distribution of the subsidy	Inputs are supplied to the farmers of selected plot in the villages on 100% subsidy.
Where to apply or whom to contact in the office for applying	Mandal Agricultural Officer concerned
Application Fee (where applicable)	No Fees
Other fees (where applicable)	No Fees
Application format (where applicable. If the application is made on plain paper please mention it along with what the applicant should mention in the application)	On plain paper addressed to the Mandal Agricultural Officer concerned.
List of attachments (certificates / documents)	Pattadar Passbook copy showing the details of land and farmers details
Format of Attachments	Nil
Where to contact in case of process related complaints	Mandal Agricultural Officer concerned
Details of the available fund (At various levels like District Level, Block Level etc)	20.35 Lakhs
List of beneficiaries in the format given below:	-

Polambadi

Name of Programme / Scheme:	Polambadi 2015-16
Duration of the Programme / Scheme:	2015-16 Kharif & Rabi Seasons
Objective of the Programme:	To reduce the cost of cultivation and increase the productivity duly empowering the farmers to take economical decisions by adopting practices of integrated crop management.
Physical and financial targets of the programme (for the last year):	15.61 Lakhs, 59 Polambadies @ Rs.26700 each.
Eligibility of Beneficiary:	Farmers who are interested to follow the new practices in a compact area.

Pre-requisites for the benefit	All farmers are eligible who are interested to cultivate the crop in latest techniques.
Procedure to avail the benefits of the programme	30 farmers selected in compact area and inputs are supplied from 50% to 100% subsidy as per guidelines of polambadi.
Criteria for deciding eligibility subsidy or other help given	Farmers who interested to cultivate the crop with latest technology.
Procedure for the distribution of the subsidy	Inputs are supplied to the farmers of selected plot in the villages on 50 to 100% subsidy.
Where to apply or whom to contact in the office for applying	Mandal Agricultural Officer concerned
Application Fee (where applicable)	No Fees
Other fees (where applicable)	No Fees
Application format (where applicable. If the application is made on plain paper please mention it along with what the applicant should mention in the application)	On plain paper addressed to the Mandal Agricultural Officer concerned.
List of attachments (certificates / documents)	Pattadar Passbook copy showing the details of land and farmers details
Format of Attachments	Nil
Where to contact in case of process related complaints	Mandal Agricultural Officer concerned
Details of the available fund (At various levels like District Level, Block Level etc)	15.61 Lakhs
List of beneficiaries in the format given below:	-

Polampilusthondi

Name of Programme / Scheme:	Polampilusthondi 2015-16
Duration of the Programme / Scheme:	2015-16 Kharif & Rabi Seasons
Objective of the Programme:	To strengthen extension reach to farmers door step for increasing productivity in agriculture and allied sectors and to increase income of the farmer.
Physical and financial targets of the programme (for the last year):	72.26 Lakhs, 160 trainings @ Rs.5000/- each.

Eligibility of Beneficiary:	All farmers are eligible.
Pre-requisites for the benefit	All farmers are eligible
Procedure to avail the benefits of the programme	Farmer training centers are arranged training programme in the villages. Every Tuesday and Wednesday officers of agriculture and allied departments, farmers are interact with farmers, visit their fields and suitable suggestions will be given to farmers.
Criteria for deciding eligibility subsidy or other help given	All farmers are eligible
Procedure for the distribution of the subsidy	Farmer training centers are arranged training programme in the villages. Every Tuesday and Wednesday officers of agriculture and allied departments, farmers are interact with farmers, visit their fields and suitable suggestions will be given to farmers.
Where to apply or whom to contact in the office for applying	Mandal Agricultural Officer concerned
Application Fee (where applicable)	No Fees
Other fees (where applicable)	No Fees
Application format (where applicable. If the application is made on plain paper please mention it along with what the applicant should mention in the application)	On plain paper addressed to the Mandal Agricultural Officer concerned.
List of attachments (certificates / documents)	Pattadar Passbook copy showing the details of land and farmers details
Format of Attachments	Nil
Where to contact in case of process related complaints	Mandal Agricultural Officer concerned
Details of the available fund (At various levels like District Level, Block Level etc)	72.26 Lakhs
List of beneficiaries in the format given below:	-

Farm Mechanization

Name of Programme / Scheme:	Farm Mechanization 2015-16
Duration of the Programme / Scheme:	2015-16 Kharif & Rabi Seasons
Objective of the Programme:	To reduce the cost of cultivation and improves productivity.
Physical and financial targets of the programme (for the last year):	1400 Lakhs.
Eligibility of Beneficiary:	All farmers are eligible.
Pre-requisites for the benefit	All farmers are eligible
Procedure to avail the benefits of the programme	Farmers may approach nearest meeseva center and apply for the agriculture implement as per the rates, subsidy model at their choice.
Criteria for deciding eligibility subsidy or other help given	All farmers are eligible
Procedure for the distribution of the subsidy	Farmers may approach nearest meeseva center and apply for the agriculture implement as per the rates, subsidy model at their choice.
Where to apply or whom to contact in the office for applying	Mandal Agricultural Officer concerned
Application Fee (where applicable)	Rs.10/-
Other fees (where applicable)	Rs.1000/- for the unit cost of Rs.1.00 Lakhs.
Application format (where applicable. If the application is made on plain paper please mention it along with what the applicant should mention in the application)	Available in www.apagrisnet.gov.in website.
List of attachments (certificates / documents)	Pattadar Passbook copy showing the details of land and farmers details, Aadhar copy.
Format of Attachments	Nil
Where to contact in case of process related complaints	Mandal Agricultural Officer concerned
Details of the available fund (At various levels like District Level, Block Level etc)	1400 Lakhs
List of beneficiaries in the format given below:	-

Chapter - 15

Information available in an electronic form

Section 4(1) b(15)

14.1 Information available in Computers

S. No.	Information file	Information available	Controlling Officer
1	Computer	Current year agricultural schemes & Programmes	Joint Director of Agriculture, Guntur
2	CDs	Current year agricultural schemes & Programmes	ADA (Agro.), O/o. JDA, Guntur
	CD1	Fertilizers dealer list, Fertilizer distribution, Fertilizer sample details	ADA (Trg.), O/o. JDA, Guntur
	CD2	Pesticide dealers list, Pesticides distribution, Pesticide sample details	DDA (PP), O/o. JDA, Guntur
	CD3	Seed dealers list, Seeds distribution, Seed sample details	ADA (Agro.), O/o. JDA, Guntur
	CD4	Agricultural Schemes & Programmes	ADA (Agro.), O/o. JDA, Guntur
	CD5	Budget details	ADA (Agro.), O/o. JDA, Guntur
3	Internet	Agricultural Schemes & Programmes	

Chapter - 16

Particulars of the facilities available to citizens for obtaining information

Section 4(1) b(16)

S · N o	Name of the Facility	Place	Information Available
1	Notice Board	JDA office premises, Black boards in Gram Panchayat office	Notifications
2	Press Note	Daily news papers	Agriculture Schemes, Seasonal Conditions, Information on pest & diseases on crops
3	Information centre	Rythumitra Hall	Agriculture Schemes
4	Publications	DDA (FTC) Bapatla	Polambadi, Padipantalu
5	Office Library	No Library	No Library
6	Reading Room	No	No
7	Website	www.jdablogspot.com	Agricultural Schemes
8	Inspection of Office records	Record room	Office registers, files
9	Other facilities	-	-

Chapter - 17
Other Useful Information
Section 4(1) b(17)

The Agricultural programmes and crop production schemes details are available in apagrisnet website. The farmers may be clarified their doubts through toll free number 1800-425-1110 and they get answers within 24 hours. The farmers may be approached the concerned Mandal Agricultural Officers and Agril Extension Officers time to time on crop management practises. The farmers may be conveyed their requests in white paper.