

**Greater Visakhapatnam Municipal Corporation**  
**Visakhapatnam.**



**Information under section 4 (1) (b) of**  
**Right to Information Act,2005**

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## Chapter – 1

### **Introduction**

#### **1.1. Background and main purpose**

The information related to the Greater Visakhapatnam Municipal Corporation, which was established under the Act enacted in 1979, has been made available to the citizens with the intention of strengthening transparency and accountability in the performance of public sector organizations. Relating to water supply and sanitation Procedures related to schemes, roads, street lights etc. and other public welfare programs, the officers, responsibilities and duties of the corporation which implement them and serve the people are included in this book.

#### **1.2. Purpose of this book**

Information related to the powers, duties, responsibilities of the respective officers and departments of the corporation which authored and implemented the public welfare schemes, duties to implement the respective programs, related details, salary details of officers, committees, councils and boards are available to the citizens.

#### **1.3. Who is this book for?**

Citizens, Social Organisations, Public Representatives, Officers, Employees of Public Institutions, Public Information Officers, Associated Officers, Central State Information Commissions etc.

#### **1.4. Definitions of some key terms**

GVMC -Greater Visakhapatnam Municipal Corporation

Commissioner	-	Commissioner
ADC	-	Additional Commissioner - I
ADC	-	Additional Commissioner – II
ADC	-	Additional Commissioner – III
JD (Amrit)	-	First Appellate Officer
CE		Chief Engineer
C. C.P.	-	Chief City Planner
P.D.		Project Director
S.E.	-	Superintendent Engineer (Projects -I )
S.E.	-	Superintendent Engineer (Projects -II )
S.E.	-	Superintendent Engineer ( Works I&II)
S.E.	-	Superintendent Engineer ( Works III&IV)
S.E.	-	Superintendent Engineer ( Works VI)
S.E.	-	Superintendent Engineer ( Works VII & VIII)
S.E.	-	Superintendent Engineer ( Works 5a&5b) PL&C
S.E.	-	Superintendent Engineer (Mechanical)
S.E.	-	Superintendent Engineer (Electrical)
S.E.	-	Superintendent Engineer ( Water Supply & U.G.D.M)

C.M.O.H	-	Chief Medical of Health Officer
E.E.	-	Executive Engineer
AMOH	-	Assistant Medical Officer of Health
V.A.S	-	Veterinary Assistant Surgeon
I.L.C.S	-	Integrated low cost sanitation
NSDP	-	National Slum Development Projects
S.J.R..Y	-	Swarna Jayanthi Shahari Rose Gar Yojana
B.P.L.	-	Below the poverty line
N.O.A.P	-	National Old Age Pension
H.M.C.Act	-	Hyderabad Municipal Corporation Act
C.C.A	-	Classification Control Appeal
F.R.	-	Fund mental rules

### 1.5. Chapters:

- Chapter 2 = Duties and Responsibilities of Greater vishakpatnam Municipal Corporation
- Chapter 3 = Greater visakapatnam Municipal Corporation Duties and Responsibilities of Officers
- Chapter 4 = Decision Making Methodology
- Chapter 5 = Fundamental guidelines in duty management
- Chapter 6 = Regulations, instructions, copies and records for the administration of duty
- Chapter 7 = Miscellaneous documents under public authority
- Chapter 8 = Provisions relating to formulation of policy or its implementation and advice
- Chapter 9 = Greater visakhapatnam under Municipal Corporation boards, councils, committees, Other Institutions
- Chapter 10 = Employee Index of Greater vishakpatnam Municipal Corporation Officers
- Chapter 11 = Wages of Greater vishakpatnam Municipal Corporation Officers Employees
- Chapter 12 = Financial Allocations of Various Departments of Greater vishakpatnam Municipal Corporation
- Chapter 13 = Procedure for Implementation of Subsidy Programmes
- Chapter 14 = Description of Permits and Connections granted by Public Authority
- Chapter 15 = Information available in electronic formats
- Chapter 16 = Facility available for obtaining information
- Chapter 17 = Definition of Public Information Officers
- Chapter 18 = Further explanation of tools

1.6 **Additional Information:** Additional information may be obtained from the Public Information Officer and Additional Information Officers of the Municipal Corporation of Greater vishakpatnam and through the website [www.gvmc.gov.in/wss](http://www.gvmc.gov.in/wss)

1.7 Name and address of contact person:

1. Sri P Nallanayya, Secretary and RTI Nodal Officer, GVMC
2. Sri K. Dileep , O.S.D., I.T. and Public Information Officer, GVMC
3. Other senior officers and public information officers of concerned departments Chief Engineer / Chief City Planner/P.D. (UCD) / Chief Medical Officer / Deputy Commissioner (Revenue)

**Greater Visakhapatnam Municipal Corporation, Visakhapatnam**

**As per Section-5(1) and 5(2) of Right to Information Act-2005**

**Details of designation, address and phone numbers of Civil Information Officers and Appellate Officers**

Sl.No No.	Name of public Authority	Public Authority Address	Name, Designation and Phone Number of Citizen Information Officer	Name Designation and Phone Number of the First Appellate Officer
1	2	3	4	5
1	Greater Visakhapatnam Municipal Corporation Visakhapatnam	Tenneti Bhavan, Ashil Metta, Visakhapatnam	Sri. P Nallanayya Secretary and RTI Nodal Officer Phone: 0891-2746310 Cell: 9666777182	Smt. D.Vijaya Bharati JD (Amrit) Cell : 8008128229
2	Zonal Office, Zone- 1	Zonal Office, Zone-1, Bhimeli , Visakhapatnam	Sri.i N. Narasingha Rao Superintendent and Citizen Information Officer Phone: 0891-2712165	Sri. S Venkataramana Zonal Commissioner, Zone-1 Cell: 9849905798
3	Zonal Office, Zone- 2	Zonal Office, Zone- 2 , Madurawada, Visakhapatnam	Sri. A Appalaraju Superintendent and Citizen Information Officer Phone: 0891-2712165	Sri.B.Ramu Zonal Commissioner, Zone-2 Cell: 9848366878
4	Zonal Office, Zone- 3	Zonal Office, Zone- 3 , Municipal Shopping Complex (E. Seva Building) Ashil Metta, Visakhapatnam	Sri.I. Baburao Superintendent and Citizen Information Officer Phone: 0891-2754201	Sri.K Sivaprasad Zonal Commissioner, Zone-3 Cell: 9912349486
5	Zonal Office, Zone- 4	Zonal Office, Zone- 4 , Suryabagh, Visakhapatnam	Smt.I. Sumathi Superintendent Citizen Information Officer Phone: 0891-2559642 Cell: 7674989514	Sri.K Chakravaty Zonal Commissioner, Zone-4 Cell: 9848889701
6	Zonal Office, Zone- 5	Zonal Office, Zone- 5 , Gnan Puram, Visakhapatnam	Sri. TSN Raju Superintendent and Citizen Information Officer Phone: 0891-2516449	Sri.RGV Krishna Zonal Commissioner, Zone-5 Cell: 9705086888
7	Zonal Office, Zone- 6	Zonal Office, Zone- 6 , Gajuwaka, Visakhapatnam	Sri. KV Ramana Superintendent and Citizen Information Officer Phone: 0891-2735353	Sri. P Simhachalam Zonal Commissioner, Zone-6 Cell: 9666673949
8	Zonal Office, Zone- 7	Zonal Office, Zone- 7 , Anakapalli , Visakhapatnam	Sri.LV Suresh Superintendent and Citizen Information Officer Phone: 0891-2735353	Smt. K Kanaka Gretaerlakshmi Zonal Commissioner-7 Cell: 8340999957

9	Zonal Office, Zone- 8	Zonal Office, Zone- 8 , Vepagunta, Visakhapatnam	Sri. P. V. V. S. Murthy Superintendent and Citizen Information Officer Phone: 0891-2735353	Sri. M.Mallayya Naidu Zonal Commissioner, Zone- 8 Cell: 9912349439
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**Concerned Section Heads are deemed PIOs in the Zonal Offices of GVMC.**

Sl . No	Name of Office / Administrative Unit	Name and Designation P.I.O	Office / Home Phone& Fax Nos	E -mail
1	Greater Visakhapatnam Municipal Corporation	Sri.Palli Nallanaya RTI Nodal Officer PIO Secretary Section	9666777182	secretarycom.gmail@gvmc
2	Greater Visakhapatnam Municipal Corporation	Smt.P.Padmaja Accounts Officer, (Deposits & Advances)	9848388884	gvmcaofinance@gmail.com
3	Greater Visakhapatnam Municipal Corporation	Smt.Y.Manjula Accounts Officer, (Finance and Accounts)	8121812540	gvmcaofinance@gmail.com
4	Greater Visakhapatnam Municipal Corporation	Sri.A.Appala Naidu Administrative Officer, (Establishment )	8500265493	csectiongvmc@gmail.com
5	Greater Visakhapatnam Municipal Corporation	Sri.M.Damodha Rao Asst.Director of Horticulture, (Horticulture)	9951980599	muladhamodar@gmail.com
6	Greater Visakhapatnam Municipal Corporation	Sri.K. Varahala Dora Biologist, (Anti Larva Operations )	9848998577	gvmcbiologist@gmail.com
7	Greater Visakhapatnam Municipal Corporation	Sri.B. Suresh Kumar Chief City Planner, (Town Planning )	9912349456	ccpgvmc@gmail.com
8	Greater Visakhapatnam Municipal Corporation	Sri.P.Ravi Krishna Raju Chief Engineer, (Engineering )	9966000294	cegvmc2014@gmail.com
9	Greater Visakhapatnam Municipal Corporation	Dr.K.S.L.G.Sashtry Chief Medical Officer of Health, (Public Health )	9848308823	gvmc.cmoh2016@gmail.com
10	Greater Visakhapatnam Municipal Corporation	Dr.Kishore Kumar City Veterinary Officer, (Veterinary )	8886338111	cvogvmc@gmail.com
11	Greater Visakhapatnam Municipal Corporation	Sri.Y.Srinivasa Rao Director of Sports, (Sports)	9848497384	sportssectiongvmc@gmail.com
12	Greater Visakhapatnam Municipal Corporation	Sri V. Sanyasi Rao Deputy Commissioner (Revenue)	9912349437	dcrgvmc@yahoo.com
13	Greater Visakhapatnam Municipal Corporation	Sri.D.Srinivas Dy.Educational Officer, (Education)	9848308820	dyeo.gvmc@gmail.com
14	Greater Visakhapatnam Municipal Corporation	Sri.C.C.Vasu Deva Reddy Examiner of Accounts, (Audit )	7993453488	eo.gvmc@gmail.com

15	Greater Visakhapatnam Municipal Corporation	Sri.K.Dileep Officer on Special Duty, (Information Technology)	8187899151	itadmn.gvmc@gov.in
16	Greater Visakhapatnam Municipal Corporation	Sri.K.V.Papu Naidu Project Director, (UrbanCommunity Development)	9440341999	pducd.gvmc@gov.in
17	Greater Visakhapatnam Municipal Corporation	Sri.S.T.V.Ratna Kumar Project Officer, (Balyam )	9951918884	po.balyam.gvmc@gmail.com
18	Greater Visakhapatnam Municipal Corporation	Sri.M.V.D.Phani Ram Public Relations Officer, (Public Relations )	9848308814	gvmcmmediacell@gmail.com
19	Greater Visakhapatnam Municipal Corporation	P.D.A.Prasad Rao Statistical Officer, (Birth & Death )	9848145927	gvmcpublichealth@gmail.com
20	Greater Visakhapatnam Municipal Corporation	Sri.K.Samson Raju Superintending Engineer(Electrical)	8187896437	eegvmcelec@gmail.com
21	Greater Visakhapatnam Municipal Corporation	Sri.G.Krishna Rao Superintending Engineer(Mechanical)	7997549666	eegvmcmec@gmail.com
22	Greater Visakhapatnam Municipal Corporation	Sri. K.Venu Gopala Rao Superintending Engineer(PL&C) i/c	7095349939	segvmcws@gmail.com
23	Greater Visakhapatnam Municipal Corporation	Sri. M. Vinay Kumar Superintending Engineer (Projects-I)	9948525297	sep1gvmc@gmail.com
24	Greater Visakhapatnam Municipal Corporation	Sri. K.V.N. Ravi Superintending Engineer(Projects-II)	9948095519	sep2gvmc@gmail.com
25	Greater Visakhapatnam Municipal Corporation	Sri.K.Samson Raju Superintending Engineer(Works) – I & II	8187896437	sepublicworks2@gmail.com
26	Greater Visakhapatnam Municipal Corporation	Sri. P. Satyanarayana Raju Superintending Engineer(Works-III & IV)	7095349939	sepublicworks4@gmail.com
27	Greater Visakhapatnam Municipal Corporation	Sri. K.V.N. Ravi Superintending Engineer (WS & UGDM, (Water Supply & UGDM) i/c	9948095519	segvmcws@gmail.com
28	Greater Visakhapatnam Municipal Corporation	Sri. K. Ram Mohana Rao Superintending Engineer-IV (Works)	9951532874	sepublicworks4@gmail.com
29	Greater Visakhapatnam Municipal Corporation	Sri. G. Govinda Rao Superintending Engineer-VI (Works)	7997549666	sepublicworks6@gmail.com
30	Greater Visakhapatnam Municipal Corporation	Sri. K. Ram Mohana Rao Superintending Engineer- VII & VIII (Works)	9951532874	sepublicworks8@gmail.com
31	Greater Visakhapatnam Municipal Corporation	Sri. K.Venu Gopala Rao Superintending Engineer – V(A) & V(B) (Works)	7095349939	seworkszone5@gmail.com

**Chapter-2**

**Greater Visakhapatnam Municipal Corporation – Duties and Responsibilities**

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

**2.1. DETAILS OF FUNCTIONS AND RESPONSIBILITIES OF THE ORGANIZATION:**

Year	Name of the organization	address	section	works	duties
2.	Greater vishakpatnam Municipal Corporation Visakhapatnam	Tenneti Bhavan, Ashil Metta Junction Visakhapatnam	Administrative Officer (Deposits & Advances)	AO (D & A) of the undermentioned employees of the department and in respect of Supervision of subjects .	Retired Employees Provident and ,t .l ,Advances ,Fundl on subjects like pension MonitoringPension of retired and ,employees Correspondence on various subjects
3.	Greater vishakpatnam Municipal Corporation Visakhapatnam	Tenneti Bhavan, Ashil Metta Junction Visakhapatnam	Administrative Officer (Finance & Accounts)	Pre-audit all types of bills Pay order PIDAPA General Voucher Payments according to seniority, preparation of necessary plans and proposals for preparation budget of Supervise the grants sanctioned from the Government and , prepare the Income Expenditure of the State , organization and AG audit reports .and paragraphs appropriate steps take to resolve ,prepare annual accounts and reconcile accounts through cash books .etc	Pre-audit all types of bills Pay order PIDPA General Voucher Payments according to seniority, preparation of necessary plan and proposals for preparation of budget Monitoring the grants sanctioned from the Government and , preparing the income and , expenses of the organization and and AG audit reports state .paragraphs Taking appropriate steps to resolve such as preparing annualaccounts and reconciling .accounts with cash books etc
4.	Greater vishakpatnam Municipal Corporation Visakhapatnam	Tenneti Bhavan, Ashil Metta Junction Visakhapatnam	Administrative Officer (Administrative Section)	C & D Section Establishment , Legal Cell & Conduct of Elections , Monitoring	C & D Section Establishment , Legal Cell & Conduct of Elections , Monitoring of Employee Service Details ,

				of Employee Service Details , Transfers	Transfers
5.	Greater vishakpatnam Municipal Corporation Visakhapatnam	Swarna Bharati Indoor Stadium, Resapuvani Palem, Visakhapatnam	Assistant Director (Horticulture)	Parks belonging to Visakhapatnam City Corporation Development and maintenance of central medians and greenery	Parks belonging to Visakhapatnam City Corporation Development and maintenance of central medians greenery , .etc
6.	Greater vishakpatnam Municipal Corporation Visakhapatnam	Tenneti Bhavan, Ashil Metta Junction Visakhapatnam	Chief City Planner (Town Planning)	The building to structures Granting permissions Making and approval of advertisements and collection of taxes	Granting permissions for construction of buildings , monitoring illegal constructions , Protecting and advertising commercial lands
7.	Greater vishakpatnam Municipal Corporation Visakhapatnam	Tenneti Bhavan, Ashil Metta Junction Visakhapatnam	Chief Engineer	The improved facilities for the people living in the corporation area i.e. roads, social buildings, canals, bridges, good water supply, street lights, parks, underground drainage etc. are provided by the engineering department.	Improved facilities for the people living within the Corporation i.e. roads, social buildings, canals, bridges, good water supply, street lights, parks, underground drainage etc. are provided and supervised by the Engineering Department.
8.	Greater vishakpatnam Municipal Corporation Visakhapatnam	Tenneti Bhavan, Ashil Metta Junction Visakhapatnam	Chief Medical Officer (Public Health)	Better facilities for the people under the Corporation i.e. public health and solid waste management.	1. To monitor sanitation management within GVMC. 2. Taking measures to prevent the spread of diseases. 3. Supervision of registration of births and deaths 4. Monitoring of antidote programs for disease spreading agents.
9.	Greater	Tenneti Bhavan,	Biologist	Anti-larva programs.	1) Anti-larvae operations: Anti-

	vishakapatnam Municipal Corporation Visakhapatnam	Ashil Metta Junction Visakhapatnam		Urban Malaria Scheme , . Plan for Prevention & Control of Vector Borne Disease in CYMVG	larvae operations will be conducted on a weekly basis covering the entire city as per the daily pin point from Monday to Saturday. Director of Health. Government of India by AP ) ) Larvi Sides Adulti , Sides does Pi , Abate , Batex) Rethrum and Maladhia 2) Anti-Vector Measures (Anti- Mosquito Measures): Pi rethrum and Maladheen fogging (focal spaying) are being attended to in around 50 houses in the vicinity where malaria and dengue cases have been reported. 3) Adult Mosquito Control: Mega and mini fogging operations are conducted for adult mosquito control.
10.	Greater vishakapatnam Municipal Corporation Visakhapatnam	Tenneti Bhavan, Ashil Metta Junction Visakhapatnam	City Veterinary Officer	Better facilities for the people within the corporation i.e. management of livestock control without straying of cattle, pigs and dogs within GVMC .	1) GVMC in the surrounding areas Family planning operation is done for the straydogs through program and AR/ABC after taking care of the ,dogs and recovering they are released in the sameplace C For _ individual requests received that they are bothered by stray dogs in the surrounding areas , zonal officials will send staff to the respective areas within the wards to remove their discomfort . 2) into individual

					<p>complaints of being disturbed by stray dogs in the surrounding areas and catch dogs that attack people very seriously and provide anti-rabies vaccination to people who have been bitten by dogs .</p> <p>3) Cattle that roam in the surrounding areas should not be allowed to roam in the surrounding area of the V .city GAAnimal Control Officer They staff will catch those cattle and impose a fine of on each -/3000.Rs and take care of cattle those cattle till their owners come .</p> <p>4) seeing the individual complaints that they are being disturbed by stray dogs in the surrounding areas the Dog Squad department sends them to those areas and they take appropriate measures to meet the needs of the people even if they are in troublesome situations and catch the dogs even if they are roaming in those areas . Family planning operation was done for them and they were taken care of and healthy .</p> <p>5) Whether meat stalls sell</p>
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					<p>healthy meat and , sell to meat They are . health They will also check whether there is a seal of inspection . Meat according to law Legal action will be taken against the owner in case of failure to sell and slaughter the animal .</p> <p>6) animal ,the range control officers regularly hold review meetings ir staff to ensure with the public health and healthy meatsales .</p> <p>7) Goats and sheep , cattle are reared in a healthy environment by Modern Slaughter House Foods Visakhapatnam Cattle .Slaughterhouse Their staff are working full time to sell the meat .</p> <p>8) Organize Zoonosis Day Program 06 on July every year Vaccination program for dogs is organized even in surrounding areas .</p> <p>9) They are animal _ control officers in the range Pigs dogs ,, cows cattle and other , livestock gfrom time to time with their staff so as not to disturb the public by roaming on the roads will monitor .G Actions are taken to</p>
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					ensure that no inconvenience is caused by cattle of any . kind in the C range 10) of the is copyJoining Proceeding is attached herewith .
11 .	Greater vishakpatnam Municipal Corporation Visakhapatnam	Swarna Bharati Indoor Stadium , Resapuvani Palem, Visakhapatnam	Director of Sports	Plans related to implementation of sports The management of various sports is done by the sports department of GVYM	Plans related to implementation of sports The management of various sports is done by the sports department of GVIM .
12.	Greater vishakpatnam Municipal Corporation Visakhapatnam	Tenneti Bhavan, Ashil Metta Junction Visakhapatnam	Birth and Death Division	Birth and Death certification Documents Timely giving to the people , and marriage Validation Issuance of documents	(1 To improve the quality and quantity of birth and death registration work 2) Orientation training for birth and death registration officers. 3) Implementation of Birth and Death Registration Act and existing rules. 4) Birth and death registration work Conducting field investigation to improve quantitatively and qualitatively. 5) Preparation of medically certified death declaration.
13.	Greater vishakpatnam Municipal Corporation Visakhapatnam	Tenneti Bhavan, Ashil Metta Junction Visakhapatnam	Deputy Commissioner (Revenue)	Conducting regular review meetings on revenue growth and collections in the revenue department and monitoring in the field	Conducting regular review meetings on revenue enhancement and collections in the revenue department and monitoring in the field
14.	Greater vishakpatnam	Tenneti Bhavan, Ashil Metta	Deputy Education	Supervision of 147 schools under the	Supervision of 147 schools under the organization and their

	Municipal Corporation Visakhapatnam	Junction Visakhapatnam	Officer (Education)	organization and their staff salaries and allowances , retirements , transfers , court cases and All kinds of grievances ,.. etc	staff salaries and allowances , retirements , transfers , court cases and All kinds of grievances ,.. etc
15.	Greater vishakpatnam Municipal Corporation Visakhapatnam	Tenneti Bhavan, Ashil Metta Junction Visakhapatnam	Examiner of Accounts	Examining the expenditure incurred by Visakha Municipal Corporation	Scrutiny of bills from various departments Rejecting those . that do not approve of the correct ones
16.	Greater vishakpatnam Municipal Corporation Visakhapatnam	Tenneti Bhavan, Ashil Metta Junction Visakhapatnam	Officer on Special Duty (Information Technology)	Internal Department of GVMC to provide services to them	Monitoring the files and fi tasks given by the authorities
17.	Greater vishakpatnam Municipal Corporation Visakhapatnam	Tenneti Bhavan, Ashil Metta Junction Visakhapatnam	Project Director (Urban Community Development)	Various development and welfare schemes undertaken by Govt	To carry out various development and welfare schemes such as those undertaken by the Govt.
18.	Greater vishakpatnam Municipal Corporation Visakhapatnam	Tenneti Bhavan, Ashil Metta Junction Visakhapatnam	Project Officer (Childhood)	Development activities proposed th74 under the amendment to the Constitution Act - 1992	.1Collection from tax and non-tax sources assigned to them under the HMC Act . .2Distribution of shared taxes and duties as per recommendation of State Finance Commission . .3Grant aid from - in -AP Govt . aid - in - Grant .4from Government of India under Centrally Sponsored Schemes . .5 STATE GOVERNMENT SHARE VERSUS CENTRALLY SPONSORED GOVERNMENT SCHEMES OF AP INDIA . .6Central Finance Commission Grant Award , GOI.
19.	Greater vishakpatnam Municipal Corporation	Tenneti Bhavan, Ashil Metta Junction Visakhapatnam	Secretary Department	RTIs, First Petition Meetings, Corporation Meetings and Standing	.1R. I Dispatch of _ .T's to concerned departments. 2.Conducting of First Appellate Conferences under the direction

	Visakhapatnam			Committee Meetings	of the First Appellate Officer 3. Corporation Meetings and Standing Committee Meetings to be held under the Chairmanship of Honorary Mayor and Members 4. Presentation of honorarium to Honorary Mayor, Deputy Mayors, Ward Members and Co-op Members
20.	Greater vishakpatnam Municipal Corporation Visakhapatnam	Tenneti Bhavan, Ashil Metta Junction Visakhapatnam	Public Relations Officer	Public Relations Officer and field supervision	As Civic Relations Officer in Media Cell attends the visits of Hon'ble Mayor and Commissioner every day and sends the respective items in the form of press note to print & electronic media , every day GVMC related / The negative news is being collected from various newspapers and communicated to the Commissioner.
21.	Greater vishakpatnam Municipal Corporation Visakhapatnam	Tenneti Bhavan, Ashil Metta Junction Visakhapatnam	Superintendent Engineer (Electrical)		
22.	Greater vishakpatnam Municipal Corporation Visakhapatnam	Tenneti Bhavan, Ashil Metta Junction Visakhapatnam	Superintendent Engineer(Works ) – I & II	Development of Pendurthi related to Gretaervishakpatnam Municipal Corporation Task management programs	Development of Pendurthi related to Gretaervishakpatnam Municipal Corporation Task management programs
23.	Greater vishakpatnam Municipal Corporation Visakhapatnam	Tenneti Bhavan, Ashil Metta Junction Visakhapatnam	Superintendent Engineer(Works ) – III & IV	Greater Visakhapatnam Municipal Anakapalli and related to the Corporation Development of marriage Task management programs	Anakapalli of Greater Visakhapatnam Municipal Corporation and Development of marriage Management of tasks Programs

24.	Greater vishakpatnam Municipal Corporation Visakhapatnam	Tenneti Bhavan, Ashil Metta Junction Visakhapatnam	Superintendent Engineer (Works) – V(A) & (B)	41 to 51 & 53,54,55 of Greater Visakhapatnam Municipal Corporation and CC Roads , BT Roads , Community Halls , Drains in all areas 40, 52, 56 to 58 Undertaking development works	Wards 41 to 51 & 53,54,55 and 40, 52, 56 to 58 of Greater Visakhapatnam Municipal Corporation Undertaking development works of CC roads , BT roads , community halls and drains in all areas up to
25.	Greater vishakpatnam Municipal Corporation Visakhapatnam	Tenneti Bhavan, Ashil Metta Junction Visakhapatnam	Superintendent Engineer (Mechanical)		
26.	Greater vishakpatnam Municipal Corporation Visakhapatnam	Tenneti Bhavan, Ashil Metta Junction Visakhapatnam	Superintendent Engineer (PL&C)	Undertake development works of parks in all areas of Wards 1 to 98 of Greater Visakhapatnam Municipal Corporation.	Undertake development works of parks in all areas of Wards 1 to 98 of Greater Visakhapatnam Municipal Corporation.
27.	Greater vishakpatnam Municipal Corporation Visakhapatnam	Tenneti Bhavan, Ashil Metta Junction Visakhapatnam	Superintendent Engineer (Projects) – I	Projects -1, Smart City, B. .S .T .R D sections .u G and	Technical Sanction & Field Inspection , Field Inspection , d . .B Section , Quality & Quantity
28.	Greater vishakpatnam Municipal Corporation Visakhapatnam	Tenneti Bhavan, Ashil Metta Junction Visakhapatnam	Superintendent Engineer (Projects) – II	Projects -2 , Smart City, B. .S .T .R D sections .u G and	Technical Sanction & Field Inspection , Field Inspection , d . .B Section , Quality & Quantity
29.	Greater vishakpatnam Municipal Corporation Visakhapatnam	Tenneti Bhavan, Ashil Metta Junction Visakhapatnam	Superintendent Engineer (Projects) – III	15th Finance Commission Funds, Flyover RFP, Mudasarlova Park & Public Works : Zone – VI	Technical Sanction & Field Inspection , Field Inspection , d . .B Section , Quality & Quantity
30.	Greater vishakpatnam Municipal Corporation Visakhapatnam	of water Sarapara section T. .S. .R. . Complex Visakhapatnam	Superintendent Engineer (water supply)	1) For the total population in 98 wards under GVYMC Day-to-day water delivery	1) For the total population in 98 wards under GVYMC Day-to-day water delivery and maintenance responsibilities. 2) Maintenance and treatment of

				<p>and maintenance responsibilities.</p> <p>2) Maintenance and treatment of underground sewerage system in areas with underground sewerage system under the entire GVYMC.</p> <p>3) To propose appropriate water supply projects keeping in view the current population and future needs.</p> <p>4) Undertaking water supply and underground sewerage works projects allocated through various government funds.</p>	<p>underground sewage system in areas with underground sewage system under the entire GVYMC.</p> <p>3) To propose appropriate water supply projects keeping in view the current population and future needs.</p> <p>4) Undertaking water supply and underground sewerage works projects allocated through various government funds.</p>
31.	Greater vishakpatnam Municipal Corporation Visakhapatnam	Zonal Commissioner , Zonel ,Bhimili , Visakhapatnam	Zone – I	<p>Better facilities for the people within the corporation ie roads , bridges , Public health , savings , solid waste management , clean water supply , slum development and the lives of the urban poor. Improvement etc.</p>	<p>1. TLV/Water/Collections of Property Taxes , Decisions</p> <p>2. Arrange appropriate firm boundaries. 3. Cleanliness of public streets , water and scavenging</p> <p>4. Waste water treatment and drainage arrangements</p> <p>5. Construction and maintenance of canals</p> <p>6. Installation of electric lights in public buildings , parks , streets and markets</p> <p>7. Naming of streets , arrangement of numbers</p> <p>8. Regulation of construction of</p>

					<p>markets and slaughterhouses</p> <p>9. Prevention of spread of diseases</p> <p>10. Registration of births and deaths</p> <p>11. Construction , alterations and additions of bridges , culverts , roads</p> <p>12. Antidote programs for disease-proliferating factors</p> <p>13. Faucet Connections Drinking Water Supply</p> <p>14. Urban development</p> <p>15. Establishment and maintenance of public parks , gardens , sports grounds</p> <p>16. Business permits</p> <p>17. Underground Sewerage Connections</p> <p>18. Implementation of various Government Schemes</p> <p>19. Distribution of Building Plans , Prevention of Illegal Constructions.</p> <p>20. Educational arrangement in school under Corporation</p> <p>21. Maintenance of cemeteries</p> <p>22. Preservation of statistics , including registration of births and deaths</p> <p>23. Management and supervision of ward secretariats.</p>
32.	Greater vishakpatnam Municipal Corporation Visakhapatnam	Zonal Commissioner , Zonell , Madhurawada , Visakhapatnam	Zone – II	Better facilities for the people within the corporation ie roads , bridges , Public health , savings , solid waste management, clean water supply , slum development and the lives of the urban poor.	<p>1. TLV/Water/Collections of Property Taxes , Decisions</p> <p>2. Arrange appropriate firm boundaries.</p> <p>3. Cleanliness of public streets , water and scavenging</p> <p>4. Waste water treatment and drainage arrangements</p> <p>5. Construction and maintenance of canals</p> <p>6. Installation of electric lights in</p>

				Improvement etc.	<p>public buildings , parks , streets and markets</p> <p>7. Naming of streets , arrangement of numbers</p> <p>8. Regulation of construction of markets and slaughterhouses</p> <p>9. Prevention of spread of diseases</p> <p>10. Registration of births and deaths</p> <p>11. Construction , alterations and additions of bridges , culverts , roads</p> <p>12. Antidote programs for disease-proliferating factors</p> <p>13. Faucet Connections Drinking Water Supply</p> <p>14. Urban development</p> <p>15. Establishment and maintenance of public parks , gardens , sports grounds</p> <p>16. Business permits</p> <p>17. Underground Sewerage Connections</p> <p>18. Implementation of various Government Schemes</p> <p>19. Distribution of Building Plans , Prevention of Illegal Constructions.</p> <p>20. Educational arrangement in school under Corporation</p> <p>21. Maintenance of cemeteries</p> <p>22. Preservation of statistics , including registration of births and deaths</p> <p>23. Management and supervision of ward secretariats.</p>
33.	Greater vishakpatnam Municipal Corporation Visakhapatnam	Zone – 3 Gretaer Visakhapatnam Municipal Corporation	Zonal Office Zone – 3, Ashil Metta	people under the Corporation i.e. roads, bridges, public health, savings, solid waste management, fresh water supply, slum	<p>1. TLV/Water/Collections of Property Taxes , Decisions</p> <p>2. Arrange appropriate firm boundaries.</p> <p>3. Cleanliness of public streets , water and scavenging</p>

		Visakhapatnam		development & improving the lives of the urban poor etc.	<p>4. Waste water treatment and drainage arrangements</p> <p>5. Construction and maintenance of canals</p> <p>6. Installation of electric lights in public buildings , parks , streets and markets</p> <p>7. Naming of streets , arrangement of numbers</p> <p>8. Regulation of construction of markets and slaughterhouses</p> <p>9. Prevention of spread of diseases</p> <p>10. Registration of births and deaths</p> <p>11. Construction , alterations and additions of bridges , culverts , roads</p> <p>12. Antidote programs for disease-proliferating factors</p> <p>13. Faucet Connections Drinking Water Supply</p> <p>14. Urban development</p> <p>15. Establishment and maintenance of public parks , gardens , sports grounds</p> <p>16. Business permits</p> <p>17. Underground Sewerage Connections</p> <p>18. Implementation of various Government Schemes</p> <p>19. Distribution of Building Plans , Prevention of Illegal Constructions.</p> <p>20. Educational arrangement in school under Corporation</p> <p>21. Maintenance of cemeteries</p> <p>22. Preservation of statistics , including registration of births and deaths</p> <p>23. Management and supervision of ward</p>
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					secretariats.
34.	Greater vishakpatnam Municipal Corporation Visakhapatnam	Zonal Commissioner , Zone I ,V Suryabagh , Visakhapatnam	Zone – IV	people under the Corporation i.e. roads, bridges, public health, savings, solid waste management, fresh water supply, slum development & improving the lives of the urban poor etc.	<ol style="list-style-type: none"> <li>1. TLV/Water/Collections of Property Taxes , Decisions</li> <li>2. Arrange appropriate firm boundaries. 3. Cleanliness of public streets , water and scavenging</li> <li>4. Waste water treatment and drainage arrangements</li> <li>5. Construction and maintenance of canals 6. Installation of electric lights in public buildings , parks , streets and markets</li> <li>7. Naming of streets , arrangement of numbers</li> <li>8. Regulation of construction of markets and slaughterhouses</li> <li>9. Prevention of spread of diseases</li> <li>10. Registration of births and deaths</li> <li>11. Construction , alterations and additions of bridges , culverts , roads</li> <li>12. Antidote programs for disease-proliferating factors</li> <li>13. Faucet Connections Drinking Water Supply</li> <li>14. Urban development</li> <li>15. Establishment and maintenance of public parks , gardens , sports grounds 16. Business permits</li> <li>17. Underground Sewerage Connections 18. Implementation of various Government Schemes</li> <li>19. Distribution of Building Plans , Prevention of Illegal Constructions.</li> <li>20. Educational arrangement in</li> </ol>

					<p>school under Corporation</p> <p>21. Maintenance of cemeteries</p> <p>22. Preservation of statistics , including registration of births and deaths</p> <p>23. Management and supervision of ward secretariats.</p>
35.	Zone - V Greater Visakhapatnam Municipal Corporation	Zonal Commissioner , Zone - V Gnanapuram , Visakhapatnam 530004	Zone - V	<p>better civic amenities to people like laying of roads and drains , sanitation and cleaning of roads and water supply , drains and electricity and implementation of government schemes</p>	<p>.1Taxes don't put Revision Petitions etc</p> <p>.2Issuance ,of building plans removal of unauthorized collection of , structures clearance , encroachment taxes .of debris etc</p> <p>.3Sanitation drains , Cleaning , cleaning ,commercial – Collection of licenses and user charges etc</p> <p>.4Implementation of Government Schemes Dwakwa , Community Issuance of loans to Issuance of TIDCOhouses etc</p> <p>.5Construction of roads and canals provision , water supply , .etc of electricity to public</p>
36.	Zone VI, Greater Visakhapatnam Municipal Corporation	Zonal Commissioner , ZoneVI , Gajuwaka , Visakhapatnam 530004	Zone – VI	<p>Better facilities for the people under the Corporation i.e. roads , bridges , public health , sanitation, solid waste management, fresh water supply , slum development and improving the lives of the urban poor etc.</p>	<p>1. Property _ .L . V / Water / and Tax decisions _ .T collections</p> <p>2. Arrange appropriate firm boundaries</p> <p>3. Public streets , water , Cleanliness with scavenging</p> <p>4. Sewage treatment and drainage arrangements</p> <p>5. Building and maintenance of buildings</p> <p>6. Installation of electric lights in</p>

					<p>public buildings , parks , streets and markets</p> <p>7. Naming of streets, arrangement of numbers</p> <p>8. Regulation of construction of markets and slaughterhouses</p> <p>9. Prevention of spread of diseases</p> <p>10. Registration of births and deaths</p> <p>11. Construction, alterations and additions of bridges , culverts , roads</p> <p>12. Antidote programs for disease-proliferating factors</p> <p>13. Faucet Connections Drinking Water Supply</p> <p>14. Urban development</p> <p>15. Establishment and maintenance of public parks , gardens , sports grounds</p> <p>16. Vyapa Ra Numatulu</p> <p>17. Underground sewer connections</p> <p>18. Implementation of various government schemes</p> <p>19. Distribution of construction plans and prevention of illegal constructions</p> <p>20. Educational arrangement in school under Corporation</p> <p>Maintenance of burial grounds</p> <p>22. Maintenance of statistics , including registration of births and deaths</p>
37.	Zone VII, Greater Visakhapatnam Municipal Corporation	Zonal Commissioner , Zone- VII Anakapalli , Visakhapatnam 530004	Zone- VII	Better facilities for the people within the corporation ie roads , bridges , Public health , savings , solid waste	<p>1. TLV/Water/Collections of Property Taxes , Decisions</p> <p>2. Arrange appropriate firm boundaries .</p> <p>3. Cleanliness of public streets , water and scavenging</p>

				<p>management, clean water supply , slum development and the lives of the urban poor. Improvement etc.</p>	<ol style="list-style-type: none"> <li>4. Sewage treatment and drainage arrangements</li> <li>5. Construction and maintenance of canals</li> <li>6. Installation of electric lights in public buildings , parks , streets and markets</li> <li>7. Naming of streets , arrangement of numbers</li> <li>8. Regulation of construction of markets and slaughterhouses</li> <li>9. Prevention of spread of diseases</li> <li>10. Registration of births and deaths</li> <li>11. Construction , alterations and additions of bridges , culverts , roads</li> <li>12. Antidote programs for disease-proliferating factors</li> <li>13. Faucet Connections Drinking Water Supply</li> <li>14. Urban development</li> <li>15. Establishment and maintenance of public parks , gardens , sports grounds</li> <li>16. Business permits</li> <li>17. Underground Sewerage Connections</li> <li>18. Implementation of various Government Schemes</li> <li>19. Distribution of Building Plans , Prevention of Illegal Constructions.</li> <li>20. Educational arrangement in school under Corporation</li> <li>21. Maintenance of cemeteries</li> <li>22. Preservation of statistics , including registration of births and deaths</li> <li>23. Management and supervision of ward secretariats.</li> </ol>
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38.	Zone VIII, Greater Visakhapatnam Municipal Corporation	Zonal Commissioner Zone-VIII, Veppagunta Visakhapatnam	Zone-VIII	<p>A corporation of the people</p> <p>Better in scope facilities ie roads , bridges , public health , savings , of solids management , fresh water supply , slums development &amp; Located in the city of the poor lives to improve etc</p>	<p>1. Property/Water/V.L.T. of taxes</p> <p>• Decisions , - Collections</p> <p>2. Adequately firm boundary arrangements</p> <p>3. Scavenging of public streets , nee Cleanliness with</p> <p>4. Sewage Purification and drainage arrangements</p> <p>5. Construction and maintenance of canals</p> <p>6. Electric lamps in public buildings , parks , streets and markets arrangements</p> <p>7. Streets Dum nomenclature , arrangement of numbers</p> <p>8. Regularization of construction of markets and stalls</p> <p>9. Registration of births and deaths</p> <p>11. Maintenance of Bridges , Culverts , Roads, Construction , Alterations and Additions</p> <p>12. Factors in the spread of disease Antidote programs</p> <p>13. Castes Connections , drinking water Supply</p> <p>14. Urban development</p> <p>15. Establishment and maintenance of public parks , parks and sports grounds</p> <p>16. Business Permits</p> <p>17. Underground sewage</p> <p>18. Implementation of various Government schemes</p> <p>19. Distribution of Construction Plans ,</p>
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					<p>Prevention of illegal constructions 20. Within the Corporation Educational arrangement in the school</p> <p>21. Maintenance of burial grounds</p> <p>22. Statistical Conservation , birth including death registrations</p>
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**Chapter-3**

**Duties and Responsibilities of Officers**

**(Section 4(1) b(II))**

**3.1 . Professional powers and duties of officers and employees**

Year	Name of Officer/Employee	Status	Assigned Duties	Powers
1.	Sri. P. Raja Babu, I. A. S.	Commissioner	Administrative Finance Other Govt I.A.S. Appoints the incumbent as Commissioner. Administration of the Corporation with the Commissioner as the Chief Officer of the Corporation Department.	Implementing Officers Pursuant to HMC Act 1955
2.	Smt. A.V.Ramani	Additional Commissioner (I)	1. A.O.(Finance) 2. D.D.O Powers 3. Elections 4. Engineering administration	1. To monitor the working of the department assigned by the Corporation from time to time . 2. Other activities as may be imposed by the Commissioner. 3.Anytime, anywhere inspections. 4. Financial activities monitoring _ 5. Arrangements for salaries bills and Sanction . Emergency medical supplies . Legal expenses 6. Conduct of elections

3.	Sri. S.S. Varma	Additional Commissioner ( II )	<ol style="list-style-type: none"> <li>1. AP Service</li> <li>2. Response</li> <li>3. Administrative supervision of Ward Secretaries and Volunteers</li> <li>4. All projects</li> <li>5. A.O. (D&amp;A)</li> <li>6. HRD &amp; PRO</li> </ol>	<ol style="list-style-type: none"> <li>1. To monitor the functioning of the department assigned by the Corporation from time to time</li> <li>2. Activities relating to employees, disciplinary action against employees who are not officers.</li> <li>3. Other activities as may be imposed by the Commissioner.</li> <li>4. Supervision of election department and judicial works.</li> <li>5. Checks anytime, anywhere. Legal Administrative Co-ordinating in the supervision of the other departmental administration while assisting in the performance of the Commissioner's duties.</li> </ol>
4.	Sri.Y.Srinivasa Rao Additional Commissioner ( III )	Additional Commissioner ( III )	<ol style="list-style-type: none"> <li>1. General administration Amount of GVMC'</li> <li>2. Horticulture</li> <li>3. Secretary Department</li> <li>4. Sports Department</li> <li>5. Education</li> <li>6. UCD Department</li> </ol>	<ol style="list-style-type: none"> <li>1. Departmental work assigned by the Corporation Always monitor the behavior .</li> <li>2. Legal administrative finance Others in the performance of the Commissioner's duties Collaborating with concerned departmen .</li> <li>3. Council and level society Conducting meetings.</li> <li>4. Anytime, Anywhere Inspections. Council and level community meetings to manage</li> <li>5. Activities related to employees, Discipline against non-officers Power to take action</li> </ol>

5.	Sri.V. Sanyasirao	Additional Commissioner & DC(R)	1. Public Health Department 2. Revenue Department 3. Museum 4 Grievances	1. To monitor the functioning of the department assigned by the Corporation from time to time. Revenue, Museum, Grievances 2. Complete monitoring of zonal revenue system, 3. To carry out such other activities as may be assigned by the Commissioner, 4. Anytime, Anywhere Inspections, 5. Activities related to employees, disciplinary action against employees who are not officers.
6.	Smt. D. Vijaya Bharathi	JD Amrut	1.Internal Audit 2. RTI 3. I.T 4. Legal cell	1. The task of the department assigned by the Corporation is to monitor Tiru from time to time 2. GVYMC internal audit review 3. Monitoring of Right to Information Act and conducting hearings 4. Technical supervision 5. Supervision of legal cases
7	Sri.P Ravi Krishna Raju	Chief Engineer	Statutory Governmental Electricity Generation Net , Project and all Supply Approval of Engineer works monitoring	1. Technical approval forEngineering Rs works above. 5 ,lakh ie roads 0 water supply and , canals .etc underground drainage 2. Monitoring of ongoing engineering works . 3. Rs 50lakhs for the tender of . preliminary inspection . 4. Salaries Arrangements T.A.D.A. And LTC urgent, bill sanction and financial legal matters expenses. 5. Anytime , Anywhere Inspections .

8	<p>Sri. K.Samson Raju</p> <p>Sri. Y. Krishna Rao</p> <p>Sri. K. V.N. Ravi</p> <p>Sri. M. Vinay Kumar</p> <p>Sri. K. V. N. Ravi</p> <p>Sri. K. Venu Gopala Rao</p> <p>Sri. K.Samson Raju</p> <p>Sri.P. Satyanarayana Raju</p> <p>Sri. Govinda Rao</p> <p>Sri.K. Ramamohan Rao</p>	<p>S.E (Electrica)</p> <p>S. E(Mechanical)</p> <p>S.E( water supply) &amp; U G DM )</p> <p>S.E Project - I (Other Project)</p> <p>S.E Project - II (Externally Aided Projects (ADB World Bank etc.)</p> <p>S.E PL&amp;C and 5A&amp;5B Works</p> <p>S.E Works - I&amp; II</p> <p>S.E Works - III&amp;IV</p> <p>S.E Works – VI</p> <p>S.E Works – IV &amp; VII, VIII</p>	<p>Statutory Governmental Electricity Generation Net , Supply Project and all Supervisionof approval of engineer works .</p>	<ol style="list-style-type: none"> <li>1. Technical approval for invitations to tenders for supplies below Rs.50 lakhs and above 10 lakhs .</li> <li>2. direction and control of the and activities of the officers servants of the Engineering . Section</li> <li>3. E M D/A S D Power to return D and other deposits and other bills.</li> </ol>
9	<p>Sri.K. S. L. G. Shastri</p>	<p>CMOH</p>	<p>Legal Administrative Economic Other All public health related activities ie sanitation, Malaria prevention , city streets and abattoir hygiene.</p>	<ul style="list-style-type: none"> <li>• D &amp; O Trade License Approval Birth Death Registration etc.</li> <li>• business , hotel and product sectors .</li> <li>• Public health sanitation , sewage disposal , dispensaries , urban Malaria scheme , etc.</li> <li>• Administrative Division of Public Health Department . wages ,</li> <li>• Ordered by the Commissioner etc ,</li> </ul>
10	<p>Sri. B. Suresh Kumar</p>	<p>Chief City Planner</p>	<p>Road Widening Removal of unauthorized structures</p>	<ul style="list-style-type: none"> <li>• 301 sq. M., 450 sq. M. permission for house constructions in between, approval for alteration additions , permission for cinema suiting , inspection during construction or during alterations .</li> <li>• Entry into any premises for</li> </ul>

				<p>inspection .</p> <ul style="list-style-type: none"> <li>Establishment works of town planning .</li> <li>Other functions assigned by the Commissioner .</li> </ul>
11	Sri. K.V. Papu Naidu	PD UC D	Other, Urban Social Development, Implementation of Government Schemes for the Below Poverty Line , Development of Various Slums	<ul style="list-style-type: none"> <li>Social development of the city . Implementation of central and state government schemes for those given the poverty line</li> <li>of various slums, S J N R Y, N S D P, housing scheme etc.</li> <li>Pinchans Pimpini .</li> <li>Others as directed by the Commissioner</li> </ul>
12	Smt. R.Mallikamba	Accounts Examiner		<ul style="list-style-type: none"> <li>Auditors working under him are Assistant Auditors Servant , duties and powers</li> <li>Receipts , Expenditure , Supervision , Corporation Audit related works .</li> </ul>
13	Sri. C.C. Vasudeva Reddy.	Financial Adviser and Accounts Officer	Legal Administrative Financial Miscellaneous Corporation Accounts Section Officer	<ol style="list-style-type: none"> <li>Finance Department , Accounts Department , Deposits and Advance Departments .</li> <li>Others as directed by the Commissioner .</li> <li>Preparation of financial statements for the year .</li> </ol>
14	Sri. N. Kishore	City Veterinary Officer	Legal, administrative, financial, etc	<ol style="list-style-type: none"> <li>dogs and pigs</li> <li>Slaughterhouse management</li> <li>Livestock control</li> </ol>
15	Sri. Damodarao	Parks and Cemeteries Officer		<ol style="list-style-type: none"> <li>parks and cemeteries</li> <li>Increase CT greenness</li> </ol>
16	Sri. K. Dileep	OSD(IT)		<ol style="list-style-type: none"> <li>Computerization , software solution , website management .</li> </ol>
17	Sri. Palli Nallanayya	Secretary	RTI , Authorizing and conducting the Corporation and Standing Committee Meetings, Section Administration	<ol style="list-style-type: none"> <li>To monitor the functioning of the department assigned to the Corporation from time to time</li> <li>Other functions imposed by the Commissioner</li> <li>Conducting Corporation and Standing Committee Meeting as per the Hybreabed Municipal Coportation Act.</li> </ol>

18	Sri. M.V.D.Phaniram	P. R. O	Legal, administrative, financial, etc	<ol style="list-style-type: none"><li>1. To publish news items on all kind of Meetings, programs Conducted under Corportation guidance.</li><li>2. Press meetings, tour arrangements , coordination with all department officials .</li></ol>
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**Chapter – 4**

**Method of making decisions**

**( Section 4 (1) b( III )**

**The decision-making process adopted by the corporation**

Item	Description	Decision making process	decision maker
Goal setting and planning	Roads, canals , buildings water Basic Capital Works of Works like Canals Building Supply Underground Drainage , Street Lights Projects.	1. Approved tenders received by the Superintendent of Engineering and approved by the Executive Engineer for works whose estimated cost is less than 20 lakhs.	Commissioner
		2. Superintendent comes through Engineer; ExecutiveThe estimated introduced by the costengineer is more than Rs 20 lakhs. Approval of administration for works below 50 lakhs	Standing Committee
		3. Approval of tenders for above mentioned works.	Commissioner
		4. Introduced by the Executive Engineer and by the Superintending Engineer concerned And Received by Chief Engineer Rs. 50 lakhs estimated administrative works.	Government by Council
		5.Approval of tenders for works mentioned above	M.H.C. Government approval under section 129A of the Commissioner pursuant to the Tender Rules, 1970 cited
	SJSRY, USEP, DWCUA Implementation of government schemes like training	As there is budget allocation for these government schemes, it is the responsibility of the corporation to implement these schemes . Commissioner , Executive Authority UC Section D implements .	Commissioner
	To provide proper education to girls till the age of 14 years.	Report to the Government by the Council of Commissioners for the Establishment of New Patashalas .	Corporation
Budget	proposal keeping in mind the Corporation's estimated revenue and expenditure for each financial year approval , of the Government	Corporation Report by Standing Committee in consultation with all Departmental Officers .	Corporation

Goal setting and planning	JNNURM, MPLAD, ACdP, APYU, RMSP, RMSP Non - planning grant works etc.	Central Government, Urban Local Body , Government , Chief Engineer , Commissioner , Superintendent Engineer . Executive Engineer	Commissioner/Corporation/Govt. ,(depending on their value)
Appointments of persons are temporary appointments	SJSRY, DWCUA Implementation of government schemes like training	Central Govt rban , State Govt , Local Body Commissioner Director ) (Project according to Hierarchy	Commissioner
	Other Programs Training Programs Fashion Technology Thrift and , Micro Financing , , Credit Societies Cluster Federations	Corporation and Govt	Corporation and Govt
	Mid-day meals , schooling , , development , facilities basic PEPD PLANS	Commissioner and Executive Powers by Order of Government	Commissioner
	Junior Assistant / Recorder Assistant and Grade 4 employees	Commissioner	Commissioner
	Senior Assistant and equivalent	Standing Committee	Standing Committee
	Superintendent and equivalent	Corporation	Corporation
	Ros AND AOs	Govt	Govt
	TPBO / TPS / TPA / ACP / CP	AP Director of Town and Country Planning, Govt	Director Town and Country Planning / Govt
	Secretary / AC / DCR / AO	MA and UD Department Director	Director of Municipal Administration Govt /
	EOA/ AEOA/FA/AO	Director of State Audit "	Director of State Audit Govt / "
	Assistant Engineer Assistant / Executive Engineer and above grades	A.P Govt Engineer and above classes	Engineer in Chief PH
Release of funds	Government grant works	Govt	Govt
Implementation Delivery of / / services Utilization of funds Undertaking	GVMC Works undertaken are Government approved works	Government SE/CE works proposed by CE	Commissioner Standing / Committee Corporation
	J N N U R M / SJ /SRYUS / EPD. 2 years . CUA Training , Rajiv Udyogasree programs for self-employment	1. Release of Govt 2. Corporation income DCU execution	Commissioner / Corporation

development works	Training Fashion Technology , Thrift and , Micro Financing , Clusters , Credit Societies Federations		
Close observation and monitoring	Development maintenance of , public infrastructure ,water supply DGU ,Street lights ETC.	Executive Engineers Superintending Engineers - Chief Engineer	Commissioner
	All schemes	Project Director's proposal , Commissioner's decision followed by concerned officer's submission , , approval then UCD execution	Commissioner
	All public benefit works	Executive Engineers Superintending Engineers _ Chief Engineer	Commissioner
Implementation Service / / Delivery Utilization of Funds	SJSRY / USPE / Daqua , Training ,	Appointments by the Commissioner on a direct humanitarian basis ,	Commissioner
	Fashion Technology , Micro Financing, Thrift and , Credit Societies Clusters , Federations		
	Complaints Department Registering complaints from call centers and online complaint systems	Chief Engineer Supreme tending Engineers	Commissioner
Undertaking development works	Public infrastructure with government grants / corporation funding Development	Non-authorities as per the needs of the people The proposal of the Executive Engineers who identified the respective works Dispatch by Superintending Engineers	Commissioner
USEP	Applicants , _ Business / _ _ Industry details M R O / Submission of documents printed by ration cards	Non-authorities as per the needs of the people Those tasks A designated executive Engineers proposal Supreme tending Dispatch by Engineers	Commissioner
	UCD staff To examine and approve the	Released by the bank Release of subsidy after approval of	Commissioner

	qualifications of the . applicant	consent documents by Commissioner	
Self- help Teams	Grouping . 1of below poverty line women )forming 15 to 10 ( people	Released by the bank Consent documents Commissioner's approval of subsidy	Commissioner
Training	Thoseteams submit project report ,caste and income certificates	Commissioner	
	Beneficiaries to the poverty line below is UCD to recognize	training period Two thousand per capita Training of Rs Release to institution	Commissioner
	Abhaya hastam , Employment Welfare of disabled persons , USEP duty marketers	UDC .Field level Staff work to recognize	Commissioner

**Chapter -5**

**Fundamental guidelines in duty management**

**( Section 4(1) b (II)**

Cr .No.	works	Terms	Taking time	Taking time
1.	Sanitation 1. Garbage disposal 2. Garbage that cannot be cleaned 3. Silting in canals	Regulations issued by Designated Officer	4 2hours 24Hours 8 4hours	
2.	Emergency operations fallen trees , Branches ,buildings , walls areanimals Mad dogs littered the lowlands with carcasses and corpses catch		4 – 8 hours	
			4 – 8 hours	
			4 -2 hours	
			4 – 8 hours	
			4 – 8 hours	
3.	Birth and Death Certificates and Non- Availability Certificates  Additions of changes in birth death certificates and missing birth certificates  Birth and Death Certificates for non- institutions		3days	
			3days	
			1 week	
4	<u>Bussiness licenses</u>  Business licenses Renewal of Trade Licenses Filling roads and silos Removal of obstructions on roads		Regulations issued by Designated Officer	2 weeks  3 days
5	Road Digging Permission Rainwater irrigation is the removal of obstructions in		1 week  3 days	

6 .	rainwater channels To replace the catch pit lids Removal of stagnant rain water		7 days  1 day  3 days  1 day	
7.	<b><u>Town planning</u></b> Personal building Permission to construct For construction of collective housing Multi-storey For division of space to building Permission to lay out Certificates of Occupancy For certified copies	Regulations issued by Designated Officer	15 days 30 days 30 days 30 days 60 days 15 days 15 days	
8.	Other complaints	Regulations issued by Designated Officer	24 days	
9.	Street lights		24 days	
10.	To copy various registers		3 days	
11.	Town Surveyor Copy		7 days	
12.	Transfer of property		7 days	
13.	Expectations for a new home		7 days	
14.	Copy of demand extract		3 days	
15.	Revision Petition		15 days	
16.	Appellate Petition Ky	30 days		

**Chapter - 6**

Rules , instructions , copies , records for performance of duties

( Section 4 (1) (BB ) ( V) & (VI)

**6.1 Regulations guiding the performance of duties of the Corporation or its employees**

Cr .No .	Item	theme	If the price of each is fixed
1	<p align="center"><b><u>Regulations</u></b></p> <p>HMC The provisions made under Act - 1955 also apply to the Visakhapatnam Municipal Corporation .</p> <p align="center"><b><u>Instructions</u></b></p> <p>Government Orders / Memos / Job Related Charts / Delegations / Office Orders</p> <p align="center"><b><u>books</u></b></p> <p>Departmental procedures are not prescribed</p> <p align="center"><b><u>Records</u></b></p> <p>Demand registers</p>	<p>Bylaws are rules of conduct, rules of conduct relating to ordinary employees</p> <p>Guidelines , Powers , Funding of the DecisionMaking Authority / Govt</p> <p>-----</p> <p>Property tax details for each year</p>	<p>No</p> <p>No</p> <p>----</p> <p>Rs. 200/- Application should be made to the Commissioner (Revenue by paying at the Civic Service Centre in the Main Office on a non-judicial stamp of ten rupees)</p>
2	<p align="center">Land Survey Records</p>	<p align="center">Ward wise range limits ,</p>	<p align="center">Rs.200 / -</p> <p>Application should be made to the Town planning by paying at the Civic Service Center in the Main Office on a non-judicial stamp of ten rupees.</p>
3	<p align="center">Election records</p>	<p>voters in the ward, details of parliamentary voters and 1,2 constituencies</p>	<p align="center">Rs.200 / -</p> <p>An application should be made to the Election Officer by paying at the Civic Service Center in the main office on a non-judicial stamp of ten rupees.</p>

4	Standing Committee / Corporation	Standing Committee / Corporation	Rs.200 / - Application should be made to the Secretary by paying at the Civic Service Center in the Main Office on a non-judicial stamp of Rs.
5	slums and B P L Records	Details of slum dwellers below poverty line	Has to be contacted to UCD
6	Town planning record	Details of building related plans etc	Rs.200 / - Application should be made to the Town planning by paying at the Civic Service Center in the Main Office on a non-judicial stamp of ten rupees.
	<b><u>Publications</u></b>		
1	Goodwill advertisements of development schemes published from time to time in newspapers and magazines	Details of development plans of the Corporation	The price fixed by the respective agencies
2	A quarterly publication on the theme of development projects .DC . Newsletter	Plans for urban development, self-reliance of slum dwellers , details of other programs	1 rupee

**Chapter – 7**

**Various documents under surveillance of Public Dependency**

**[ Section 4 (1) (b) 5 (1) ]**

**7. Public Authority in scope existing of documents Details**

<b>Cr . No</b>	<b>Document kind of</b>	<b>Document the name</b>	<b>in possession those who have Status , luxury</b>
I	Requests		
1.		1. the birth death Requests 2. business of licenses Requests	Zonal Civic Service Center
2.		1. construction Requests 2. self Expectations Parmats	Main in the office Nuna Civic Service Center
3.		1. faucet applications 2. underground Drainage applications	Main in the office Nuna Civic Service Center
II	Ex Tract Copies		
1.		Revenue Extract	In Zonal Offices
2.		Survey Extract	urban plan
3.		Election Extract	Extra Commissioner ( II )
4.		Resolution Extract	Commissioner / Secretary
5.		Building Plan Extract	urban plan
6.		Tender Schedules	CE / related Ward SEs /EEs

**Chapter – 8**

**Policy The decision Or that To implement , to arrange related to Suggestions**

**(Section 4 (1) (b) VIII)**

**8.1 Duty procedures in design Or Policy in design Public / Representative / Advisers opinion for collection arrangements**

<b>SL . No</b>	<b>Item / Service</b>	<b>Policy In the decision Public / Representatives For suggestions arrangements</b>	<b>Policy in execution public / representatives arrangements</b>
<b>1.</b>	A. Implementation of cleaning and public awareness schemes	Prior to the implementation of the policy, the concerned committees consulted with resident welfare associations and voluntary associations	Implementation under HMC Act <b>1955</b> after receipt of advice
	B. Green the forest scheme Following residence In places Nuna of parks management		
	C. Polio Prevention program	In television <b>and</b> newspapers Advertisement Programs And Awareness Conferences management	As per Govt Identified centers in the wards
<b>2.</b>	self Auxiliary teams set up And Revolving the fund availability	In the slums female with teams inspiration programs	
<b>3.</b>	WCUA ( Dwakra ) ( <b>with</b> banks tied up Collective debts)	In the slums female with teams inspiration programs	

**Chapter – 9**

**Corporation in scope Nuna Boards , Councils , Committees , etc organizations**

**(Section 4 (1) (b) V (III))**

<b>Board / Council / Committee etc</b>	<b>composition</b>	<b>Officials and works</b>	<b>This In meetings happened Decisions To the people available</b>
<p align="center">Greater Visakhapatnam Municipal Corporation ( Council )</p>	<p align="center">Mayor – 1  98 Ward members  Parliament Members - 3 Legislative Council Members - 5 Legislative Members -7  Co-opted Members -5</p>	<p>1. Visakhapatnam , Municipal Corporation apply HMC Act of 1955 According to Pursuant to Section 88 Corporation affairs Corporation Regulates.</p> <p>2. Sections 112, 115, HMC Act of 1955 According to destiny Schools and public facilities to the people providing.</p> <p>3. Rs . 50 lakhs up Work / scheme / projects Recommend done Administrative, 129th Sect HMC the law According to Sanction.</p> <p>4. Superintendent Tenure until Govt With approval the new positions to create</p> <p>5. To regulate HMC Act 1955 Pursuant to Section 586 Bylaws do authority</p>	<p>1. In all Corporations meetings the Members can participate</p> <p>2. The Member can get a copy of Decision taken by giving sufficient amount of money.</p>

Board / Council / Committee etc	composition	Officials and works	This In meetings happened Decisions To the people available
Standing Committee	Chairman : Mayor Members : Standing Committee Members – 10	1. HMC Act of 1955 According to Pursuant to Section 93 Standing Committee , its destiny Procedures Regulates  2. 124/ a Sect According to Rs. 20-50 lakhs value to work administrative approval  3. Govt With permission HMC Act 1955 , vide Section 137 - Upper Divisional to the clerk Or Equivalent Designation / Salary having posts Govt creating authority  4. Ward Committees / Commissioner Reinforced Resolutions Based on Budget preparation Recommend	
AD HOC Committee	Members nominated by the Corporation	Both of these Function , Corporation An ad hoc committee may be constituted	
Special Committee	Members nominated by the Corporation	Both of these Function , Corporation A separate committee may be constituted	
1. schedule Caste Scheduled Tribes , Women and Child Welfare Committee	Members nominated by the Corporation	schedule Caste , Scheduled Tribes , Woman and Child welfare programs review , budget allocations , suggestions and recommendations	

2. Statue Committee	Members nominated by the Corporation	Recommendations for site selection for erecting statues of famous and legendary men in the city	
3. Solid waste management	Members nominated by the Corporation	Solid waste control guidelines and recommendations in the city	
4. Project Committee	Members nominated by the Corporation	Zen in the city . NNURM Supervision of projects works , suggestions and advice	
5. Town Planning Committee	Members nominated by the Corporation	Suggestions and recommendations for planned development in the city	
6. Sanitation Committee	Members nominated by the Corporation	Appropriate suggestions and advice for maintaining sanitation in the city	
7. Fresh water supply Committee	Members nominated by the Corporation	Appropriate suggestions and recommendations for public drinking water supply in the city	
8. Committee of Revenue	Members nominated by the Corporation	GVMC Appropriate suggestions and advice for self-improvement to increase financial resources	
9. Sports Committee	Members nominated by the Corporation	GVMC Appropriate suggestions and advice for the development of sports, development and management of sports premises	

## 9.2 Corporation / Standing Committee decision related extract per KYC

- A. Contact Point : Secretary Department
- B. Working hours available : 3 days after receipt of assistant requisition
- C. Fee : Once every preamble resolution Rs . 200/- s and  
Rs . 10/- non-judicial stamp papers
- D. Officer to contact : Secretary and PIO, GVMC

**Chapter – 10**

**Information of officers and employees**

**( Section 4 (1) b (IX) )**

**10.1. Information of officers and employees of various departments**

<b>SL . No.</b>	<b>Office / Department</b>	<b>Name / Designation / Address</b>	<b>Telephone Other details</b>
1.	Municipal Corporation of Gretaer Visakhapatnam	Sri P. Raja Babu , IAS Commissioner Commissioner's Bungalow CBM Compound , Visakhapatnam .	274630 1 -7 ( OFFICE ) 2568545 ( FA )
2.	"	Smt. A. V. Ramani Additional Commissioner ( I )	0891-2746320 7997066677
3.	"	Sri S.S. Varma Additional Commissioner (II)	0891-2746316 8374889555
4.	"	Sri Y. Srinivasa Rao Additional Commissioner (III)	9848497384 0891-274301(O)
5.	"	Sri.V.Sanyasirao Additional Commissioner and DC (R)	8886868111 0891-2745593(O)
6.	"	Sri C.C. Vasudeva Rao Examiner of Accounts	7993453488
7.	"	Smt. Mallikamba Finance Adviser and Accounts Officer	9848455539
8.	"	Sri K. Dileep OSD (IT)	8187899151
9.	"	Sri M.Venkateswara Rao Chief Engineer	9912199298
10.	"	Sri S. Venkata Ramana Zonal Commissioner, Zone – 1 ( In Charge ), Bhimili ( Wards 1 to 4 ) , Maduravada , Visakhapatnam	9849905798
11	"	Sri B.Ramu Zonal Commissioner , Zone -2 Wards 5 to 13 ) , Maduravada , Visakhapatnam	9848366878

12	Greater Visakhapatnam Municipal Corporation	Sri K. Shiva Prasad Zonal Commissioner , Zone - 3 Wards 14 to 27 ) , Asilmetta , Visakhapatnam	9912349486
13.	"	Sri K. Chakraborty Zonal Commissioner , Zone - 4 Wards 28 to 39 ) , Suryabagh , Visakhapatnam	9848889701
14.	"	Sri R.G.V. Krishna Zonal Commissioner , Zone - 5 (40 to 63 Wards ) , Gnanapuram , Visakhapatnam	9705086888
15.	"	Sri P. Simhachalam Zonal Commissioner , Zone - 6 (64 to 79 & 85 to 88 Wards ) , Gajuwaka Zone , Visakhapatnam	9666673949
16.	"	Smt. K.Kanaka Gretaer Lakshmi Zonal Commissioner , Zone - 7 ( 80 to 84 Wards ) , Zone - Anacapalli Visakhapatnam	8340999957
17	"	Sri. M. Mallaiah Naidu Zonal Commissioner , Zone - 8 ( Wards 89 to 98 ) , Vepagunta , Pendurthi Visakhapatnam	9912349439
18.	"	Sri. K. S. L.G.Shastrri , CMOH , Visakhapatnam	9848308823
19.	"	Sri. B. Prasada Rao Assistant Medical Officer , Zone -1 (1 to 4 wards ) Bhimili Zone , Visakhapatnam.	9848308835
20	"	Sri. S. Kishore Assistant Medical Officer – 2 ( 5 to 13 wards ) Madhurawada Zone - 2 , Visakhapatnam.	8886338111

21	Greater Visakhapatnam Municipal Corporation	Sri.A. Sunil Kumar Assistant Medical Officer -3 ( 14 to 27 wards ) Zone – 3Ashilmetta Zone , Visakhapatnam	9848502578
22	"	Sri.N.kishore (In Charge) Assistant Medical Officer – 4 Wards 28 to 39 ) , Suryabagh Zone , Visakhapatnam	8886338111
23.	"	Sri.A. Rajesh Assistant Medical Officer – 5 ( 40 to 63 Wards ) , Zone - 5 , Visakhapatnam	9948095520
24	"	Sri S. Kiran Kumar Assistant Medical Officer – 6 (64 to 79 & 85 to 88 Wards ) , Gajuwaka Zone - 6 , Visakhapatnam	8912753535
25	"	Sri M. Apparao Assistant Medical Officer - Anakapalli ( in charge ) Visakhapatnam	9848158864
26	"	Sri C. H. Satyanarayana Assistant Medical Officer - Vepagunta ( In Charge ) Visakhapatnam	9949921555
27	"	Sri. K. Varaha Dora Biologist , Main Office , GVMC	9848998577
28.	"	Sri P.D.A. Prasada Rao Birth and Death Statistician Main Office , GVMC	9948078507
29.	"	Shri B. Suresh Kumar Chief City Planner	9848308827
30	"	Sri CH. Kripavaram ( Divisional Fire Officer )	9912448555
31	"	Sri.D. Niranjana Reddy Fire Officer	9177504442

32	Greater Visakhapatnam Municipal Corporation	Sri.P. Ravikrishna Chief Engineer	9966000294
33	"	Sri K. Samson Raju SE (Works - 1 & II)	9848308834
34	"	Sri.S. Matya Raju (FAC) E E (Works - 1)	9948525297
35	"	Sri.S.Matya Raju E E (Works -2)	9948525297
36	"	Sri.T. Mani Kumar D E E - I	7396666444
37	"	Sri.R. Vamsi Krishna D E E - II	9912349450
38	"	Sri.A. Suman A E - I	9848308817
39	"	Sri. A. Srinivasa Rao, Sri.Y. Appaji A E - II	9963909690 9912349432
40	"	Sri.P. V. V. Satyanarayana Raju (FAC) SE (Works - III & IV)	7337401812
41	"	Sri.M. Srinivasa Rao E E ( Works - 3 )	9912223238
42	"	Sri.D. V. Ramana Murthy E E ( Works - 4 )	8187897572
43	"	Sri.M. Srinivasa Rao D E E - III	9912223238
44	"	Sri.T. V. Satyanarayana, Sri.. Venkateswara Rao D E E -IV	9848308821 9848026973
45	"	Sri.Sri rama Murthy, Sri..D.Sirisha, Sri.D.Srinivasa Rao A E - III	9848933239 8187896450 8897020023
46	"	Sri.P. V. Satyanarayana, Sri..G. Siva Tejaswini, Smt.CH. Parvati , Sri.Mohammed Shamimuddin A E - IV	9848308821 8187896448 7729995929 8247772741
47	"	Sri.K. Venugopala Rao SE (Works - V(A) & V(B) )	8112705640

48	Greater Visakhapatnam Municipal Corporation	Sri.A. Srinivasa Rao (FAC) E E ( Works - V(A) )	9912872224
49	"	Sri.Tara Prasanna EE ( Works - V(B) )	7997954406
50	"	Sri.A. Srinivasa Rao, Sri.B. Bharani Kumar DEE (Works - V( A ) )	9912872224 9494837666
51	"	Sri K. Edukondalu DEE (Works - V(B) )	9010115599
52	"	Sri.Y. Panduranga Kiran, Smt.M.Usharani, Sri.CH. Mohan Kumar A E ( Works - V(A) )	9949995927 8187899209 8187899195
53	"	Smt.M. Usharani, Sri.K. V. Satyanarayana A E ( Works - V(B) )	8187899209 9848055157
54	"	Sri.G. Govinda Rao SE (Project Works - III)	7997549666
55	"	Sri.K.V. S. N. V. Prasad Babu E E (Project Works - VI)	8106532001
56	"	Sri.R. V. L. Narasingha Rao , Sri. M.R. S. Apparao DEE (Works - VI)	9912255228 9550781594
57	"	Sri.Venkata Lakshmi, Smt.P.Tulsi, Smt.M. Saujanya, Sri.R.S.R. Ganapathy Rao, Sri.S.Venkata Rao A E ( Works - VI )	8187897571 8332938078 8187896453 9848055126 9912349469
58	"	Sri.K. Rama Mohana Rao SE (Works - IV )	9951532876
59	"	Sri.S. Chiranjeevi E E (Works - VII)	9912199278
60	"	Smt.BH. Santhosh Kumari EE (Works - VIII )	9912349454
61	"	Sri.P. Venugopal Rao DEE (Works - VII)	9966524524
62	"	Sri.G. Srinivasa Raju DEE (Works - VIII)	7729995949
63	"	Smt.N.Sumitra A E ( Works - VII)	8187896441

64	Greater Visakhapatnam Municipal Corporation	Smt.M.Satya Sri, Smt.B. Bhagya Sri, Sri. KG Rajasekhar A E ( Works - VIII)	8074580927 8187899191 8187899219
65	"	Sri.M. Vinay Kumar S.E projects ( I )	9948525287
66	"	Sri.K.V.N. Ravi S. E projects ( II )	9948095519
67	"	Sri.CH Edukondalu EE PD ( I )	9848308824
68	"	Sri.V. Sudhakar EE PD ( II )	7729995934
69	"	Shri V. Sudhakar (FAC) EE PD ( III )	7729995934
70	"	Sri.B. Easwara Rao, Sri.A. Satish Kumar A E (Projects)- I	9948095518 7729995928
71	"	Sri.K. Nageswara Rao, Sri.P. Venkat Ramraj A E (Projects)- II	8978243196 8328458473
72	"	Sri.L. V. V. S. P. Kumar Lanka, Sri.B.Eswara Rao, Sri.P.Venkat Ramraj A E (Projects)- III	7729995918 9948095518 8328458473
73	"	Sri.G.Govinda Rao S.E projects ( III )	7997549666
74	"	Sri.V.Venkateswara Rao EE PD ( IV )	8187899217
75	"	Sri.P.S.V.V.Prasad (FAC) EE ( PL&C )	7729995916
76	"	Sri.K. Dileep DEE (Projects - III)	9912349467
77	"	Sri.V.V.S.N.Eswara Gupta, Sri.T.Shiva, A E (Projects) - III	7729995920 7981713734
78	"	Sri. Samson Raju S.E ( Electrical )	9848308834
79	"	Sri.D.Sridhar EE ( Electrical )	9948078504
80	"	Sri.G. Lakshmoji Rao DEE ( Electrical )	9912349441

81	Greater Visakhapatnam Municipal Corporation	Sri.A.Suman, Smt.CH.Sravanti, Sri.M.Annam Naidu, Sri.K.Radhika, Sri.M. Nanaji A E (Electrical)	9848308817 7729995940 7729995930 7729995942 9951980499
82	"	Sri.K.Venugopala Rao S.E ( PL&C )	8712705640
83	"	Sri.P.S.V.V.Prasad EE( PL&C )	8501949467
84	"	Shri P.S.V.V.Prasad DEE ( PL&C )	8501949467
85	"	Sri.G. Suresh, Sri.A.Narasimha Murthy, AE ( PL&C )	7729995960 8341598588
86	"	Sri.Y. Krishna Rao S.E ( Mechanical )	9701242200
87	"	Sri.R.Subbarao EE ( Mechanical )	8187897589
88	"	Sri.A.S.Koteswara Rao(FAC), Sri.P.Rama Murthy DEE (Mechanical)	9912826662 9912349458
89	"	Sri.K.Satya Srinivas, Sri.A.P.S.Johnson, Sri.A.S.Koteswara Rao, Sri.M.J. Emanuel A E (Mechanical)	9948667897 9848308829 9948525282 9848308813
90	"	Sri.K.V. N. Ravi S E ( Water Supply & UGD )	9948095519
91	"	Sri.T.L.Sudhakar (FAC) EE ( Water Supply ) - I	9951532875
92	"	Sri.D.Srihari (FAC), Sri M. Satyanarayana (FAC), Sri.T. L. Sudhakar DEE ( Water Supply ) - I	8790359132 7729995948 9951532875
93	"	Sri.A.Suman, Sri.D. Srihari, Sri Y. Appaji, Sri.M. Satyanarayana, Sri.Sheikh Rahim, Sri.S. Ravi Kumar, Sri.D. Wilson AE ( Water Supply ) - I	9848308817 8790359132 9912349432 7729995948 9121838759 9912347477 9948254463
94	"	Sri.Pilli Venkata Rao EE ( Water Supply ) - II	7386667341
95	"	Sri.U.Srinivas Verma (FAC) DEE ( Water Supply ) - II	9912349448

96	Greater Visakhapatnam Municipal Corporation	Sri.A. Vasudevan, Sri.D. Wilson, Sri.CH. Mohan Kumar, Sri.P.Ganesh, Sri G. Kanaka Raju AE ( Water Supply ) - II	9948438234 9948254463 8187899195 9848308836 8374622288
97	"	Sri.K.V. Madhava Rao (FAC) EE ( Water Supply ) - III	8187897599
98	"	Sri.K.V. Madhav Rao DEE ( Water Supply ) - III	8187897599
99	"	Sri.K. Apparao, Sri.D. Manohar Rao, Sri.T. Raj Kumar Reddy, Sri.K.G. Raja Kumar Reddy AE ( Water Supply ) - III	9848497464 8187896447 9848497465 8187899219
100	"	Sri.Pilli Venkata Rao EE ( Water Supply ) - IV	7386667341
101	"	Sri.P. Venugopala Rao DEE ( Water Supply ) - IV	9966524524
102	"	Shri P. Kedarnath A E ( water supply ) - IV	8333938852
103	"	Sri.D.Sridhar EE ( All Water Supply & UGD )	9948078504
104	"	Sri.G. Lakshmoji Rao DEE ( All Water Supply & UGD )	9912349441
105	"	Sri.CH. Yedukondalu EE ( VIWSCO)	-----
106	"	Sri.CH.R.Kameswara Rao DEE ( VIWSCO)	9490344891
107	"	Sri.M. Nanaji, Sri.M.Venkata Rao A E ( VIWSCO)	9440482025 7416762597

Year	Office / section	Name/ Designation/ address	Telephone etc Details
1	Greater Visakhapatnam Municipal Corporation	Sri.D.Srinivas (Deputy Education Officer)	9848308820
2	"	Sri.M. Damodar Rao (in charge) (Assistant Director of Heart Heart Culture}	9951980599
3	"	Sri.K.V.Papu Naidu (Project Director, UCD)	9440341999
4	"	Sri.Palli Nallanayya (Secretary)	9666777182
5	"	Sri.L.Ramu (in charge) ( Assistant Project Director - 1 )	7729995925
6	"	Sri.Gangadhar ( Assistant project Director - 2 )	7729995947
7	"	Sri.K. Durgaprasad ( Assistant project Director - 3 )	7729995950
8	"	Smt.Punyavathi ( Assistant project Director - 4 )	7729995961
9	"	Sri.K. Padmavati ( Assistant project Director - 5 )	8919080201
10	"	Sri. Y. Santosh Kumar (Incharge) ( Assistant Project Director - 6 )	7729995938
11	"	Sri. Durgaprasad ( Assistant project Director Anakapalli )	9848889704
12	"	Sri.Y. Sriram ( Assistant Project Director Vepagunta )	7729999788
13	"	Sri.M.V.D.Phaniram (P.R.O.)	8187866842

**Chapter -11**

**Corporation Officers and Employees including compensation**

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

<b>Year</b>	<b>Status</b>	<b>Monthly reward</b>	<b>The reward is endless</b>
1	A non -disobedient	Honorarium for elected members of Corporation Hon Mayor Rs per month . 30,000 /- <u>Honorarium</u> Deputy To the mayors Rs.20,000/- per month  Rs 6,000 /- per month for each member	
2	Employees of Corporation	As per Govt Pay Scale Salary is being paid to the employees every month.	



### Budget Estimates- 2022-23

In lakhs of Rs

function code	Description	Deposits			Expenses		
		Normal	Capital	total	Normal	Capital	total
initial storage				43480.15			
0201	General administration	84952.00	3300.00	88252.00	11148.00	6900.00	18048.00
2100	Engineering	5961.00	31140.00	37101.00	34326.00	53230.00	87556.00
2400	Lighting	0.00	0.00	0.00	13605.00	3370.00	16975.00
2200	projects	0.00	17600.00	17600.00	1220.00	42220.00	43440.00
1100	Planning	31998.00	0.00	31998.00	1314.00	2900.00	4214.00
7900	UCD Project	0.00	51835.00	51835.00	1446.00	51835.00	53281.00
8200	education	1550.00	550.00	2100.00	1705.00	855.00	2560.00
6100	Parks , Leisure &	0.00	2500.00	2500.00	6338.00	5800.00	12138.00
3100	Department of Public Health	11852.00	4600.00	16452.00	37396.00	2700.00	40096.00
5100	Water supply	38630.00	12430.00	51060.00	23559.00	7360.00	30919.00
2200/ 5100	J.N.N.U.R.M	0.00	0.00	0.00	0.00	6160.00	6160.00
2200	Rajiv Awas Yojana	0.00	500.00	500.00	0.00	500.00	500.00
2200	Amrit	0.00	2400.00	2400.00	0.00	3000.00	3000.00
2200	Externally Aided Projects	0.00	24380.00	24380.00	0.00	21900.00	21900.00
2100	Financial community	0.00	27600.00	27600.00	0.00	32100.00	32100.00
0303	Deposits & Advances	13.00	34727.00	34740.00	131.00	33172.00	33303.00
total		174956.00	213562.00	388518.00	132188.00	274002.00	406190.00
Total , including opening balance				431998.15			
Closing balance							25808.15

**Chapter – 13**

**Objectives set for the year 2019-20**

**Progress Report for the year 2022-23**

<b>Serial no</b>	<b>Name of the Institution ( U CD)</b>	<b>Details</b>
1	Number of Self Help Societies formed till 31.03.2022	30612
2	Number of Self Help Societies formed till date 01.04.2022 to 19.10.2022	242
<b>Total number of Self Help Societies</b>		<b>30854</b>
3	Number of members enrolled in SHGs	3,69,516
4	Formed slum federations	11,67
<b>Self Help Societies –Bank linkage details</b>		
5	Target set for the year 2021-22 ( in crores )	528.47
6	( in crores ) for the year 2022-23	389.10

**\* Progress report for the year 2022-23**

Serial no	Name of the organization	Details
<b>*Job Trainings 20 22-23</b>		
1	Target set by Mepma	NA
<b>total</b>		
2	Trained so far	NA
3	Those who are currently undergoing training	NA
4	Training Number of those who have been employed	NA
<b>Dr. YSR safe hand</b>		
1	Number of members enrolled in practice	27094
2	Number of members drawing pensions in practice	2016 No renewal has taken place in respect of Abhayahastam scheme. Because of YSR Bhima Scheme and their social security pension of 2500/- per month
3	New pensions	
4	Those who died in Abhyahastam scheme	
5	The first installment of Rs .5000/- are received	
6	Among the dead, a total of Rs .30,000/- received	
7	Members who renewed this year	
<b>*Welfare of Persons with Disabilities (2022-23)</b>		
1	Number of persons with identified disabilities	210
2	Number of disabled groups formed	11
3	Number of members joining societies	110
4	Those who are identified under the free health insurance scheme	0
5	Card holders under free health insurance scheme	0
6	Organized Urban Handicapped Federation	0
7	Organized Mentally Handicapped Federations	0
8	Beneficiaries who have received the equipment distributed	0
9	who have ( Pensioners )attended Medical Camp for Permanent Certificates through the said scheme	205
<b>*Urban SelfEmployment __ 23-2022 (USVP ) Scheme</b>		
1	Objectives set	NA
2	Granted as on 30-06-2013	NA
<b>Street vendors</b>		
1	Street vendors identified through survey	4140

**Chapter – 14**

**Information available through electronic means**

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

**15.1 Details of various schemes in the Department Details of information available through electronic format (PLAPI, CD, VCD, Website, Internet etc.):**

<b>Electronic format</b>	<b>Details ( Yite ) Address / area ( .available etc</b>	<b>Title</b>	<b>Details of those made</b>
Compact disc	Greater Visakhapatnam Municipal Corporation Tenneti Bhavan , Visakhapatnam	17 Chapters Details Handbook of Municipal Corporation	Sri.M.V.D. Phaniram P.R.O
Website	<a href="http://www.gvmc.gov.in/wss">www.gvmc.gov.in/wss</a>	17 Chapters Details Handbook of Municipal Corporation	Shri K. Dileep OSD (IT) Information Technology

**Chapter – 15**

**Means of getting information to the public**

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

**16.1 Means of obtaining public information.**

<b>The needy</b>	<b>Location/Details like name</b>	<b>Details available</b>
Notice board	Greater vishakpatnam Municipal Corporation, Main Office	<ol style="list-style-type: none"><li>1. Citizen Charter</li><li>2. Corporation</li><li>3. members</li><li>4. employees</li><li>5. City map</li><li>6. List 2001 in</li><li>7. Officials in the list</li><li>8. Other notification issued during office hours .</li></ol>
Newspaper reports	All Newspapers in Telugu and ( Cell .O.R.P ) English	<ol style="list-style-type: none"><li>1. Tender Notification</li><li>2. Auction Notifications</li><li>3. Property Tax Verification</li><li>4. Public Notifications and Other Notifications .</li></ol>
Public Announcements	Loudspeakers	<ol style="list-style-type: none"><li>1. Payment of tax dues</li><li>2. Pulse Polio Programme</li><li>3. Sanitation awareness</li></ol>
Details counters	Call center <b>18004250009</b>	Municipal Corporation for all details
Publications Office library	Publications All English/Telugu Newspapers and other magazines	Development Activities , Greater Visakhapatnam Municipal Corporation
Websites	<a href="http://www.gvmc.gov.in/wss">www.gvmc.gov.in/wss</a>	RTI Official administrative functions pursuant to 4(1)B are available on this website
Other Facilities ( Name )	Online services	All the services like amenity, house taxes, commercial taxes, user charges, water supply works, trade licenses, building plan fees are available online.

**Chapter – 1 6**

**For names, designation and other public details of officials**

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

**17. Name , designation and other particulars of public concerned officers .**

Serial no	Office / Administrative Unit	Name and Designation PIO	Office / Home & Phone Fax Nos	E –mail
1	Gretaer Visakhapatnam Municipal Corporation	SRI _Palli Nallanaya RTI Nodal officer PIO, Secretary section	9666777182	secretary <a href="mailto:com.gmail@gvmc">com.gmail@gvmc</a>
2	Gretaer Visakhapatnam Municipal Corporation	Smt. _P. _Padmaja Accounts officer , )Deposits &Advances (	9848388884	<a href="mailto:gvmcaofinance@gmail.com">gvmcaofinance@gmail.com</a>
3	Gretaer Visakhapatnam Municipal Corporation	Ms Y. _Manjula Accounts officer , )Finance And accounts (	8121812540	<a href="mailto:gvmcaofinance@gmail.com">gvmcaofinance@gmail.com</a>
4	Gretaer Visakhapatnam Municipal Corporation	SRI _A. _debt Naidu Administrative officer , )Establishment (	8500265493	<a href="mailto:csectiongvmc@gmail.com">csectiongvmc@gmail.com</a>
5	Gretaer Visakhapatnam Municipal Corporation	SRI _M. _Damoda Rao Assistant Director , )Horticulture (	9951980599	<a href="mailto:muladhamodar@gmail.com">muladhamodar@gmail.com</a>
6	Gretaer Visakhapatnam Municipal Corporation	Mr K. Varahala rao Biologist , )Anti Larvae operations (	9848998577	<a href="mailto:gvmcbiologist@gmail.com">gvmcbiologist@gmail.com</a>
7	Gretaer Visakhapatnam Municipal Corporation	Mr B. _Suresh Kumar Chief City planner , )Town planning (	9912349456	<a href="mailto:ccpgvmc@gmail.com">ccpgvmc@gmail.com</a>
8	Gretaer Visakhapatnam Municipal Corporation	SRI _P. _Ravikrishnam Raju __ Chief engineer ,	9966000294	<a href="mailto:cegvmc2014@gmail.com">cegvmc2014@gmail.com</a>
9	Gretaer Visakhapatnam Municipal Corporation	Dr. KSL G Shastri Chief Medical Officer Off Health ) ,Public health (	9848308823	<a href="mailto:gvmc.cmoh2016@gmail.com">gvmc.cmoh2016@gmail.com</a>

10	Gretaer Visakhapatnam Municipal Corporation	Dr. _Kishore Kumar City Veterinary Officer , Veterinary	8886338111	cvogvmc@gmail.com
11	Gretaer Visakhapatnam Municipal Corporation	SRI _Y. _Srinivasa Rao Director Off sports , Sports	9848497384	<a href="mailto:sportssectiongvmc@gmail.com">sportssectiongvmc@gmail.com</a>
12	Gretaer Visakhapatnam Municipal Corporation	Sri.Sanyasi rao Deputy Commissioner Revenue	9912349437	<a href="mailto:dcrgvmc@yahoo.com">dcrgvmc@yahoo.com</a>
13	Gretaer Visakhapatnam Municipal Corporation	SRI. Srinivas .DyEducational Officer Education	9848308820	<a href="mailto:dyeo.gvmc@gmail.com">dyeo.gvmc@gmail.com</a>
14	Gretaer Visakhapatnam Municipal Corporation	Sri. Vasu deva reddy Examiner Off Accounts Audit	7993453488	<a href="mailto:ea.gvmc@gmail.com">ea.gvmc@gmail.com</a>
15	Gretaer Visakhapatnam Municipal Corporation	Sri. K.Dileep Officer On Special Duty Information technology	8187899151	<a href="mailto:itadmn.gvmc@gov.in">itadmn.gvmc@gov.in</a>
16	Gretaer Visakhapatnam Municipal Corporation	SRI. Naidu project Director ) ,Urban Community Development	9440341999	<a href="mailto:pducd.gvmc@gov.in">pducd.gvmc@gov.in</a>
17	Gretaer Visakhapatnam Municipal Corporation	SRI. S.t.v.RATNA Kumar project officer , balyam	9951918884	<a href="mailto:po.balyam.gvmc@gmail.com">po.balyam.gvmc@gmail.com</a>
18	Gretaer Visakhapatnam Municipal Corporation	Sri. PHANI RAM .Fani Ram Public relations Officer ) , Public relations	9848308814	gvmcmmediacell@gmail.com
19	Gretaer Visakhapatnam Municipal Corporation	P. _d .Prasad Rao Statistical officer , )Birth &Death	9848145927	<a href="mailto:gvmcpublichealth@gmail.com">gvmcpublichealth@gmail.com</a>
20	Gretaer Visakhapatnam Municipal Corporation	SRI. Samson raju Superintending Engineer ( Electrical )	8187896437	<a href="mailto:eeqvmcelec@gmail.com">eeqvmcelec@gmail.com</a>
21	Gretaer Visakhapatnam Municipal Corporation	SRI _G. _Krishna Rao Superintending Engineer ) Mechanical (	7997549666	<a href="mailto:eeqvmcmec@gmail.com">eeqvmcmec@gmail.com</a>
22	Gretaer	SRI _K. _Venu Gopala	7095349939	segvmcws@gmail.com

	Visakhapatnam Municipal Corporation	Rao Superintending Engineer c/i (C&PL)		
23	Gretaer Visakhapatnam Municipal Corporation	SRI _M. _Vinay Kumar Superintending Engineer ) Projects ,(I-	9948525297	<a href="mailto:sep1gvmc@gmail.com">sep1gvmc@gmail.com</a>
24	Gretaer Visakhapatnam Municipal Corporation	SRI _KVN Ravi Superintending Engineer ) Projects ) ,(II -Ext help received Projects ADB ) World Bank etc.	9948095519	<a href="mailto:sep2gvmc@gmail.com">sep2gvmc@gmail.com</a>
25	Gretaer Visakhapatnam Municipal Corporation	SRI _K. _Samson RAJU Superintending Engineer ) Works II &I - (	8187896437	<a href="mailto:sepublicworks2@gmail.com">sepublicworks2@gmail.com</a>
26	Gretaer Visakhapatnam Municipal Corporation	SRI _P. _Satyanarayana Superintending Engineer ) Works (IV &III -	7095349939	<a href="mailto:sepublicworks4@gmail.com">sepublicworks4@gmail.com</a>
27	Gretaer Visakhapatnam Municipal Corporation	SRI _KVN Ravi Superintending Engineer ) ,(UGDM &WS )water Supply c/i (UGDM &	9948095519	<a href="mailto:segvmcws@gmail.com">segvmcws@gmail.com</a>
28	Gretaer Visakhapatnam Municipal Corporation	SRI _K. _Ram mohan rao Superintending Engineer - ) IVWorks (	9951532874	<a href="mailto:sepublicworks4@gmail.com">sepublicworks4@gmail.com</a>
29	Gretaer Visakhapatnam Municipal Corporation	SRI G. Govinda Rao Superintending Engineer- VI ( Works)	7997549666	<a href="mailto:sepublicworks6@gmail.com">sepublicworks6@gmail.com</a>
30	Gretaer Visakhapatnam Municipal Corporation	SRI K. Rammohana Rao Superintending Engineer- VII & VIII ( Works)	9951532874	<a href="mailto:sepublicworks8@gmail.com">sepublicworks8@gmail.com</a>
31	Gretaer Visakhapatnam Municipal Corporation	SRI K. Venu Gopalarao Superintending Engineer – V(A) & V(B) (Works)	7095349939	<a href="mailto:sewworkszone5@gmail.com">sewworkszone5@gmail.com</a>
32	Gretaer	Shri N. Narsinga Rao	8933229535	bhimili_municipal@yahoo.com

	Visakhapatnam Municipal Corporation	Superintendent Zone – I		
33	Gretaer Visakhapatnam Municipal Corporation	Shri A. Appala Raju Superintendent Zone – II	9948296999	<a href="mailto:gvmczone1@gmail.com">gvmczone1@gmail.com</a>
34	Gretaer Visakhapatnam Municipal Corporation	Shri I. Baburao Superintendent Zone – III	9848170067	<a href="mailto:zc2.gvmc@gmail.com">zc2.gvmc@gmail.com</a>
35	Gretaer Visakhapatnam Municipal Corporation	Smt. R. Sumathi Superintendent Zone – IV	9885389983	<a href="mailto:gvmczone3@gmail.com">gvmczone3@gmail.com</a>
36	Gretaer Visakhapatnam Municipal Corporation	Shri T. S. N. RAJU Superintendent Zone – V	9948125699	<a href="mailto:zonegvmc4@gmail.com">zonegvmc4@gmail.com</a>
37	Gretaer Visakhapatnam Municipal Corporation	Smt. N. Ishwari Superintendent Zone – VI	2753535	<a href="mailto:gvmczone5@gmail.com">gvmczone5@gmail.com</a>
38	Gretaer Visakhapatnam Municipal Corporation	Shri L. Suresh Superintendent Zone – VII	0892- 4222747	<a href="mailto:ankple_03011@yahoo.com">ankple_03011@yahoo.com</a>
39	Gretaer Visakhapatnam Municipal Corporation	Shri P. V. V. S. S. MURTY Superintendent Zone – VIII	0891- 2735353	<a href="mailto:zone6_gvmc2@yahoo.com">zone6_gvmc2@yahoo.com</a>

Sl. No	Name of Office / Administrative Unit	Name and designation	Office Home / Phone Fax numbers	E –mail
1	Gretaer Visakhapatnam Municipal Corporation J D ( Amrit )	Smt. D. Vijaya Bharti	8008128229	<a href="mailto:jdarnrutgvmc@gmail.com">jdarnrutgvmc@gmail.com</a>
2	Gretaer Visakhapatnam Municipal Corporation	Shri S. Venkata Ramana Zonal Commissioner – I	9849905798	<a href="mailto:bhimili_municipal@yahoo.com">bhimili_municipal@yahoo.com</a>
3	Gretaer Visakhapatnam Municipal Corporation	Shri B. Ramu Zonal Commissioner – II	9848366878	<a href="mailto:gvmczone1@gmail.com">gvmczone1@gmail.com</a>
4	Gretaer Visakhapatnam Municipal Corporation	Smt. J. Vijaya Lakshmi Zonal Commissioner – II I	9912349486	<a href="mailto:zc2.gvmc@gmail.com">zc2.gvmc@gmail.com</a>
5	Gretaer Visakhapatnam Municipal Corporation	Shri K. Chakraborty Zonal Commissioner – IV	9154610637	<a href="mailto:gvmczone3@gmail.com">gvmczone3@gmail.com</a>
6	Gretaer Visakhapatnam Municipal Corporation	Shri R. G.V. Krishna Zonal Commissioner – V	9705086888	<a href="mailto:zonegvmc4@gmail.com">zonegvmc4@gmail.com</a>
7	Gretaer Visakhapatnam Municipal Corporation	Shri P. Simhachalam Zonal Commissioner – VI	0891- 2753535	<a href="mailto:gvmczone5@gmail.com">gvmczone5@gmail.com</a>
8	Gretaer Visakhapatnam Municipal Corporation	Smt. K. KanakaGretaerlakshmi Zonal Commissioner – VII	0892-4222747	<a href="mailto:ankple_03011@yahoo.com">ankple_03011@yahoo.com</a>
9	Gretaer Visakhapatnam Municipal Corporation	Shri M. Mallaiah Naidu Zonal Commissioner – VIII	9912349439	<a href="mailto:zone6_gvmc2@yahoo.com">zone6_gvmc2@yahoo.com</a>

### Chapter - 17

Means of getting information to the public

**(Section 4(1) ( b) B XVII)**

1. Issuance of birth certificate

A. Application along with hospital date of birth details document and parents Aadhaar card

Xerox

B. Fees

( 1 ) For two certificates in the name of child Rs. 92 /-

( 2 ) For additional copy Rs. 2 /-

( 3 ) For correction of name Rs. 100 /-

2. Issuance of death certificate

A. \_ Required documents

The application is accompanied by a death report document of the deceased and the applicant

Xerox copies of Aadhaar cards

B. Fees

( 1 ) For a certificate Rs. 90 /-

( 2 ) For additional copy Rs. 2 /-

( 3 ) Non availability certificate Rs. 100 /-

(4) For correction of name of deceased – Rs. 100/-

3. Faucet connections

A. Required Documents House Tax Receipt xerox copy Rs.10/- stamp tracing cloth on house

Three copies of neighborhood map , copy of approved building plan

B. \_ Fees

(1) House tax per annum for residential houses is Rs.16125 inch for 2/1per 1000+ and house tax is -/1000.Rs houses belowRs for households above -/1000 . Rs.7125 1000 +

(2) For group house apartments - -/5000.Rsper unit -/5000.Rs and estimation charge

(3) For commercial complex connection - 3/4 inch Rs.27,000 - /

4. Building plan approval

A. \_ Building application should be applied online. (LTP) Licensed Technical Person

5 . A. Transfer of name by taking property tax

( 1 ) Property below 10 lakh rupees Rs.1000/- s

( 2 ) For every additional 10 lakhs Rs. 1000/-

B. Required Documents

(1) Xerox copy of registered sale deed ,house tax update paid receipt e Market value , C .  
certificate

Copy, declaration form of the applicant stating that all the above is true .

(2) Change of name of property in case of death of the owner along with the documents  
of death 1 .mentioned in No

Certificate , no objection certificates of remaining members .

C. New house tax pass book cost Rs.50/-

d. House Tax Revision Petition

(1) Revision petition filed with the Commissioner within days from the date 15of issue of the  
special notice

shoulddo

(2) Every year General Revision Petition Revision Petition by st1April st21 toCan be filed .

e. For issuance of house tax demand extract Rs. 250/- fee

(1) F. For issuance of No Due Certificate

(2) Application and challan of Rs. 100/-

6 . Levy of Property Tax:

Stamps, & Registration Department on the capital value of the property, following their market  
values

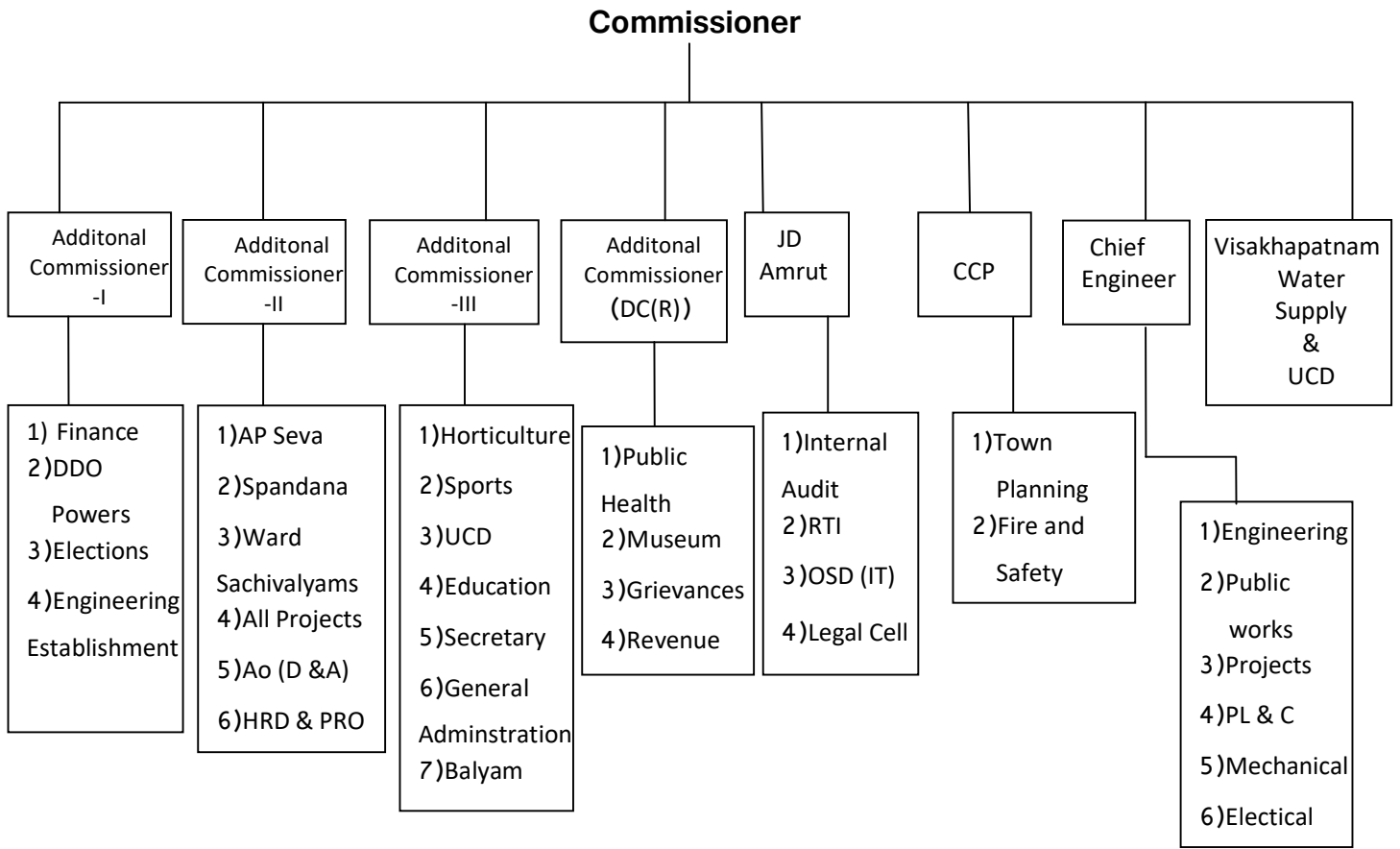
Property tax at 0.12 per cent for residential buildings and 0.30 per cent for non-residential  
buildings

Levy is levied, vacant plots are levied at 0.50 per cent on their capital values.

7 . Issuance of Voter ID Card:

Non-judicial stamp paper Rs. 10/- for an individual application Rs. I have to pay the fee  
(Family) Rs. 25/-

# Greater Visakhapatnam Municipal Corporation – Management Structure



**First Appellate Authority &  
Joint Director (AMRUT)  
Greater Visakhapatnam Municipal Corporation  
Visakhapatnam**