

COMMISSIONER OF CIVIL SUPPLIES

The Right to Information Act, 2005

Consumer Affairs, Food and Civil Supplies Department

Obligations of Public Authorities

RIGHT TO INFORMATION ACT.2005
Information Handbook

[Chapter II Section 4(1) b of RTI Act,2005]

Commissioner & Ex-Officio Secretary to Government

Civil Supplies Bhavan, Somajiguda,

Telangana State, Hyderabad-500 082

CHAPTER-1

The Right to Information Act, 2005 provides more access to the information under the control of public authorities, in order to promote transparency and accountability in the working of every public authority. Also provisions have been made for constituting Central Information Commission and State Information Commissions. In democracy every citizen is supposed to be acquainted with the information about functioning of Government, which is essential to contain corruption and to hold governments and their instrumentalities accountable to the governed.

Democracy requires an informed citizen and transparency of information. Both are vital to the functioning of Government to contain corruption and to hold Governments and their instrumentalities accountable to the governed. In order to promote transparency and accountability in the working of every citizens and every public authority the Parliament enacted the Right to Information Act, 2005. All citizens have the right to information. It is the duty of every public authority to maintain all its records duly catalogued in a manner and the form which facilitate the right to information.

1.2. Delegations of public authorities are made clear in section 4 (1) (b) of the Right to Information Act 2005. Accordingly the section 4 (1) (b) particulars of any organization of Government powers and duties of officers and employees and procedures followed in decision making process are made available to the public. Besides the rules and regulations, instructions manuals and records held by public authorities, statements of the categories of documents that are held by public authority are also made accessible to the public. A lot of information which is essential for public to know more clearly about the administration of the Government for the welfare of the public can be known.

Chapter -2

Organization, Functions and Duties [Section 4(1)(b)(i)]

2.1 Particulars of the organization, functions and duties

Sl No	Name of the Organization	Address	Functions	Duties
1	Civil Supplies Department	Office of the Commissioner of Civil Supplies, Hyderabad	<p>Execution of policy of Govt. on Procurement of Paddy, coarse grains like maize, jowar, bajra, pulses at MSP through the State agencies like Civil Supplies Corporation and central agencies like FCI under MSP operations. Procurement of rice under mill levy for central pool by FCI. Allotment of Essential Commodities for Public Distribution through fair price shops.</p> <p>Implementation of policy on release of LPG connections for BPL families (Deepam) Scheme.</p> <p>Monitoring of prices of essential commodities and Market Intervention Operations for controlling the open market prices, if necessary.</p> <p>Implementation of Consumer Protection Act through State Commission and District Consumer Fora and other Consumer Welfare Schemes</p>	

			<p>Implementation of Packaged commodities Rules and MRP and ensuring correct measures and weights through stamping by Legal Metrology Department for commodities supplied through Public Distribution System.</p> <p>Enforcement of provisions of Petroleum Products and other Control Orders</p> <p>Administering the affairs of the Telangana State Civil Supplies Corporation</p>	
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Chapter- 3

Powers and Duties of Officers and Employees [Section 4(1)(b)(ii)]

3.1 Please provide details of the powers and duties of officers and employees of the authority by designation as follows:

S N	Name of the Officer/ employees	Designation	Duties Allotted	Powers
1	Commissioner	Statutory:	<p>Matters connected with MSP operations of paddy, coarse grains, pulses etc.</p> <p>Procurement and Levy free policy.</p> <p>Public Distribution of Essential Commodities</p> <p>Price fixation of PDS commodities</p> <p>Market intervention purchases (when the prices of Essential Commodities go abnormally high</p>	

			<p>to ensure it's supply at fixed rates through Governmental agencies.) Price Monitoring and Control</p> <p>Effective functioning of F.P.Shops, Petrol/Diesel /LPG dealerships</p>	
		Administrative	<p>General Control over the postings, transfers, leave exceeding two months, periodical reports of the Gazetted Officers of Civil Supplies Department.</p> <p>Disciplinary control over the Gazetted and Non - Gazetted .</p> <p>Inspections of the District Supply Officer Offices, MLS Points, F.P. Shops to ensure that they function effectively.</p> <p>Verification of lifting and supply of Essential Commodities by the Civil Supplies Corporation.</p> <p>Review the functioning of Civil Supplies Corporation in respect of financial transactions like utilization of cash credit, subsidy, Investments in Banks, Lending to Institutions as per Government orders, realization of loans given.</p> <p>He is the Head Of the Department and exercises Powers in terms of article 6 of chapter (2) of Financial Code Volume-I followed by the planned scheme and arranges to prepare the plan scheme in consultation with the State and Central Authorities. He should have knowledge of every aspect of the activity of the department.</p>	
		operational jurisdiction	<p>Responsible for the effective functioning of the department. Therefore his decisions are binding on all subordinates. Commissioner delegate powers to take</p>	

			independent decisions so as to make his subordinates to work effectively for the realization of the objectives of the department.	
		Financial:	As Chief Controller of expenditure and budget estimates allocates the funds received from the Government for various purposes under various heads of accounts, for proper functioning of the department.	
		Other:	He is appellate authority for any decision taken by his subordinate. He interacts with the consumer organizations, national level statutory bodies and also he may interact with International bodies.	
2	Joint Director/ Deputy Directors	Statutory	To assist the Commissioner of Civil Supplies in taking policy decisions.	
		Administrative	To assist the Commissioner of Civil Supplies.	
3	Chief Rationing Officer, Hyderabad		Unit Officer and Incharge of the Civil Supplies matters exclusively in twin cities of Hyderabad and Secunderabad	
4	District Supply Officers	Statutory	Mill Levy MSP Operations Enforcement of Control Orders. Public Distribution System	
		Administrative	He is the Drawing and Disbursing Officer in the District. He inspects the records of Mandal Offices He is the redressal Officer for the grievances of his Staff as well as public within his jurisdiction. He has to act as liaison officer with the Government departments in respect of enforcement of Control Orders Laws. He maintains good rapport with the O/o the District Collector concerned and maintains discipline in his jurisdiction by exercising overall supervision.	

5	Assistant Supply Officers	Statutory	<p>Conduct of inspections of all F.P. Shops, Kerosene Shops, LP Gas Distributor's outlets, Petrol and Diesel bunks.</p> <p>Issue of House Hold Cards, Maintenance of Key Register, and issue of deletion certificates/ surrender certificates to the house hold supply card holders. Weeding out of bogus cards and conversion of ineligible white cards into pink cards.</p> <p>Inspection and booking of cases against the dealers for cancellation of authorization / license and confiscation of stocks if violations are noticed.</p>	
		Administrative	<p>Review of the work of Checking Inspectors and Enquiry Inspectors. Issue of allotment orders of ECs. Monitoring of lifting and distribution of essential commodities to the card holders through F.P. Shop Dealers.</p>	
		Financial	<p>He is drawing and disbursing officer in respect of the staff working under his control</p>	
6	Assistant Grain Purchasing Officers	Statutory	<p>In charge of mill levy and MSP Operations and inspections of rice mills under his jurisdiction.</p>	
7	Dy.Tahsildars / Grain Purchasing Asst.	Statutory	<p>In charge of mill levy and MSP Operations and inspections of rice mills under his jurisdiction.</p> <p>Enforcement of control orders.</p> <p>In charge of Public Distribution System under his jurisdiction.</p>	

Chapter -4

Procedure Followed in Decision-making Process [Section 4(1)(b)(iii)]

4.1 Procedure followed in decision-making by the public authority

Activity	Description	Decision-making process	Designation of Final decision making Authority
Goal-setting & Planning	Fixation of targets under Procurement, MSP Operations, lifting of Essential Commodities, Conduct of inspections, Awareness programmes	Interacts with Collectors, Joint Collectors and District Supply Officers	Commissioner of Civil Supplies, Hyderabad
Budgeting	Allocation of budget under various heads of accounts of District Officers.	-do-	-do-
Formulation of Programmes, schemes and projects			
Recruitment/ Hiring of Personnel	Class-III and Class-IV employees	-do-	-do-
Release of funds			
Implementation/ delivery service/utilization of funds	Utilization of funds, allocation of user charges for various heads	Interacts with the Joint Collectors and District Supply Officers	Commissioner of Civil Supplies, Hyderabad
Monitoring & Evaluation	Frequent reviews with the Joint Collectors and District Supply Officers, including through Video and Tele facility.	-do-	-do-
Gathering feedback from public	receipt of complaints from the public, media(newspapers)	-do-	-do-
Undertaking Improvements	Redressal of grievances of public and departmental personnel, submission of proposals for modernization of department	-do-	-do-

4.2. Flow charts of channels of supervision, accountability, the services delivered to the target group i.e., beneficiaries / consumers.

COMMISSIONERATE OF CIVIL SUPPLIES

Commissioner → Joint Directors – Dy.Directors – Asst. Accounts Officer

DISTRICT OFFICERS

Collector (CS) / Chief Rationing Officer –} District Supply Officers – } Asst. Supply Officer –} Assistant Grain Purchasing Officer –} Dy.Tahsildar

Commissioner of Civil Supplies involves consumer organizations and social organizations for better services.

4.3 Mechanisms of the participation of the public in decision making:

Farmers organizations / clubs, peoples representatives and rice millers association are indulged in policy making for MSP operations and procurement of levy.

Participation of Public through their Public Representatives and party representatives starting from State Food Advisory Committee, District Food Advisory Committees till the lowest rung i.e., the Fair Shop level.

Chapter- 5

Norms set for the Discharge of Functions
[Section 4(1)(b)(iv)]

5.1 Details of the norms / standards set by the public authority for the discharge of its functions / delivery of services.

CIVIL SUPPLIES DEPARTMENT:

1. ELIGIBILITY CRITERIA FOR ISSUE OF FOOD SECURITY CARDS:

- i) The annual family income ceiling : Rs.1.50 Lakh and below in rural areas.
- ii) Rs. 2 lakh and below in urban areas
- iii) The land ceiling limit is 3.50 acres and below for wet land and 7.5 acres and below for dry land
- iv) If the income from the land is less than the income ceiling prescribed above:

2. F.P. SHOP APPOINTING AUTHORITY

S. No.	DISTRICT	AUTHORITY
1.	HYDERABAD	DISTRICT SUPPLY OFFICER
2.	ALL DISTRICTS EXCEPT HYDERABAD	REVENUE DIVISIONAL OFFICER / SUB COLLECTOR

3. F.P. SHOP DEALERS APPOINTMENT

S. No.	EDUCATIONAL QUALIFICATIONS	AGE
1.	A pass in 10 th Class is the minimum educational qualification for appointment as F.P. Shop dealer.	Minimum 18 years Maximum 40 years
2.	Where no candidate is available with the said minimum qualification and if shall not less than a pass in 7 th class applies they shall be no objection to consider for appointment under special circumstances to the notified by the Appellate Authority.	Minimum 18 years Maximum 40 years

4. F.P. SHOP TIMINGS

S. No.	DISTRICT	TIMINGS	Weekly Holiday
1.	HYDERABAD	8.00 A.M.. to 12 Noon 4.00 P.M. TO 8.00 P.M.	FRIDAY
2.	ALL DISTRICTS EXCEPT HYDERABAD	7.00 A.M. TO 11.00 A.M. 4.00 P.M. TO 8.00 P.M.	SATURDAY

5. COMPLAINTS ON F.P. SHOPS

Complaints to be made on F.P. Shops regarding late lifting of stocks in the month, irregular supply of essential commodities, late opening of the F.P. Shop, less weighment of the commodities etc.

a.	HYDERABAD,	Assistant Supply Officers, District Supply Officers, Chief Rationing Officer and Legal Metrology Officials.
b.	ALL DISTRICTS EXCEPT HYDERABAD	Mandal Revenue Officers, Assistant Supply Officers, Revenue Divisional Officers, Sub-Collector, Joint Collector, Collector.

6. RATION CARDS

Sl. No.	Function / Service	Norms / standards of performance set	Time frame	Reference document prescribing the norms
1.	2.	3.	4.	5.
1.	Inclusion / Deletion of family members (by presentation to Area Rationing Office)	1.If ration cards are presented with required proofs necessary 2. If physical verification is necessary for additions.	Same Day Seven Days	Citizen Charter Citizen Charter
2.	Change in address within jurisdiction of the same F.P. Shop	**	Same Day	Citizen Charter
3.	Issue of surrender certificate on transfer of family to other city or otherwise.	**	Same Day	Citizen Charter
4.	Change in address including change in F.P. Shops.	**	One Week	Citizen Charter
5.	Issue of new ration cards/family card with surrender certificate etc.within same State.	**	One Week	Citizen Charter
6.	Issue of new ration cards in case of change of State.	**	Two Weeks	Citizen Charter
7.	Issue of new ration cards	**	One month	Citizen Charter

Chapter- 6

Rules, Regulations, Instructions, Manual and Records, for Discharging Functions
[Section 4(1)(b)(v)(vi)]

6.1 List and gist of rules, regulations, instructions, manuals and records, held by the public authority or under its control or used by its employees for discharging functions in the following format:

CONSUMER AFFAIRS WING

Sl. No.	Description	Gist of Contents	Price of the publication if priced
Rules & Regulations			
1.	The Consumer Protection Act, 1986 as amended.	Consumers' rights; Consumer Protection Councils; Consumer Disputes Redressal Agencies; Miscellaneous items	Not priced.
2.	The Consumer Protection Rules, 1987 (issued by Govt. of India)	Recognition of laboratories; Constitution and procedure of Central Consumer Protection Council; Working methodology of National Commission; Terms & conditions of service of President and Members of National Commission;	Not priced.
3.	The A P State Consumer Protection Rules, 1987 (issued by Govt. of A.P.)	Constitution of State Consumer Protection Council, its procedure; Salaries, other terms & conditions of President and Members of Dist. Fora; Procedure to be adopted by Dist. Fora; Sitting of State Commission; hearing appeals.	Not priced.

Procurement wing

1.	A.P Rice Procurement (Levy) Order, 1984.	As per the clauses 3 & 4, every miller / trader shall sell to the Food Corporation / State Corporation at the procurement price seventy five percent of the total quantity of (b) each variety of rice conforming to specifications, milled by him every day out of stocks of paddy owned by him; and (c) each variety of rice conforming to specifications purchased or otherwise acquired by him for the purpose of sale from persons other than a miller or a dealer.	Not priced
2.	Edible Oils Packaging (Regulation) Order, 1998.	As per this order all the Manufacturers, Packers and Dealers dealing with Edible Oils shall sell the following Edible Oils in packed form from 1.11.2000 in urban areas and from 1.4.2001 in rural areas. 1. Groundnut, 2. Safflower 3. Soyabean 4. Sunflower and 5. Palmolein All the Manufacturers, Packers and Dealers dealing with Edible Oils are exempted from selling the following Edible Oils in packed form. 1. Mustard 2. Sesamum(gingely) 3. Niger. 4. Govt. of A.P. in G.O.Ms.No.41 F,CS & CA (CS.III) Dept. dated 17.05.2000 has issued orders appointing the IPM authorities namely Asst.Food Controllers from Zone I to Zone VI and Head quarters of Hyderabad and Secunderabad as registering Authorities under Edible Oil Packaging (Regulation) Order,1998.	Not priced
3	PDS control Order	For regulating the Public Distribution System	Not priced

Petroleum products

1.	The Petroleum Products (Maintenance of Production, Storage and Supply) Order, 1999.	Clauses mentioned in the Regulatory Order. To regulate the production / supply of Petroleum products.	Not priced
2.	The Motor Spirit and High Speed Diesel (Regulation of Supplies and Distribution and Prevention of Malpractices) Order, 2005	To regulate the supply of MS / HSD	
3.	The LPG (Regulation of Supply and Distribution) Order, 2000	To regulate the supply /distribution of LPG.	
4.	The LPG (Regulation of Use in Motor vehicles) Order, 2001	To regulate the use of LPG in Motor Vehicles	
5.	The Kerosene (Restriction on Use and Fixation of Ceiling Price) Order, 1993	To regulate the use of SKO and its prices.	
6.	The Lubricating Oils and Greases (Processing Supply and Distribution, Regulation) Order, 1987.	To regulate the supply & distribution of Lube oils & Greases	
7.	The Solvent, Raffinate and Slop (Acquisition, Sale, Storage and Prevention of Use in Automobiles) Order, 2000.	Clauses mentioned in the Licensing Order to administer the use of solvents etc and prevention of their use in auto mobiles.	
8.	The Naphtha (Acquisition, Sale, Storage and Prevention of Use in Automobiles) Order, 2000.	To administer the use of Naptha and prevention of its use in auto mobiles	
9.	The Furnace Oil (Fixation of ceiling prices and distribution)Order 1974	To regulate the distribution of Furnace Oil.	
10	The A.P. Petroleum Products (Licensing and Regulation of Supplies) Order, 1980	To secure the Petroleum products to the consumers at reasonable prices by licensing system	
11	The T S. P D S (Control) Order 2008	To regulate the F P Shops	

Instructions

1.	Guidelines on functioning of Consumer clubs	Setting up of Consumer Clubs; Objectives; Membership; Coordinating Agencies; Managing Committee; Functions of Members, Teacher Guide, Coordinating Agency; Financial Support; Utilization of Funds; Maintenance of Accounts. Role of Department / CVOs.	Not priced.
2.	Guidelines on functioning of District Consumer Information Centres	Setting up of DCIC; Aim and Objectives; Location; In charge of DCIC; Staff; Working hours; Functions of DCIC; Monitoring Committee and its functions; Financial Assistance; Utilization of funds; Maintenance of accounts; Role of CVOs.	Not priced.
	Procurement	Guidelines on MSP operations of Paddy, Coarse grains, Pulses etc. Procurement of rice under mill levy.	Not priced

MANUALS

Civil Manual	Supplies	All control Executive instructions	Orders,	Manual under preparation
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PUBLICATIONS

1.	Viniyoga Tarangini Monthly Magazine	Editorial; Current issues on consumer affairs; judgments; Activities taken up in districts and by the Department;	Not priced
2.	User Manuals	Insurance Claims & Consumer Protection; Purchase of Plots & Flats; C.P. Act 1986 protects farmers; C.P. Act 1986 for Common Man; Services under Transport Sector and Consumer Protection; Educational Institutions and Consumer Protection; Paid services and Consumer Rights; Financial Institutions bound to care the consumers; Medical Negligence and Consumer Protection.	Not priced

Chapter- 7

Categories of Documents held by the public Authority
under its Control
[Section 4(1)(b)(v)(i)]

7.1 Official documents held by the public authority or under its control

Sl. No.	Category Document	Title of the document	Designation and address of the custodian (held by / under the control of whom)
		1. Budget of demand 2. Manual including Acts and gist.	Commissioner of Civil Supplies

Chapter- 8

Arrangement for Consultation with, or Representation by, the Members of the Public
in relation to the Formulation of Policy of Implementation thereof
(Section 4(1) (b) (viii))

8.1. Arrangements by the public authority to seek consultation, participation of public or its representatives for formulation and implementation of Policies

S No	Function/Service	Arrangements for consultation with or representation of public in relations with policy formulation	Arrangements for consultation with or representation of public in relations with policy implementation
1	<p style="text-align: center;">State Food Advisory Committee (G.O.Ms.No.47, CA, F&CS (CS I(2) Dept., Dt:26.08.09 and G.O.Ms.No.63, CA, F&CS (CS.I) Dept., Dt:02.06.05)</p>	<p>a) Hon'ble Minister for Civil Supplies – Chairman b) Commissioner of Civil Supplies & Ex.Officio Secretary to Government, CA, F&CS Depart – Vice-Chairman c) Director of Civil Supplies – Member – Convener</p> <p>Members d) One Rep. from each Recognized Political Party – e) Representatives of</p>	<p>Food Advisory Committee members are empowered to inspect the fair price shops and bring the irregularities to the notice of the Government for effective functioning of PDS. The members of Food</p>

		<p>Consumer Voluntary Organizations appointed by Government from each district</p> <p>f) President, F.P.Shop Dealer's Welfare Federation of Andhra Pradesh</p> <p>g)Principal Secretary, PR&RD Dept. AP Secretariat, Hyderabad</p> <p>h)Principal Secretary, MA&UD Dept. AP Secretariat, Hyderabad</p> <p>i) Commissioner of Commercial Taxes</p> <p>j) Commissioner of Marketing</p> <p>k) Director General, Vigilance & Enforcement,</p> <p>l) Commissioner of Agriculture</p> <p>m) Commissioner of Horticulture</p> <p>n) Controller, Legal Metrology</p> <p>o) Commissioner & Director, School Education</p> <p>p) Commissioner Information & Public Relations</p> <p>q) Reql.Director, quality control cell, Ministry of Consumer Affairs and Public Distribution, Govt. of India, Hyderabad</p> <p>r) Director, Bureau of Indian Standards</p> <p>s) General Manager, Food Corp. of India, Hyderabad</p> <p>t) Vice Chairman & Managing Director, A.P.State Civil Supplies Corp.Ltd. Hyderabad</p> <p>u) Managing Director,Andhra Pradesh Coop. Oilseeds Growers Federation Ltd.(AP OILFED),</p>	<p>Advisory Committee shall put forth the suggestions and give impetus for revamped PDS.</p>
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		<p>Hyderabad</p> <p>v) MD., Marketing Federation Ltd., Hyderabad</p> <p>w) Managing Director, Girijan Coop. Corporation Ltd., Visakhapatnam</p> <p>x) Director, Institute of Preventive Medicine, Hyd.,</p> <p>y) Sr.Divisional Manager, Indian Oil Corporation Ltd., Secunderabad</p> <p>z) Chief Regl.Manager & State Level Coordinator, Hindustan Petroleum Corporation Ltd., Sec'bad</p> <p>aa) Divisional Manager, Bharath Petroleum Corporation Ltd., Hyderabad</p>	
2	<p>District Level Food Advisory Committee (G.O.Ms.No.47, CA, F&CS (CS.I) Dept., Dt:26.08.09 and G.O.Ms.No.128, CA, F&CS (CS.I) Dept., Dt:06.09.05)</p>	<p>a) Collector - Chairman</p> <p>b) Chairperson, Zilla Parishad, - Co-Chairman</p> <p>c) Joint Collector - Vice-Chairman</p> <p>Members:</p> <p>d) All MLAs,MLCs and M.Ps of the district</p> <p>e) Joint / Deputy Director, Agricultural</p> <p>f) Joint / Deputy Director, Horticulture</p> <p>g) Commercial Taxes Officer of the District</p> <p>h) Joint / Deputy Director, Marketing</p> <p>i) Dy.Director, Horticulture</p> <p>j) One representative from each recognized Political party</p> <p>k) Six members of the Zilla Parishad (out of whom three shall be women) who shall be nominated by the Zilla Parishad</p> <p>l) One representative of District Chamber of Commerce and Industry</p>	<p>Food Advisory Committee members are empowered to inspect the fair price shops and bring the irregularities to the notice of the Government for effective functioning of PDS. The members of Food Advisory Committee shall put forth the suggestions and give impetus for revamped PDS.</p>

		<p>sponsored by the Association</p> <p>m) District level Coordinator for Oil Industry</p> <p>n) one representative of the F.P.Shop Dealers' Association</p> <p>o) One representative of Kerosene Retail Dealers Association</p> <p>p) Five representatives of Consumer Organisations to be nominated by the Collector</p> <p>q) Three representatives of the Self Help Groups to be nominated by the District Collector</p> <p>r) Two members from Farmers</p> <p>s) Two members from Print Media</p> <p>t) Non-official members of the State Consumer Protection Council belonging to the District</p> <p>Member- Convener</p> <p>u) District Supply Officer</p> <p>v) Chief Executive Officer, Zilla Parishad</p> <p>w) Director of Board of APSCSCL belonging to the concerned District</p> <p>12.District Manager, APSCSCL</p>	
3	<p>Mandal Level Food Advisory Committee (G.O.Ms.No.93, CA, F&CS (CS.I) Dept., Dt:13.07.05 and G.O.Ms.No.128, CA, F&CS (CS.I) Dept., Dt:06.09.05)</p>	<p>a)Revenue Divl. Officer/Sub-Collector - Chairman</p> <p>b) Chairperson of the Mandal Praja Parishad - Co-chairman</p> <p>Members:</p> <p>c) One representative from each of the recognized political parties</p> <p>d) Chair Person of the Municipality</p>	<p>Food Advisory Committee members are empowered to inspect the fair price shops and bring the irregularities to the notice of the Government for effective functioning of</p>

		<p>e) Members of ZPTC belonging to the Mandal</p> <p>f) Three women members of the Mandal Praja Parishad</p> <p>g) Mandal Development Officer</p> <p>h) 2 members from Farmers</p> <p>i) one representative of the Fair Shop Dealers Association</p> <p>j) one representative of the Kerosene Retail Dealers Association</p> <p>k) four representatives from the Consumer Voluntary Organizations to be nominated by the Collector</p> <p>l) one representative of Self Help Group to be nominated by the Collector</p> <p>m) Commercial Tax Officer at Mandal level</p> <p>n) Agricultural Officer at Mandal level</p> <p>o) Agricultural Officer at Mandal level</p> <p>p) Two persons from print media</p> <p>q) 3 Teacher Guides of the local consumer clubs to be nominated by the RDO/Sub-Collector</p> <p>r) Member, MPP</p> <p>s) Member, ZPTC</p> <p>t) Tahsildar- Member-Convener</p>	<p>PDS. The members of Food Advisory Committee shall put forth the suggestions and give impetus for revamped PDS.</p>
4	<p>Village Level Food Advisory Committee (G.O.Ms.No.93, CA, F&CS (CS.I) Dept., Dt:13.07.05 and G.O.Ms.No.128, CA, F&CS (CS.I) Dept., Dt:06.09.05)</p>	<p>1.Sarpanch – Chairman Members:</p> <p>2.Member of MPTC or Councilor or Corporator</p> <p>3.Three rep. of CVOs</p> <p>4.Three representatives of the local Self Help Groups to be nominated by the M.D.O</p> <p>5. Panchayat Secretary – Convener</p>	<p>Food Advisory Committee members are empowered to inspect the fair price shops and bring the irregularities to the notice of the Government for effective functioning of</p>

			PDS. The members of Food Advisory Committee shall put forth the suggestions and give impetus for revamped PDS.
5	<p>Municipal Corporation Level Food Advisory Committee (G.O.Ms.No.93, CA, F&CS (CS.I) Dept., Dt:13.07.05 and G.O.Ms.No.128, CA, F&CS (CS.I) Dept., Dt:06.09.05)</p>	<p>1.Chief Rationing Officer in respect of twin cities of Hyderabad & Secunderabad Joint Collectors for other corporations - Chairman 2.Mayor of the Corporation - Special Invitee</p> <p>Members: 3. All M.Ps and all M.L.As whose constituencies fall within the Corporation areas 4. One representative from each of the recognised Political parties nominated by the respective political parties 5.One representative of Fair Price Shop Dealers Association nominated by the Association 6.One representative of Kerosene Retail Dealers Association nominated by the Association 7.One representative of District Chamber of Commerce & Industry nominated by the Chamber 8.Nine rep. of CVOs 9.Three representatives of Self Help Groups nominated by the Municipal Commissioner concerned 10.Non-official members of State Consumer Protection Council belonging to the Corporation - Special Invitees</p>	<p>Food Advisory Committee members are empowered to inspect the fair price shops and bring the irregularities to the notice of the Government for effective functioning of PDS. The members of Food Advisory Committee shall put forth the suggestions and give impetus for revamped PDS.</p>

		11. District Supply Officer concerned – Convener	
6	Circle Level Food Advisory Committee (G.O.Ms.No.93, CA, F&CS (CS.I) Dept., Dt:13.07.05 and G.O.Ms.No.128, CA, F&CS (CS.I) Dept., Dt:06.09.05)	1. District Supply Officer – Chairman Members: 2. M.L.As of the Circle concerned 3. One rep. each of Fair Price Shop Dealers Association/ Kerosene Retail Dealers Association sponsored by the Associations 4. One rep. of the recognised political parties to be nominated by the party concerned 5. Five rep. of CVOs 6. Five rep. of Self Help Groups to be nominated by the Municipal Commissioner concerned 7. Assistant Supply Officer in Hyderabad, Visakhapatnam & Vijayawada Cities and Mandal Revenue Officer concerned in other Corporations – Convener	Food Advisory Committee members are empowered to inspect the fair price shops and bring the irregularities to the notice of the Government for effective functioning of PDS. The members of Food Advisory Committee shall put forth the suggestions and give impetus for revamped PDS.
7	Division Level Food Advisory Committee (G.O.Ms.No.93, CA, F&CS (CS.I) Dept., Dt:13.07.05 and G.O.Ms.No.128, CA, F&CS (CS.I) Dept., Dt:06.09.05)	1. Assistant Supply Officer in Hyderabad, Visakhapatnam & Vijayawada Cities and Mandal Revenue Officer concerned in other Cities – Presiding Officer – cum – Convener Members: 2. Corporator of the Division 3. Five rep. of CVOs 4. Two representatives of the Self Help Groups to be nominated by the Municipal Commissioner concerned	Food Advisory Committee members are empowered to inspect the fair price shops and bring the irregularities to the notice of the Government for effective functioning of PDS. The members of Food Advisory Committee shall put forth the suggestions and give impetus for revamped PDS.
8	Municipality Level	1. Revenue Divisional	Food Advisory

	<p>Food Advisory Committee (G.O.Ms.No.93, CA, F&CS (CS.I) Dept., Dt:13.07.05 and G.O.Ms.No.128, CA, F&CS (CS.I) Dept., Dt:06.09.05)</p>	<p>Officer/Sub-Collector – Presiding Officer Members: 2.M.L.A having jurisdiction of the Municipality 3.Municipal Chairman 4.Five rep. of CVOs 5.Three rep. of the Self Help Groups to be nominated by the Municipal Commissioner concerned 6.One representative of Fair Price Shop Dealers Association/ Kerosene Retail Dealers Association to be nominated by the Associations 7.One representative of the recognised Political parties to be nominated by the party concerned 8.Mandal Revenue Officer – Convener</p>	<p>Committee members are empowered to inspect the fair price shops and bring the irregularities to the notice of the Government for effective functioning of PDS. The members of Food Advisory Committee shall put forth the suggestions and give impetus for revamped PDS.</p>
9	<p>Ward in Municipality Level Food Advisory Committee (G.O.Ms.No.93, CA, F&CS (CS.I) Dept., Dt:13.07.05 and G.O.Ms.No.128, CA, F&CS (CS.I) Dept., Dt:06.09.05)</p>	<p>1.Mandal Revenue Officer – Presiding Officer – cum – Convener Members: 2.Municipal Councilor 3.Two representatives of CVOs 4.One from each recognised Political party to be nominated by the Party 5.One representative of the Self Help Groups to be nominated by the Municipal Commissioner concerned</p>	<p>Food Advisory Committee members are empowered to inspect the fair price shops and bring the irregularities to the notice of the Government for effective functioning of PDS. The members of Food Advisory Committee shall put forth the suggestions and give impetus for revamped PDS.</p>

10	<p>F.P.Shop (Urban) Level Food Advisory Committee <i>(G.O.Ms.No.93, CA, F&CS (CS.I) Dept., Dt:13.07.05 and G.O.Ms.No.128, CA, F&CS (CS.I) Dept., Dt:06.09.05)</i></p>	<p>1.Corporator of Municipal Corporation/Councilor of Municipality in whose jurisdiction the F.P.Shop is situated - Chairman 2. Local representative of CVO nominated by A.S.O/M.R.O (Urban) - Convener Members: 3.One rep. of CVO 4.One representative from recognized Political party - 5.One representative from local Self Help Groups to be nominated by the Municipal Commissioner concerned</p>	<p>Food Advisory Committee members are empowered to inspect the fair price shops and bring the irregularities to the notice of the Government for effective functioning of PDS. The members of Food Advisory Committee shall put forth the suggestions and give impetus for revamped PDS.</p>
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Consumer Affairs

11	<p>State Consumer Protection Council G.O.Ms.No.4 CA,F&CS (CS.III) Dept. dated 17.01.2006</p>	<p>Minister(CS)- Chairman; EO Secy – Vice-Chairman; Non-Official Members; Official Members; Representatives of State Government; State Utilities; Public Sector. DCS – Member Convener.</p>	<p>To promote and protect the rights of consumers laid down in Clauses (a) to (f) of Section 6 of the C.P. Act, 1986; Discussion on consumer subjects to protect them; Ensure –Delivery of goods at correct weights and measures; Quality of food grains; services provided by the departments; Redressal of public grievances</p>
12	<p>District Consumer Protection Council (G.O.Ms.No.8 to 15 CA,F&CS (CS.III) Dept. dated 20.01.2005 G.O.Ms.No.95 to 109 CA,F&CS (CS.III) Dept. dated 15.07.2005</p>	<p>District Collector – Chairman; Joint Collector – Vice Chairman; Official Members; 9 non-official members; NGOs – Spl. Invitees; DSO- Member</p>	<p>To promote and protect the rights of consumers laid down in Clauses (a) to (f) of Section 6 of the C.P. Act, 1986; Discussion on consumer subjects to protect them; Ensure –Delivery of goods at correct weights and measures;</p>

		Convener	Quality of food grains; services provided by the departments; Redressal of public grievances
13	Managing Committee for Consumer Clubs	President; Vice-President; Secretary; Treasurer; Five other Members; (all from teaching staff)	To manage the functions of the Consumer Club
14	Monitoring Committee for District Consumer Information Centre	Dist. Collector or Joint Collector – Chair Person; CEO of ZP or his nominee – Member; Representative of CVO – Member; DPRO – Member; DSO – Member Convener	Scrutinize and finalize annual calendar of activities of DCIC; approve monthly calendar of activities; scrutinize and finalise the budget for the DCIC.

Chapter – 9

Boards, Councils, Committees and other Bodies constituted as part of Public Authority

[Section 4(1) (b) v(iii)]

9.1 Information on boards, councils, committees and other bodies related to the public authority

Name of the Board, Council, Committee, Etc.,	Composition	Powers & Functions	Whether its Meetings open to Public/Minutes of its Meeting accessible for Public
1) State Food Advisory Committee (G.O.Ms.No.54, CA, F&CS (CS I(2) Dept., Dt:10.08.04 and G.O.Ms.No.63,	1)Hon'ble Minister for Civil Supplies – Chairman 2) Commissioner of Civil Supplies & Ex-Officio Secretary to Government, CA, F&CS Depart – Vice-Chairman	Food Advisory Committee members are empowered to inspect the fair price shops and bring the irregularities	No. However the minutes are send to the members of the Food Advisory Committee.

<p>CA, F&CS (CS.I) Dept., Dt:02.06.05)</p>	<p>3)One Rep. from each Recognised Political Party – Members 4) Twenty Three Rep. of Consumer Voluntary Organisations appointed by Govt. – Members 5) Officials i)Principal Secretary PR&RD Dept. AP Secretariat, Hyd. ii)Principal Secretary MA&UD Dept., AP Secretariat, Hyd. iii)Director General, V&E, AP, Hyderabad iv)Senior Regional Manager F.C.I, Hyderabad v)VC & Managing Director, A.P.State Civil Supplies Corp. Ltd., Hyderabad vi) Commissioner I&PR, Hyderabad. vii)Controller, Legal Metrology, Hyd. viii) Director Department of Marketing, Hyd. ix) Commissioner & Director of School Education, Hyd. x)Regional Director, Quality Control Cell, M/o CA, F & PD, Govt.of India, Hyd. xi) Director Bureau of Indian Standards, Hyderabad xii)Managing Director, A.P. Oil Fed, Hyderabad xiii)Managing</p>	<p>to the notice of the Government for effective functioning of PDS. The members of Food Advisory Committee shall put forth the suggestions and give impetus for revamped PDS.</p>	
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	<p>Director, A.P. Mark Fed, Hyderabad xiv) Managing Director, Girijan Coop. Corp. Ltd, Hyd. xv) Director Institute of Preventive Medicine & Food (Health) Admn., Hyderabad xvi) Senior Divisional Manager, IOC, Sec'bad xvii) Chief Regional Manager & S.L.C, HPCL, Sec'bad xviii) Divisional Manager, BPCL, Sec'bad xix) Divisional Manager, IBPCL, Sec'bad xx) Director of Civil Supplies & Ex. Officio Addl. Secretary/ Joint Secretary, CA, F&CS-</p> <p>Member – Convener</p>		
<p>2) District Level Food Advisory Committee (G.O.Ms.No.93, CA, F&CS (CS.I) Dept., Dt:13.07.05 and G.O.Ms.No.128, CA, F&CS (CS.I) Dept., Dt:06.09.05)</p>	<p>1.Collector - Chairman 2.Joint Collector - Vice-Chairman 3.All MLAs and all M.Ps - Members 4.Chairperson of Z.P - Member 5.One representative from each recognized Political party - Members 6.One representative of District Chamber of Commerce and Industry sponsored by the Association - Member</p>	<p>The members of Food Advisory Committee shall put forth the suggestions and give impetus for revamped PDS.</p>	<p>No. However the minutes are send to the members of the Food Advisory Committee.</p>

	<p>7. One representative of Kerosene Retail Dealers Association sponsored by the Association/ One representative of F.P. Shop Dealers Association sponsored by the Association - Members</p> <p>8. Five representatives of Consumer Organisations - Members</p> <p>9. Three representatives of the Self Help Groups to be nominated by the District Collector - Members</p> <p>10. Non-official members of the State Consumer Protection Council belonging to the District - Special Invitees</p> <p>11. Director of Board of APSCSCL belonging to the concerned District - Special Invitees</p> <p>12. District Supply Officer - Convener</p>		
<p>3) Mandal Level Food Advisory Committee (G.O.Ms.No.93, CA, F&CS (CS.I) Dept., Dt:13.07.05 and G.O.Ms.No.128, CA, F&CS (CS.I) Dept., Dt:06.09.05)</p>	<p>1. Revenue Divisional Officer/Sub-Collector - Chairman</p> <p>2. M.L.A - Invitee</p> <p>3. Presidents of Mandal Praja Parishad, Members of Z.P.T.C belonging to the Mandal - Members</p> <p>4. Chairperson of Municipality (if the Mandal is having Municipality) -</p>	<p>The members of Food Advisory Committee shall put forth the suggestions and give impetus for revamped PDS.</p>	<p>No. However the minutes are sent to the members of the Food Advisory Committee.</p>

	<p>Member</p> <p>5.One representative each from Fair Price Shop Dealers Association/Kerosene Retail Dealers Association sponsored by the Association - Members</p> <p>6.One representative from each recognised Political party - Members</p> <p>7.Four rep.of CVOs to be nominated by the Collector - Members</p> <p>8.One representative of the Self Help Groups to be nominated by the Collector - Member</p> <p>9.Mandal Revenue Officer - Convener</p>		
<p>4) Village Level Food Advisory Committee (G.O.Ms.No.93, CA, F&CS (CS.I) Dept., Dt:13.07.05 and G.O.Ms.No.128, CA, F&CS (CS.I) Dept., Dt:06.09.05)</p>	<p>1.Sarpanch - Chairman</p> <p>2.Member of MPTC or councilor or corporator - Members</p> <p>3.Three rep. of CVOs - Members</p> <p>4.Three representatives of the local Self Help Groups to be nominated by the M.D.O - Members</p> <p>5.PanchayatSecretary - Convener</p>	<p>The members of Food Advisory Committee shall put forth the suggestions and give impetus for revamped PDS.</p>	<p>No. However the minutes are send to the members of the Food Advisory Committee.</p>
<p>5) Municipal Corporation Level Food Advisory Committee (G.O.Ms.No.93, CA, F&CS (CS.I) Dept., Dt:13.07.05)</p>	<p>1.Chief Rationing Officer in respect of twin cities of Hyd'bad & Sec'bad Joint Collectors for other Corporations- Chairman</p> <p>2.Mayor of the Corporation- Special</p>	<p>The members of Food Advisory Committee shall put forth the suggestions and give impetus for</p>	<p>No. However the minutes are send to the members of the Food Advisory Committee.</p>

<p><i>and G.O.Ms.No.128, CA, F&CS (CS.I) Dept., Dt:06.09.05)</i></p>	<p>Invitee 3.All M.Ps and all M.L.As whose constituencies fall within the Corporation areas - Members 4.One representative from each of the recognised Political parties nominated by the respective political parties - Members 5.One representative of Fair Price Shop Dealers Association nominated by the Association - Member 6.One representative of Kerosene Retail Dealers Association nominated by the Association - Member 7.One representative of District Chamber of Commerce & Industry nominated by the Chamber - Member 8.Nine rep. of CVOs - Member 9.Three representatives of Self Help Groups nominated by the Municipal Commissioner concerned - Members 10.Non-official members of State Consumer Protection Council belonging to the Corporation - Special Invitees 11.District Supply Officer concerned - Convener</p>	<p>revamped PDS.</p>	
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<p>6) Circle Level Food Advisory Committee (G.O.Ms.No.93, CA, F&CS (CS.I) Dept., Dt:13.07.05 and G.O.Ms.No.128, CA, F&CS (CS.I) Dept., Dt:06.09.05)</p>	<p>1.District Supply Officer - Chairman 2.M.L.As of the Circle concerned - Members 3.One rep. each of Fair Price Shop Dealers Association/ Kerosene Retail Dealers Association sponsored by the Associations - Members 4.One rep. of the recognized political parties to be nominated by the party concerned - Members 5.Five rep. of CVOs - Members 6.Five rep. of Self Help Groups to be nominated by the Municipal Commissioner concerned - Members 7.Assistant Supply Officer in Hyderabad, Visakhapatnam & Vijayawada Cities and Mandal Revenue Officer concerned in other Corporations - Convener</p>	<p>The members of Food Advisory Committee shall put forth the suggestions and give impetus for Revamped PDS.</p>	<p>No. However the minutes are send to the members of the Food Advisory Committee.</p>
<p>7) Division Level Food Advisory Committee (G.O.Ms.No.93, CA, F&CS (CS.I) Dept., Dt:13.07.05 and G.O.Ms.No.128, CA, F&CS (CS.I) Dept.,</p>	<p>1.Assistant Supply Officer in Hyderabad, Visakhapatnam & Vijayawada Cities and Mandal Revenue Officer concerned in other Cities - Presiding Officer cum - Convener 2.Corporator of the Division - Member 3.Five rep. of CVOs -</p>	<p>The members of Food Advisory Committee shall put forth the suggestions and give impetus for revamped PDS.</p>	<p>No. However the minutes are send to the members of the Food Advisory Committee.</p>

<p><i>Dt:06.09.05)</i></p>	<p>Members 4.Two representatives of the Self Help Groups to be nominated by the Municipal Commissioner concerned - Members</p>		
<p>8 Municipality Level Food Advisory Committee <i>(G.O.Ms.No.93, CA, F&CS (CS.I) Dept., Dt:13.07.05 and G.O.Ms.No.128, CA, F&CS (CS.I) Dept., Dt:06.09.05)</i></p>	<p>1.Revenue Divisional Officer/Sub-Collector - Presiding Officer 2.M.L.A having jurisdiction of the Municipality - Member 3.Municipal Chairman - Member 4.Five rep. of CVOs - Members 5.Three rep. of the Self Help Groups to be nominated by the Municipal Commissioner concerned - Members 6.One representative of Fair Price Shop Dealers Association/ Kerosene Retail Dealers Association to be nominated by the Associations - Members 7.One representative of the recognized Political parties to be nominated by the party concerned - Members 8.Mandal Revenue Officer - Convener</p>	<p>The members of Food Advisory Committee shall put forth the suggestions and give impetus for Revamped PDS.</p>	<p>No. However the minutes are send to the members of the Food Advisory Committee.</p>
<p>9) Ward in Municipality Level Food Advisory Committee</p>	<p>1.Mandal Revenue Officer - Presiding Officer - cum - Convener 2.Municipal Councilor</p>	<p>The members of Food Advisory Committee</p>	<p>No. However the minutes are send to the members of the Food Advisory</p>

<p>(G.O.Ms.No.93, CA, F&CS (CS.I) Dept., Dt:13.07.05 and G.O.Ms.No.128, CA, F&CS (CS.I) Dept., Dt:06.09.05)</p>	<p>- Member 3.Two representatives of CVOs - Members 4.One from each recognized Political party to be nominated by the Party - Members 5.One representative of the Self Help Groups to be nominated by the Municipal Commissioner concerned - Members</p>	<p>shall put forth the suggestions and give impetus for revamped PDS.</p>	<p>Committee.</p>
<p>10) F.P.Shop (Urban) Level Food Advisory Committee (G.O.Ms.No.93, CA, F&CS (CS.I) Dept., Dt:13.07.05 and G.O.Ms.No.128, CA, F&CS (CS.I) Dept., Dt:06.09.05)</p>	<p>1.Corporator of Municipal Corporation/ Councilor of Municipality in whose jurisdiction the F.P.Shop is situated - Chairman 2. Local representative of CVO nominated by A.S.O/M.R.O (Urban) - Convener 3.One rep. of CVO - Member 4.One representative from recognized Political party - Members 5.One representative from local Self Help Groups to be nominated by the Municipal Commissioner concerned - Member</p>	<p>The members of Food Advisory Committee shall put forth the suggestions and give impetus for revamped PDS.</p>	<p>No. However the minutes are send to the members of the Food Advisory Committee.</p>

CONSUMER AFFAIRS WING

Name of Board, Council, Committee, etc.	Composition	Powers & Functions	Whether its Meetings open to Public / Minutes of its Meetings accessible for Public
State Consumer Protection Council (G.O.Ms.No.4 CA,F&CS (CS.III) Dept. dated 17.01.2006)	Minister(CS)- Chairman; EO Secy – Vice-Chairman; Non-Official Members; Official Members; Representatives of State Government; State Utilities; Public Sector. DCS – Member Convener.	To promote and protect the rights of consumers laid down in Clauses (a) to (f) of Section 6 of the C.P. Act, 1986; Discussion on consumer subjects to protect them; Ensure – Delivery of goods at correct weights and measures; quality of food grains; services provided by the departments; redressal of public grievances	Minutes of its meetings are accessible for public.
District Consumer Protection Council (G.O.Ms.No.8 to 15 CA,F&CS (CS.III) Dept. dated 20.01.2005) G.O.Ms.No.95 to 109 CA,F&CS (CS.III) Dept. dated 15.07.2005	District Collector – Chairman; Joint Collector – Vice Chairman; Official Members; 10 non-official members; NGOs – Spl. Invitees; DSO- Member Convener	To promote and protect the rights of consumers laid down in Clauses (a) to (f) of Section 6 of the C.P. Act, 1986; Discussion on consumer subjects to protect them; Ensure – Delivery of goods at correct weights and measures; quality of food grains; services provided by the departments; redressal of public grievances	Minutes of its meetings are accessible for public.
Managing Committee for Consumer Clubs	President; Vice-President; Secretary; Treasurer; Five other Members; (all from teaching staff)	To manage the functions of the Consumer Club	Minutes of its meetings are accessible for public.

Monitoring Committee for District Consumer Information Centre	Dist. Collector or Joint Collector – Chair Person; CEO of ZP or his nominee – Member; Representative of CVO – Member; DPRO – Member; DSO – Member Convener	Scrutinize and finalize annual calendar of activities of DCIC; approve monthly calendar of activities; scrutinize and finalise the budget for the DCIC.	Minutes of its meetings are accessible for public
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9.2 If minutes of meetings are accessible to the public, describe the procedure as to how to access the minutes: contact point, hours of access, fee structure /cost for access and officer to be contacted.

Chapter -10

Directory of officers and Employees (Section 4(1) (b) (ix))

10.1. Information on officers and Employees working in different units or offices at different levels and their contact addresses in the following format (including officers in charge of grievances redressal, Vigilance, audit, etc.)

S No	Name of office Administrative unit	Name , Designation and address of Officer/Employee	Telephone / Fax Office / Res. No.	E.mail
01	O/o. Commissioner of Civil Supplies, Hyderabad.	Dr. Rajat Kumar ,IAS , Commissioner	040-23310617, 040-23310462 (F) 23318456	Commr_cs@Telangana.gov.in
02		Sri. B.Yesuratnam Joint Director (Admn & Proc)	040 -23325430 8008301380	jtdir_proc_cs@telangana.gov.in jtdir_admin_cs@telangana.gov.in
03		Sri. B.Yesuratnam Dy.Director(CA)		dydir_ca_mc_cs@telangana.gov.in
04		Sri B.Narasimha Reddy, Dy.Director (NFSA & IT.2 & PDS)	8008301384	dydir_pp_it2_cs@telangana.gov.in
05		Sri B.Chandra Prakash, Dy.Director(M&C & PP)	8008301382	dydir_pds_it1_cs@telangana.gov.in
06		Sri M Basha, Asst. Accounts Officer (CS)s	8008301392	aao_cs@telangana.gov.in

DISTRICTS

S No	Name of office/Administrative unit	Name, Designation and address of Officer/Employee	Telephone / Fax Office / Res. No.	E.Mail
01	O/o The Chief Rationing Officer, Hyderabad	Smt B.Bala Mayadevi, IAS., Chief Rationing Officer	040-23447777 8008301399	cro_cs@telangana.gov.in
02	District Supply Officer, Hyderabad	Sri M.K.Rathod, Hyderabad, DSO (City)	040-23447770 8008301400	dso_hyd_cs@telangana.gov.in
03	ASO, O/o The Chief Rationing Officer, Hyderabad	Sri P.Satyanarayana , ASO,	8008301410	
04		Sri M. Srikanth Reddy, ASO, Cir.I	8008301401	
05		Sri K.Suresh Reddy, ASO, Cir.II	8008301402	
06		Sri J.Yugandhar, ASO, Cir.III	8008301403	
07		Sri G.Narsinga Rao , ASO, Cir.IV	8008301404	
08		Smt C.Padma , ASO, Cir.V	8008301405	
09		Sri P.Subba Rao, ASO, Cir.VI	8008301406	
10		Sri S W.Peter, ASO, Cir.VII	8008301407	
11		Sri T.Satyanarayana, ASO, Cir.VIII	8008301408	
12		Smt V.Vani Bhavani, ASO, Cir.IX	8008301409	
13	District Supply Office, Adilabad	Sri S.Uday Kumar, DSO, , ASO	(08732)226656 8008301411 8008301412	dso_adbd_cs@telangana.gov.in
14	District Supply Office, Karimnagar	Sri V.Nageswara Rao, DSO Sri T.Kiran Kumar, ASO K.Kasi Viswanath, AGPO	(0878)2242523 8008301450 8008301451 8008301457	dso_kmr_cs@telangana.gov.in
15	District Supply Office,	Sri A.Usha Rani, DSO	(0874) 223082	dso_kmm_cs@t

	Khammam	A.Laxman, ASO	8008301458 8008301459	elangana.gov.in
16	District Supply Office, Mahabubnagar	Sri P.Raja Rao, DSO	(08542)242821 8008301480	dso_mbnr_cs@telangana.gov.in
		K.Vanajatha, ASO	8008301482	
17	District Supply Office, Medak	Sri D.Anuradha, DSO	(08455)276351 8008301487	dso_mdk_cs@telangana.gov.in
		Sri A Ramesh, ASO	8008301488	
18	District Supply Office, Nalgonda	Sri S Amurtha Reddy, DSO	(08682)244396 8008301492	dso_nlg_cs@telangana.gov.in
		Sri V.Venkateswarlu, ASO	8008301493	
		Sri R.Chandrasekhar Reddy, AGPO, Miryalaguda	9940825576	
		Sri A.Prem Kumar, AGPO, Kodada	8008301498	
19	District Supply Office, Nizamabad	Sri BNVVK Prasad, DSO	(08462)221253 8008301506	dso_nzbd_cs@telangana.gov.in
		Sri P.Laxmi Bhavani, ASO	8008301507	
		Sri , AGPO	8008301511	
20	District Supply Office, Rangareddy	Sri M.Gouri Shankar, DSO	(040)23297256 8008301517	dso_rr_cs@telangana.gov.in
		Smt Ch Tanuja, ASO	8008301518	
		Sri K.Srinath, ASO) (Balanagar)	8008301521	
		Sri N.Vijay Lakshmi , ASO (Uppal)	8008301519	
		Sri G.Srinivas, ASO (Sarrornagar)	8008301520	
21	District Supply Office, Warangal	Smt P.B.Sandhya Rani , DSO	(0870)2511210 8008301544	dso_wgl_cs@telangana.gov.in
		Sri K.Chandan Kumar, ASO	8008301550	
		Sri K.Srinath, AGPO	8008301551	

Chapter 11

Monthly Remuneration received by Officers and Employees, Including the System of Compensation as provided in Regulations [Section 4(1)(b)(X)]

11.1 Provide information on remuneration and compensation structure for officers and employees in the following format:

Sl. No.	No. of employees Working in CCS., T.S, Hyderabad as on 30.09.05	Designation	Monthly Remuneration including its composition Gross	System of compensation to determine Remuneration as given in regulation
1	1	Commissioner of Civil Supplies	171452	37400-67000 +10000
3	1	Joint Director(Dy Dir salary claimed	119711	37100-91450
4	0	Dy. Director	0	0
5	1	Asst Director	91332	31460-84970
7	1	Asst.Supply Officer	72511	31460-84970
8	1	Asst.Accts. Officer	68833	31460-84970
9	3	Jr.Accts. Officer	151238	28940-78910
10	5	Superintendents	295808	28940-78910
11	1	Dy.Stat. Officer	86775	29760-80930
12	2 2	Sr.Asst. Sr.Accts.	108427 76352	21230-63010 22460 - 66330
14	17	Jr.Asst/Typist	515801	16400-49870
15	1	Record Assts.	40905	16400-49870
16	1	Roneo Operator	43365	15030-46060
18	1	Jamedar	58744	16400-49870
19	1	Dafedar	55694	15030-46060
20	13	Office subordinates	558701	13000-40270
21	2	Watchman	104930	13000-40270
22	2	Sweeper	86885	13000-40270

Chapter 12

Budget allocated to Each Agency including Plans etc,
(Section 4(1) (b) xi)

12.1 Information about the details of the plans, programmes and Schemes undertaken by the authority for each agency

Agency	Plan/Programme/ Scheme/Project/ Activity./Purpose for which budget is allocated.	Proposed expenditure	Expected outcomes	Report on disbursement made or where such details are available (website, reports, notice board etc)
Govt of A.P.	PDS: BPL Rice	Rs.1946.76 Crores.	Distribution of rice to 1.92 crore BPL families, in the State @ Rs.2/- per kg	
Govt of A.P..	Annapurna Scheme	Rs.7.16 crore	Distribution of rice to 93200 destitute/old aged persons @ 10 Kgs per month at free of cost.	
Govt of A.P.	Antyodaya Annayojana Scheme	Rs.113.16 Crores.	Distribution of rice to 1557800 BPL families @ 35 Kg per month @ Rs.2/- per Kg.	
1 Grama Panchayats in rural areas. 2. Muni- cipalities in urban areas.	"Deepam Scheme' Providing LPG connections to BPL women in rural and urban areas.	10 Crores	Distribution of another 3 lakh LPG connections under Deepam Scheme	Disbursed to PSU Oil Companies viz., HPC, IOC & BPC towards payment of security deposit on behalf of beneficiaries

12.2 Information on the budget allocated for different activities under programmes / schemes etc., in the given format

Sl. No.	Name of the Scheme / Head of account	Component	Amount
		Rupees in thousands	
	Plan		
1	Annapurna Scheme		
	3456-103-11-04 -330	Non Salary	20591
			20591
2	Deepam Scheme		
	3456-103-11-07- 330	Non Salary	376100
			376100
3	Consumer Awareness	Non Salary	
	3456-103-11-09		4000
			4000
4	State Consumer Welfare Fund	Non Salary	
	3456-104-11-04		400
			400
	TOTAL PLAN		401091
	Non-plan Schemes		
1	Subsidy on Rice 2236-02-800-04-330	Non Salary	22000000
	Head Quarters Office 3456-00-001-00-01	Salary	38291
		Non Salary	102784
			141075
	District Office 3456-00-001-00-03	Salary	599667
		Non Salary	4827
			604494
	TOTAL NON PLAN		22745569
	TOTAL BUDGET PLAN AND NON PLAN		23146660

Chapter- 13

Manner of Execution of Subsidy Programmes (Section 4(1) (b) xii)

13.1 Activities /Programmes/Schemes being implemented by the public authority for which subsidy is provided.

1. **PDS:**(a) BPL : Under BPL Scheme, a quantity of 21.47 lakh MTs of rice is being allotted to 79.46 Lakhs BPL families in the State @ Rs.1.00 per Kg, every month @ 6 Kg per per unit without ceiling on number of members in the family.

2. **Annapurna Scheme** : Annapurna Scheme was launched by the Government of India in order to provide food security to those indigent senior citizens who though eligible, but, remained uncovered in the National Old Age Pension Scheme. Under the scheme each beneficiary would be provided 10Kgs of rice free of cost for every month. Government of India allocated a target of 38,846 number of beneficiaries to Telangana State and the same number of beneficiaries were identified as per the guidelines issued by the Government of India. A quantity of 388.460 MTs of rice per month is being issued to the beneficiaries at free of cost @ 10 Kgs per each beneficiary.

3. **ANTYODAYA ANNAYOJANA SCHEME:** Government of India has announced a scheme called "Antyodaya Anna Yojana" which aims at Food security for the poorest of the poor in rural and urban areas by providing food grains at cheaper rates under PDS.

At present, there are 5.02 lakh BPL families covered under the Antyodaya Anna Yojana in Telangana and a quantity of 17,570 Mts of rice @ Rs.1/- per kg at 35 Kgs per beneficiary per month is being distributed to the above mentioned beneficiaries in Telangana.

13.2 Information on the nature of subsidy, eligibility criteria for accessing subsidy and designation of officer competent to grant subsidy under various programmes /Schemes

Agency	Plan/Programme/ Scheme/Project/ Activity/Purpose for which budget is allocated.	Proposed expenditure	Expected Outcomes
Govt of T.S	PDS: BPL families	Rs. 2200.00 Crores.	Distribution of rice to 84.48 lakh (including 5.02 lakh AAY families) in the State.

Govt of T.S.	Annapurna Scheme	Rs.205.91 Lakh	Distribution of rice to 43,251 destitute/old aged persons @ 10 Kgs per month at free of cost.
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13.3. Manner of execution of the subsidy programmes

Name of Programme/activity	Application procedure	Sanction Procedure	Disbursement Procedure
PDS: BPL Rice	Selection of beneficiaries made by the District Collectors duly following the guidelines prescribed by the Govt of T.S..	Monthly allotment	Bar coded Coupon system.
Annapurna Scheme	Selection of beneficiaries made by the District Collectors duly following the guidelines prescribed by the GOI.	Monthly allotment	Coupon system.

Chapter- 14

Particulars of Recipients of Concessions, Permits or Authorization Granted by the Public Authority (Section 4 (1)(b)xiii)

14.1 Names and addresses of recipients of beneficiaries under each programme/scheme separately in the following format.

Institutional Beneficiaries

Name of programme/scheme.

Sl.No.	Name & Address of recipient institutions	Nature/quantum of benefit granted	Date of Grant	Name & Designation of granting authority
PDS: BPL Rice	Distribution of rice to 79.46 lakh BPL families, in the State.	6 Kg per member without limitation the number of members in the family every month.	Earlier scheme, functioning from a long time.	Commissioner, Civil Supplies / District Collectors
1. Annapurna Scheme	38846 destitute, old	10 Kgs of rice per month at	May,2000	

	aged persons in (10) districts.	free of cost.		
2. Antyodaya Annayojana Scheme	5.02 lakh BPL families in (10) Districts.	35 Kgs of rice per month for each family @ Rs.1/- per Kg.	April, 2001	
3. Deepam Scheme	All the BPL women in the State are eligible to get benefit under the Scheme. So far 19,84,921 connections were released to the beneficiaries	19,84,921	From July 1999	District Collectors

Name of Programme / Scheme: CONSUMER CLUBS				
Sl.No.	Name & address of recipient institutions	Nature/quantum of benefit granted	Date of Grant	Name & Designation of granting authority
1.	1828 Consumer Clubs in Govt. Schools in the State	Rs.1,02,48,000	10.07.2007	Commissioner of Civil Supplies

Name of Programme / Scheme: DISTRICT CONSUMER INFORMATION CENTERS				
Sl.No.	Name & address of recipient institutions	Nature / quantum of benefit granted	Date of grant	Name & Designation of granting authority
1.	13 District Consumer Information Centers in the State.	Rs.29,00,000/-	During the years 2004-08.	Commissioner of Civil Supplies.

Individual Beneficiaries: Deepam Scheme

Sl. No.	Name & Address of recipient beneficiaries	Nature/ quantum of benefit	Date of Grant	Name & Designation of granting authority
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		granted		
	Lists and details of the individual beneficiaries in rural area are with P.D. DRDAs concerned in respect of urban areas these are with Municipal Commissioners concerned.	Payment of security deposit to Oil Companies on behalf of beneficiaries	From 1999 on wards	District Collectors / Municipal Commissioners

Individual Beneficiaries: Mid- Day-Meal Scheme

	25,59,225 children in Primary/U.P/NCLP Govt. schools are covered in the scheme.	Supply of rice 2014-15: 26314.529 Mts for 1 st and 2 nd Qtrs only.	15.04.2014	Commissioner of Civil Supplies
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Chapter- 15

Information Available in Electronic Form
(Section 4(1)(b)x(iv))

15.1 Details of information related to the various schemes of the department which are available in electronic formats (Floppy, CD, VCD, Web Site, Internet etc.).

Electronic format	Description (site address/location where available etc.)	Contents or title	Designation and address of the Custodian of information (held by whom)
Website	http://www.telanganacivilsupplies.gov.in http://aponline.gov.in	Website contain the general information of the Civil Supplies Dept., its hierarchy, functions, schemes, Allotment/ off-take particulars control orders etc.	Commissioner of Civil Supplies. Information can be accessed by anybody through internet.

CONSUMER AFFAIRS WING

Electronic Format	Description (site address / location where available etc.)	Contents or title	Designation and address of the custodian of information (held by whom?)
Floppy / CD	**	Guidelines on Functioning of Consumer Clubs	Dy. Director (CA)
Floppy / CD	**	Guidelines on Functioning of District Consumer Information Centers	Dy. Director (CA)
Floppy / CD	**	Directory of Voluntary Consumer Organisations in the State of A.P.	Dy. Director (CA)
Floppy / CD	**	The Consumer Protection Act, 1986	Dy. Director (CA)
Floppy / CD	**	Consumers Rights and Responsibilities	Dy. Director (CA)
Floppy / CD	**	A.P. State Consumer Welfare Fund	Dy. Director (CA)
Floppy / CD	**	9 User Manuals on consumer affairs related topics	Dy. Director (CA)
Floppy / CD	**	Book on Adulteration	Dy. Director (CA)
Floppy / CD	**	Annual Report of Consumer Affairs Wing for the year	Dy. Director (CA)
Floppy / CD	**	Reading material prepared for Teacher Guides of Consumer Clubs	Dy. Director (CA)
Floppy / CD	**	Material prepared Students Activities – Consumer Clubs	Dy. Director (CA)

15.2 Particulars of facilities available to citizens for obtaining information including the working hours of a library or information center or reading room maintained for public use where information relating to the department or records / documents are made available to the public.

Facility	Description (Location of Facility/Name etc.)	Details of information made available
Notice Board	<p>At the Office of the functionary District Supply Officers Citizens Charter of Civil Supplies Department at CRO's Office, Hyderabad; all DSO's Offices; ASO's Offices; AGPO's Offices</p> <p>Fair Price shops</p>	<p>Tour particulars. List of citizen charters Departmental activities; facilities / services made available to the public/ consumers; time frame List of BPL/APL/AAY/ Annapurna beneficiaries; entitlement of essential commodities; scale of issue; retail issue prices; timings of opening and closing of F.P.Shops; stock of ECs; the authority for redressal of grievances / lodging complaints etc.</p>
News Paper Reports	<p>Consumers' Column is being published in Andhra Jyothi daily newspaper on every Monday Adverse news items In Urban areas</p>	<p>Consumer Education; Consumer Awareness; Consumer Information</p> <p>Receipt and availability of stocks for drawing the requirements</p>
Public Announcements	<p>Beat of tom tom in the villages</p>	<p>Receipt and availability of stocks for drawing the requirements</p>
Information Counter	<p>Information Counters are available at State Consumer Information Center and at all District Consumer Information Centers in the districts</p>	<p>Information obtained from all the departments at district level relating to the consumers is available for dissemination</p>

Publications	Viniyoga Tarangini Monthly Magazine User Manuals available at DCICs.	Editorial; Current issues on consumer affairs; judgments; Activities taken up in districts and by the Department; on consumer affairs related topics
Office Library	State Consumer Information Center and at all District Consumer Information Centers in the districts	Books on various Acts, Rules, Consumer Laws, Departmental Rules & Regulations for use of consumers
Websites	http://www.tscivilsupplies.gov.in http://aponline.gov.in http://epds.telangana.gov.in/FoodSecurityAct/	General information of the civil supplies Dept., functions, schemes, Allotment / off-take particulars control orders etc.,
Other Facilities (name) Helpline Toll Free no. Food Security Card Helpline Ph. No.	1800 4250033 1967	

Chapter- 16

Particulars of facilities available to citizens for obtaining information
(Section 4 (1)(b)xv)

16.1 Particulars of information dissemination mechanisms in place/facilities available to the public for accessing of information :

Facility	Description (Location of Facility/Name etc.)	Details of information made available
Notice Board	At the Office of the functionary District Supply Officers Citizens Charter of Civil Supplies Department at CRO's Office, Hyderabad; all DSO's Offices; ASO's Offices; AGPO's Offices Fair Price Shops	1. Tour particulars. 2. List of citizen charters Departmental activities; facilities / services made available to the public/ consumers; time frame List of BPL/APL/AAY/ Annapurna beneficiaries; entitlement of

		essential commodities; scale of issue; retail issue prices; timings of opening and closing of F.P.Shops; stock of ECs; the authority for redressal of grievances / lodging complaints etc
News Paper Reports	Consumers' Column is being published in Andhra Jyothi daily newspaper on every Monday Adverse news items In Urban areas	Consumer Education; Consumer Awareness; Consumer Information Receipt and availability of stocks for drawing the requirements
Public Announcements	Beat of 'tom tom' in the villages	Receipt and availability of stocks for drawing the requirements
Information Counter	Information Counters are available at State Consumer Information Center and at all District Consumer Information Centers in the districts	Information obtained from all the depts. at district level relating to the consumers is available for dissemination
Publications	Viniyoga Tarangini Monthly Magazine User Manuals available at DCICs.	Editorial; Current issues on consumer affairs; judgments; Activities taken up in districts and by the Department; on consumer affairs related topics
Office Library	State Consumer Information Center and at all District Consumer Information Centers in the districts	Books on various Acts, Rules, Consumer Laws, Departmental Rules & Regulations for use of consumers
Websites	http://www.telanganacivilsupplies.gov.in http://aponline.gov.in	General information of the civil supplies Dept., functions, schemes, Allotment / off-take particulars control orders etc.,
Other Facilities		

(name)		
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Chapter 17

Names, Designations and other particulars of Public Information officers

[Section 4(1)(b)x(vi)]

17.1 Public Information officers and Assistant public Information officers designated for various offices/administrative units and Appellate Authority / Officer(s) for the public authority

Public Information Officers

Sl. No.	Name of office/administrative unit	Name & designation of PIO	Office Tel: Residence Tel : Fax	E-mail
01	O/o Commissioner of Civil Supplies	Sri. B.Chandra Prakash Deputy Director (M&C)	23312015(O) 8008301382	dydir_ca_mc_cs@telangana.gov.in
02	O/o CRO, Hyd. and 9 Asst.Supply Officers in city	Sri M.K.Rathod, District Supply Officer	23447770(O) 8008301400	dso_hyd_cs@telangana.gov.in
District Supply Offices in districts				
03	D.S.O. Adilabad	S.Uday Kumar, D.S.O.	08732- 226656 (O)	Dso_adbd_cs@telangana.gov.in
09	D.S.O. Karimnagar	V.Nageswara Rao D.S.O.	0878- 2242523 (O)	Dso_krmr_cs@telangana.gov.in
10	D.S.O. Khammam	A.Usha Rani, D S.O.	0874- 223082 (O)	Dso_kmm_cs@telangana.gov.in
13	D.S.O. Mahabubnagar	P.Raja Rao, D.S.O.	08542- 242821(O)	Dso_mbnr_cs@telangana.gov.in
14	D.S.O. Medak	D.Anuradha, D.S.O.	08455- 276351(O)	Dso_mdk_cs@telangana.gov.in
15	D.S.O.Nalgonda	S.Amruth Reddy , D.S.O.	08682- 244396(O)	Dso_nlg_cs@telangana.gov.in
17	D.S.O.Nizamabad	B.N.V.V.Krishna Prasad, D.S.O.	08462- 221253(O)	Dso_nzbd_cs@telangana.gov.in
19	D.S.O.Rangareddy	M.Gouri Shanker , D.S.O.	040- 23297256(O)	Dso_rr_cs@telangana.gov.in
24	D.S.O. Warangal	P.B.Sandhya Rani, DSO	0870- 2511210(O)	Dso_wgl_cs@telangana.gov.in

Assistant Public Information Officer(s)

Sl.No.	Name of office/ administrative unit	Name & designation of APIO	Office Tel: Residence Tel : Fax	E-mail
01	O/o the Commissioner of Civil Supplies	G.Bala Saroja Asst. Director (M&C)	8008301387	dydir_ca_m c_cs @telangana. gov.in
02	O/o CRO, Hyderabad	P.Satyanarayana, A.S.O.	8008301400	
03	Asst. Supply Officer Circle -I	M.Sreekanth Reddy, A.S.O.	8008301401	Nil
04	Asst. Supply Officer Circle -II	K.Suresh Reddy, A.S.O.	8008301402	Nil
05	Asst. Supply Officer Circle -III	J.Yugender, A.S.O.	8008301403	Nil
06	Asst. Supply Officer Circle -IV	G. Narsinga Rao A.S.O.	8008301404	Nil
07	Asst. Supply Officer Circle -V	C.Padma, A.S.O.	8008301405	Nil
08	Asst. Supply Officer Circle -VI	P.Subba Rao, A.S.O.	8008301406	Nil
09	Asst. Supply Officer Circle -VII	S W Peter, A.S.O.	8008301407	Nil
10	Asst. Supply Officer Circle -VIII	T.Satyanarayana, A.S.O.	8008301408	Nil
11	Asst. Supply	V.Vani Bhavani,	8008301409	Nil

	Officer Circle -IX	A.S.O.		
O/o District Supply Officers in districts				
12	D.S.O. Adilabad	A.S.O.	8008301412	Nil
13	D.S.O. Karimnagar	T.Kiran Kumar, A.S.O.	8008301451	Nil
14	D.S.O. Khammam	A.Laxman, A.S.O.	8008301459	Nil
15	D.S.O. Mahabubnagar	K.Vanajatha,A.S.O	8008301482	Nil
16	D.S.O. Medak	A Ramesh, A.S.O.	8008301488	Nil
17	D.S.O.Nalgonda	V.Venkateswarlu, A.S.O.	8008301493	Nil
18	D.S.O.Nizamabad	P.Lakshmi Bhavani, A.S.O.	8008301507	Nil
19	D.S.O.Rangareddy	Ch Tanuja, A.S.O.	8008301518	Nil
20	D.S.O. Warangal	K.Chandan Kumar, A.S.O.	8008301550	Nil

Appellate Authorities

Name of office/ administrative unit	STD code	Phone No.	Name /Designation of Appellate Authority
Commissioner, Civil Supplies, Hyderabad	040	23310462	Dr.Rajat Kumar, I.A.S., Commissioner of Civil Supplies,TS
Districts		(Joint Collectors)	
ADILABAD	08732	226656(O)	Sri Sunder Abner, I.A.S. (
HYDERABAD	(040)	23201575(O)	Smt Bharati Holikeri,IAS
KARIMNAGAR	(0878)	2242523(O)	Smt Pausami Basu, I.A.S.
KHAMMAM	(08742)	223082(O)	Smt D.Divya, I.A.S.
MAHABUBNAGAR	(08542)	242821(O)	Sri M.Ram Kishan , I.A.S.
MEDAK	(08455)	276351(O)	P.Venkat Ram Reddy, IAS
NALGONDA	(08682)	244396(O)	Dr. N.Satyanarayana , I.A.S.
NIZAMABAD	(08462)	221253(O)	Sri A.Ravinder Reddy, IAS,
RANGA REDDY	(040)	23297256(O)	Amrapali Kata, I.A.S

WARANGAL	(0870)	2511210(O)	Patil Prashanth Jeevan , I.A.S.,
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Chapter- 18

Other Useful Information (Section 4 (1)(b)xvii)

18.1 Any other information or details of publications which are of relevance or of use to the Citizens.

1) MARKET INTERVENTION OPERATIONS:

Government review the prices of essential commodities regularly and whenever there is abnormal increase in the price of essential commodities like rice, dalls, tamarind, onions, chillies etc., necessary directions will be given to the Government organizations like TSCSCL, GCC, T S Markfed for procuring / purchasing the commodities from the producers / open market and distribute to the consumers at affordable prices under market intervention operation through PDS network.

18.2 You may mention here information of your department which is excluded under Section 8 (1) of the Act and / or under Rules of the State Government as guidance to the public seeking information from your department.

NIL

(Dr. Rajat Kumar, I.A.S.,)
Commissioner of Civil Supplies &
Ex-Officio Secretary to Govt.
Name & Designation of the Officer
Department: CA,F& CS

Place: Hyderabad
Date:03.03.2016.

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

Civil Supplies Department
Section 4(1)(b) Information