

West Godavari - SP and MGNREGA

by Ashish Sangwan

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District Attachment Report
Ashish Sangwan, B34

1. **Name of the State:** Andhra Pradesh
2. **Name of the District:** West Godavari

PART A

II. SUPERINTENDENT OF POLICE

(i) Role and responsibilities of sections office of Superintendent of Police.

Name of Office/Section	Designation of Head	Responsibilities of A-Section	Act/Rules implemented	Records maintained	Timeline/ citizen charter	Remarks
1	2	3	4	5	6	7
'A' Section District Police Office, Eluru	Section Superintendent	Supervising the work of A1, A2, A3, A4, A5, A6, A7, A8, A9, F2, Inward and Outward seats. i) Transfers of CIs, SIs, ASIs, HCs, PCs Civil & AR. ii) Promotions of ASIs, HCs and PCs Civil & AR iii) Preparation of panel of SIs & Senior	1) District Office Manual 2) Fundamental Rules 3) APPM 4) A.P.	1) Personal Registers 2) Roster Registers of PCs (Civil & AR) Ministerial Staff.	Entire correspondence is adopted within stipulated time. E' Office correspondence is also adopted upto date	Nil

		Assistants. iv) Recruitment&AppointmentofAR&Civil PCs v) Compassionateappointments,Declaration ofProbationofPCstoSis&Ministerial staff. vi) PreparationofPensionproposals DeputationOrders.Trainings&AllPolice Medals. vii)SanctionofalltypesofIncrements& UniformallowancetoallPolicePersonnel. viii) Major&MinorPunishments. ix) SanctionofalltypesofleavestoPolice Personnel&MinisterialStaff.SLS&ALS. Propertypermissions&Annualreturnsof movableandimmovableproperties. x) Inspections/VisitingNotesofGazetted officers. xi) InwardTappallsmovement. xii)OutwardTappalsdispatch.	Pensioncode	3)District OrderBook. 4)Service Pension& Family Pension Registers. 5)Medals& Trainings Registers	regularly.	
Nameof	Designation	ResponsibilitiesofB-Section	Act/Rules	Records	Timeline/	Remark

Office/Section	ofHead		implemented	maintained	citizencharter	s
BSection DistrictPolice Office,Eluru	Section Superintendent	ResponsibilitiesofSection i) PreparationofT.A.Billsformen andOfficers ii) Preparationofmedicalreimbursementbills iii) PaymentofrentstoallP.S.andCircle OfficesandSDPOOfficeswhicharein rentedbuildings. iv) PaymentofElectricitybillsandTelephone bills. v) BuswarrantsandPOLbills vi) PreparationofD.O.R.andBudgetrelated matters vii) MaintenanceofFchallanbook,Cash book-22 viii) Allotherfinancialmattersrelatedto Governmentandnon-Governmentaccount books	Treasury code, financial code.	Allbanck account books, chequebook, Fchallan books	Allthebills,sent toDTO.,inthe stipulatedtime forpassinglater theyhavebeen audited.	Nil
1 Nameof Office/Section	Designation ofHead	ResponsibilitiesofSection	Act/Rules implemented	Records maintained	Timeline/ citizencharter	Remark s
'Store'Section	Section	SupervisingtheworkofE1,G1,G2.G3,H1and	1)District	1)R.V.	Entire	Nil

District Police Office, Eluru	Superintendent	<p>H2 seats.</p> <p>i) Arms Act and Rules, Cinematography Act, Sports Meet, A.P.S.L.S.A/D.L.S.A. and its correspondence, Right to Information Act 2005, Explosives Act and Rules, Petroleum products, Indian Christian Marriage Act, All general subjects and its correspondence, Examination Bondbusts, Mike Permission, Escorts/Bondbusts</p> <p>ii) Stores: Receipt of Stationery items, and other items from C.O. Central Stores, local purchase items according to requirements.</p> <p>iii) Correspondence relating to the petitions of the Collector, West Godavari, D.I.G., Eluru Range, Eluru, Chief Office, Courts, Military persons and General Public.</p> <p>iv) Correspondence pertaining to Home Guards,</p>	Office Manual 2) Fundamentals 1) Rules 3) A.P.P.M 4) O.M.O 5) R.T.I. Act Rules. 6) Welfare, Bhadratha, Home Guard as per Chief Office Circulars.	Registers 2) I.V. Registers. 3) Stock Registers. 4) Local Purchase Registers. 5) Clothing Registers. 6) SIM Cards Register.	correspondence is adopted as per procedure, furnished the information as called for by the C.O. within stipulated time.	
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		<p>dutyallowanceandparadeallowancebills HomeGuards.</p> <p>v) CorrespondencepertaintoBhadratha (Sanctioningofpersonalloans,House BuildingAdvances,Computerloans, Educationloans,Marriageloans,etcfrom Correspondencerelatingto merit Scholarshipsofchildrenofpolicepersonnel andMinisterialstaff.</p> <p>vi) CorrespondencerelatingtoDistrictWelfare andCentralWelfare(Loans)</p> <p>vii) Benefitstothevictimsofextremists/ anti-socialelements,Grouppersonal accidentalinsurancepolicy.</p> <p>viii) Ex-gratiatobereavedfamiliesofthose whodiedwhileinservice,Flagfund(Police CommemorationDay)M.V.Act Reconciliation.</p>				
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Nameof office	Designation	ResponsibilitiesofP-Section	Act/Rules	Records	Timeline/ Timeline/	Remark s
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section	ofHead		implemented	maintained	citizencharter	
Pay Section District police Office, Eluru	Section Superintendent	1)PaySectioncontains Onesuperintendent 1)P1Sr.Asst 2)P2JrAsst 3)p3JrAsst 4)P4JrAsst 5)P5JrAsst 6)P6JrAsstandone Typist. Allthepaysection teampreparedlongrolls andpaybills,besidestheir routineseatwork.	1)APFundamentalRules andSubsidiary Rules,2008,andother provisions 2)APPoliceManual -Part-1 3)RevisedPayScales 2015	18 LongRollsaremaintained andeachbookcontains200 pagesinP1 seat LongRollshallhavethe followingdetails 1)EachEmployeewillhavea sheetinthelongroll containingthe 1)Name 2)Rank 3)DateofBirth 4)DateOfEnrolment 5)GPF-No/CPS-No 6),APGLI-No- 7),BadrathaNo- 8)LICPolicyNo 9),Placeofduty, 10)dateofoccupationofGovt Quarter,	ThePayBillsare presentedto DistrictTreasury OfficeEluruon orbefore25 th of everymonthas perthe instructions givenbythe DistrictTreasury Office,Eluru	

				<p>11)ScaleofPay</p> <p>12)dateofPromotion-</p> <p>13)DOentriesinwhichorders ofpunishmentsorrewards,</p> <p>14)placingandreleaseof suspensionentries</p> <p>15)Recoveryofdues,over drawalsetcshallbenoted</p> <p>Nowthesalariesarebeing preparedthroughFactotumas designedbyPoliceComputer Services,APHyderabad (copyenclosed)andHRMS packageasdirectedby DirectorofTreasuries,AP Hyderabad.(copyenclosed)</p> <p>Allthepaybillsarepresented toDTO,throughAPTCTForm-47</p>		
		P2Jrasstdealswiththe subjectoflongroll ticking,andSanctionofHRA GroupInsuranceandFBF	AsperGoMs.No.59 Finance (PC-1)Dept dt11.4.2011, AddlHRAat8%is	<p>PersonalRegistersforHRA Claims</p> <p>SeparateRegisters.arebeing maintainedforGISClaimsand FBFClaims,</p> <p>TheClaimsshouldentertain afterretirementsonlyasperAP</p>	Theclaims shouldbe settledwithina week.	

			<p>sanctioned from PC to Inspectors who are not occupied Govt quarters</p> <p>2) In terms of GoMs No.05</p> <p>Finance (TA) Dept dt 8.1.16,</p> <p>Admissible percentage of HRA is sanctioned to PC to Inspectors who are not occupied Govt quarters</p> <p>The cadres of DSP and Addl SP are not eligible for Addl HRA,</p> <p>But, the Govt Quarter is not occupied by them, they will be sanctioned admissible HRA.</p>	<p>State Employees</p> <p>Group Insurance Scheme</p>		
		<p>P3 Jras deals with the subject of long roll ticking, feeding, and All Arrear Claims relating to</p>	<p>Basing on the DOS sanctioned by the Superintendent</p>	<p>Arrear Claims Register is maintained by the P1 Sr. Asst. He will note all the arrear claims in the month</p>	<p>The claims should be settled within a</p>	

		HRA, Increments, Pay fixation, LPC Salaries, On Dutysalaries, Addl Charge Allowance and Suspension and desertion salaries, etc	Of Police, DPO Eluru	ending and given to P3 Jr. Asst for taking further action	month.	
		P4 Jr. Asst deals with the subject of APGLI , Rewards, corpus, LIC and long roll ticketing and Online feeding	Obtaining APGLI Bonds for all Police Personnel from APGLI Authorities sanction of APGLI loans, , Final Payment etc Preparation of LIC schedules and sent to LIC every month Corpus fund claims are submitted to Chief office in deceased employees	Registers for APGLI, Corpus, LIC are maintained.	The claims should be settled within a week.	
		P5 Jr. Asst deals with the subject of long roll ticking, Online feeding, and sanction of GPF temporary Advances and Withdrawals	AP Provident Funds manual	Personal Register and Bill Registers are maintained	The GPF Withdrawals will be sent to District Treasury within a week for encashment	
		P6 Jr. Asst deals with the subject of long roll ticking, Online feeding, and	AP Financial Code, AP Treasury Code and	Personal Register and Bill Registers are maintained	The CPS Arrear claims will be sent to District	

		CPS Arrear Claims, getting PRAN Numbers for newly recruited employees	other provisions issued by the Govt		Treasury within a week for encashment	
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(ii) Is there an Act which mandates service delivery deadlines? If so, what are the services delivered in this office under the Act?

No

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b. Role of SP:

(i) Committees headed by Superintendent of Police / or is a part of

Sl.No	Name of the Committee	Department related to	Statutory/ Administrative	Provision under which constituted	Role of SP (Chairman / Member/ invitee)	Role of the committee	Periodicity of meeting (Monthly/Quarterly/Half yearly/Annual)	Remarks
1.	Vigilance & Monitoring Committee	Social welfare Department	Statutory	SC & ST Act	Member	To monitor the progress of SC & ST cases and other related matters.	Quarterly	
2.	Women and Child welfare	Women and Child welfare Dept.	Statutory		Member	To monitor the progress of cases against women and child		

(ii) Mandatory inspections/supervision to be conducted by Superintendent of Police. (As per APPM Vol-I, Chapter – 3, Order No.45)

The SP should take special steps to improve the cooperation between the police and the public. Towards this end, he should:

- A. Hold regular conferences with representatives of people, with Welfare or Maithri Committees and with important and reputed members of the public irrespective of their economic or social status at convenient centers.
- B. Talk to members of the public to know whether the police in the area are performing their duties faithfully and honestly.
- C. Make enquiries and become acquainted with conditions in all-important villages.
- D. Make enquiries regarding the mode of life of local bad characters and the extent of control over the activities of anti social and goonda elements.
- E. Meet some of the victims of crime and complainants to know correctly the quality of police actions and whether they are receiving adequate attention in their cases, and take appropriate measures to correct lapses or negligence if any.
- F. Study the organization and functioning of the beats and their interaction with public and voluntary organizations.
- G. Inspect the DPO, Reserve Police, DCRB, all Police Stations of one circle in each Sub Division and all Sub-Divisional offices at least once in a year.
- H. He must attend reserve police parades twice a week and hold orderly room at least once a week. He should also hold kit inspection for the Armed Reserve men during the annual mobilization.
- I. He must visit residential lines of policemen both at headquarters and outside whenever he visits police stations.
- J. During his visits to police stations, units and reserve police, he should meet officers and men available at the time, talk to them both to know their performance and their problems and difficulties.
- K. He should send monthly reports to the Zonal IG/DIGP in the prescribed Form 2 before 5th of every month. The part 1 of this report should also be sent to the District Magistrate.
- L. The SP shall scrutinize and approve all grave crime reports contained in Order 52 after being compiled by the Addl. SP and forward them to the Director General of Police through the Zonal IG/DIGP.
- M. The SP may join Discharged Prisoners Aid Society and take active interest and also may become an ex-Officio member.

N. A half yearly meeting of all SDPOs, Inspectors, SHOs and prosecuting officers, should be held by the SP to discuss various matters connected with law and order, crime investigation, traffic etc. The SP/ Addl. SP shall be the convenor of this meeting and take follow up action as per proceedings.

O. The SP has a special responsibility of extending full cooperation and assistance to enquiries in connection with cases of torture; lock up deaths, and any incidence of human rights violation that has been brought to his notice.

P. When at headquarters, the SP/CP should attend office on all working days so as to transact all official business in his office. He may, however, dispose of such confidential matters as he thinks proper at his residence. He should be accessible to officials and members of the public generally, and should ensure prompt and efficient response mechanism of the police to public needs.

Q. He shall make necessary arrangements for the transaction of all urgent and important work during leave taken by himself or any of the Senior Gazetted Officers in the District.

(iii) Powers of Superintendent of Police:

(a) Crime Control

(b) Law and order

(c) Disciplinary

Personal Investigation

1. In respect of crimes listed in Order No. 51, he should, at his discretion, personally supervise the more important of them while the Addl. SP shall be responsible for personal supervision of all the grave crimes listed therein.

2. In all cases of extortion or bribery by police officers the SP should enquire or cause to be enquired by other Gazetted Officers.

Half-Yearly Meetings of Inspectors & SDPOs

A meeting of all the SDPOs of the district and all Inspectors shall be held once every half year by the District Chief of Police to review and monitor, law and order, crime, traffic and exchange of information and discuss matters connected with the police administration of the district. A specific agenda should be drawn up in advance with approval of District Chief of Police and circulated to all those who are to participate in the meeting. Due notice of such meeting will be sent to the Railway Police Superintendents with a request to direct the railway Police SDPOs and Inspectors having jurisdiction in the district to attend the meeting. All Gazetted Officers in the district should be present, if possible.

A monthly meeting of all SDPOs, and Addl. SPs in the District shall be held to review and monitor crime investigation and take advance action after considering the information gathered for maintenance of peace, security, prevention & detection of crime. There will be a separate session on progress of cases on trial or on appeal when all prosecutors of the District should be present. Minutes of half yearly/monthly meetings shall be drawn up. A copy of the proceedings shall be forwarded to Zonal IG/DIGP.

C. Police Line:

1. Officials: Roles and responsibilities:

Designation	Role	Remarks
Sri. B. Rama Krishna, OSD, AR	Overall incharge of AR	
Sri. B. Chandra Sekhar, Dy.Suptd. of Police	Supervising Officer of AR and Estate Office of the District	
Sri K. Venkata Rao, RI.AR	Company Commander and Administrative Officer of AR	
Sri D. Srinivasa Rao	Motor Transport Officer of W.G. District.	
RSIs	Platoon Commanders	
ARSI	Asst. Platoon Commanders	
HCs	Guard and Section Commanders	
PCs	Performing the duties i.e., Guard duties, B.B. duties, Escort duties,	

	PSO duties, Driver duties Spl. Party duties, B.D and ROP duties and all emergency duties.	
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Abstract

PARTICULARS	OSD	DSP	RI	RSP's	ARSI s	HCS	PCs	TOTAL
Sanctioned Strength	1	1	4	11	30	90	390	527
Vacancies	-	-	1	2	1	-	81	115
Actual Strength	1	1	3	9	29	90	279	412

2. Infrastructure:

2.1 Office Building: District Police Office consisting 1.Administrative Office, 2. DCRB, 3. IT core team, 4.Clues Team, 5.Communication Office, 6.Motor Transport Office, 7.District Armourer's Workshop, 8.Magazine.

District Armed Reserve: 1. DSP AR Office, 2. RI.AR Office, 3. Duty Officer Room, 4. Bell of Arms, 5. District Security Wing, 6. Platoon Commanders and Writer room.

2.2. Accommodation/Barracks: 1.Pushkar Barrack 2. Men stand by room which is located in the 2nd floor of the Armed Reserveoffice.

2.3. Water and Sanitation: Individual tap connections were given to all the 199 HC/PCs quarters of tiled lines with the M.P. LADS during 2001. One water tanker was provided by the Chief Office during the year 2004 to utilize the same as and when necessary to supply the water to the men quarters. Hitherto, there is no separate Over-head water tank for Police Quarters at Ameenapet and the drinking water is being supplied from Municipal Corporation, Eluru. Recently one over head tank with a capacity of 50,000 Liters were constructed at Police Lines, Ameenapet, meeting the funds of 7,00,000/- from A.C.D.P. funds and Rs. 1,00,000/- from Police Welfare fund.

A Mineral Water plant named as “ GANGOTRI ” was established at Ameenapet, which was started by Sri. Maganti Venkateswara Rao, former Hon`ble Minister for Lift Irrigation, APSIDC, Ground Water Development of A.P., Hyderabad on 09.06.2007. In the mean while the said water plant was shifted to the tailoring house during 1/2012. This plant was arranged as Welfare measure to the Police personnel and the purified water is being supplied to the entire A.R. and Civil Police of Eluru Town in 20 Ltrs Tin @ Rs. 3/- each only. One ARPC 1251 Sri. B.Suguna Rao is working as incharge of the Gangotri Mineral water plant and the cash book of the plant is maintaining by the “B” Sec. Supdt., DPO, Eluru. The following times were adopted as working hours .

All working days:

Morning - 8 AM to 12.30 PM

Evening - 4 PM to 7 PM

Sundays :

8 AM to 12.30 PM

The sweepers available in AR are attending daily cleaning of the lines, Parade grounds and as well as DPO premises. The AR Police lines are

being maintained with good sanitation and cleanliness.

2.4. Electricity: Individual Electrical Connection to all the 199 HCs/PCs quarters of Tiled and Buildings.

2.5. Security: 1. Bell of Arms Guard, 2. Magazine Guard 3. District Police Office Guard and also providing all VIPs, VVIPs.

2.6 Armoury: The sanctioned strength of the Armourers for the unit is 2 HCs and 2 PCs. At present ARHCs 1537, 356 and PC 245 are working as Armourers in Armourer wing and one Armourer PC is vacant. As this district having 1276 weapons of different types.

1	Bren Gun.303 ” Service	2
2	Bren Gun .303 ”D.P.	1
3	.303 Bren Gun spare Barrel	2
4	.303 Bren Gun Magazines	50
5	Rifles No.I MK.III.303”	119
6	Rifles No.IV MK.I.303”	175
7	Bayonets No.I MK-III, .303 Rifle	119
8	Bayonets No.I MK-IV, .303 Rifle	175
9	.303 Rifle No.IV MK-I DP	1
10	GF Rifle .303	5
11	Discharger cup for GP Rifle .303	5
12	Base Plates for .303 Rifle	5
13	Muskets .410” Bore	50
14	Muskets .410” Bore D.P.	252

1 5	Rifle 7.62 MM SLR	278
1 6	Rifle 7.62 MM SLR Magazines	509
1 7	Rifles 7.62 MM 2 A Bolt Action	34
1 8	Rifles 7.62 MM 2A Bolt action Bayonets	25
1 9	7.62mm FAL Rifles	10
2 0	Side Projectors grenade for 7.62 MM SLR	33
2 1	7.62 MM AK.47 Butt folding	21
2 2	7.62 MM AK.47 Butt unfolding	6
2 3	7.62 MM AK.47 Rifle Magazines	108
2 4	7.62 MM AK.47 Rifle Bayonets with scabarts	37
2 5	Strenchen Gun ¾"	1
2 6	Strenchen Gun Cartridge	1
2 7	Anti Roit Guns	6
2	Protector Pyrotechnic 13"MM Hard	24

8		
2		
9	UBGL for AK 47	5
3		
0	.22 Rifles Breno Model (CRTC)	80
3		
1	.22 Rifles BrenoMK-IV No..2	10
3		
2	5.56 mm Insas fixed Butt	40
3		
3	5.56 mm Insas Bayonet with Scabards	50
3		
4	5.56 mm Insas Magazines	200
3		
5	Carbine Machine 9 mm Sten	47
3		
6	9 mm Sten Magazines	87
3		
7	9 mm Carbine Machine 1A	93
3		
8	9 mm Carbine Machine 1A Magazines	103
3		
9	9 mm Carbin D.P.,	6
4		
0	.455 Revolvers	59
4		
1	.380 Revolver	42

4		
2	9 mm Pistols	173
4	9 mm Pistol spare magazines	10
3		
4	Glock pistols with accessories	34
4		
5	Glock pistol spare Magazines	34
4		
6	Pistol Signal 1"	4
4		
7	1.5" Federal Riot Gas Guns	10

2.7 Training Facilities: In West Godavari District Training Centre which is located in Pedavegi Mandal consisting of 20.95 cents approximately, 7 Training Barracks are available in these Barracks 250 candidates may accommodated. 4 class room one computer room one mess and two draining hall and 50 both rooms are available.

2.8 Vehicles and other facilities available :

STATEMENT SHOWING OF POLICE VEHICLES IN WEST GODAVARI DISTRICT, ELURU.

1)	Toyota Innova	03
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2)	M & M Scorpio & B.P. (2+1)	03
3)	Chevrolet Tavera	01
4)	Xylo	01
5)	Toyota Qualls	06
6)	Ford Ecosport	05
7)	Eicher Buses, Vans & Water Tanker	08
8)	Tata 407 Bus	01
9)	Tata 709 Van and 712 Van	02
10)	Maruti Van & Eco	02
11)	Tata Spacios	14
12)	Tata Sumos, Gold & BP Tata Sumo Victa	27
13)	M & M Commander Jeeps - 54, Mahindra Bolero - 26 M/Thar -01	81
14)	Ambassador BPs	02
15)	Motor Cycles	101
16)	Tata Indigo Car & 207 Vajra	02
17)	M & M Tractor	01
18)	Swift Dzire	01
	Total Vehicles	261

Note: Red sandal Seized Vehicles Mahindra Logon – 01, Tata Magic – 01 Total – 02 Vehicles. Received at 2nd Bn APSP Kurnool On; 18.03.2015.

3. Mechanism of Discipline enforcement:

UNIT DISCIPLINE: Orderly Rooms are being conducted and defaulters are punished to maintain discipline in A.R., Eluru. The particulars of

punishments awarded and carried out furnished here under.

**STATEMENT SHOWING THE PUNISHMENTS AWARDED
DURING THE YEAR - 2016.**

ORDERLY ROOMS CONDUCTED:

S. NO	DESIGNATION OF THE OFFICER	NO. OF ORDERLY ROOMS CONDUCTED
1	RI.AR.	26
2	DSP AR	2

O.E. P.R., PARTICULARS :

S.No .	Designation of the Officer	For the year	Appointed of O.E.s	Completion of O.Es	Pending O.Es
1	OSD, AR	2015	6	5	1
2	DSP, AR.	2015	4	1	3
3	RI.AR.	2015	1	-	1

MINOR PUNISHMENTS AWARDED IN

S. NO	DESIGNATION OF THE OFFICER	CHARGES FRAMED	DISPOSED	PENDING
1	OSD, AR	1	-	1
2	DSP. AR	1	1	-
3	RI AR	6	6	-

Men are being produced before the Superintendent of Police, W.G. District, Eluru to represent their grievances and requests if any. They are being recorded in the Request Register for the orders of the Supdt. of Police, and Addl. Supdt. of Police.

4. Police Welfare:

(A) POLICE SCHOOL:

The School was started on August. 1987 as Helapuri Police English Medium School by late Sri Suresh Chandra Bahuguna, IPS. After his demise it was named as Suresh Chandra Bahuguna Police English Medium School.

In 1989, the School was recognized by the Government of Andhra Pradesh. In 1990, three stair building was constructed and in 1996, second three stair building worth of Rs.30 lakhs was constructed with financial aid from Police Welfare Fund.

In 1999, a new building worth of Rs.20 laksh was constructed with the help of Janma Bhoomi Funds.

In 2012 a new Auditorium was constructed and its worth & 23 Lakhs with dinning hall. The Examination and course of study followed in the institution are as prescribed by the Govt. of AP. At present it is functioning as High School and Elementary and Pre-primary with students 725 (Police Department- 120, Others-605).

The school got 91% results in 10th class public examinations, March 2015. School Highest Grade Points 9.5.

The institution is improving its abilities and is going to become one of the best institution in the District despite the challenge from the private institutes mushroomed around.

(B) MEDICARE CENTRE:

A Medicare Centre was opened in this District on 27.4.88 in the name of Late Sri Suresh Chandra Bahuguna, IPS.,. Dr. G. Deepa, Medical officer is working in this Unit Hospital from 11.03.2015 prior to her Dr. Rama Naik, MBBS, was worked as medical officer from June 2013 to August,2014. In addition to the above Dr. B. Nirmala Devi, MBBS, DGO, (Private Doctor) is attending regularly with assistance of two women H.G & One ARPC and providing treatment to the patients every day from 8 AM to 10 AM. The families of the police personnel are getting free medical-aid through this Medicare centre. An amount of Rs.3000/- per month is being paid as Honorarium to the Doctor. Medicines which are supplied by the Chief Office, Hyderabad are being distributed to the patients as per the need and advise of the Doctor.

During this year a Dental Medical Camp on 15.06.2015 and a Medical Camp (General check up) on 18.10.2015 are arranged for the police families

including Retired Employees.

(C) CO-OPERATIVE CONSUMER STORES:

A Co-operative Consumer Stores was opened during the year, 1974 with registration No. E-1144 under the Co-operative Society Act. AR, Civil Police and Ministerial Staff are purchasing their commodities in the store at low prices than Local Market. To avoid unnecessary problems One officer i.e., Sri A.V. Surayanarayana, ARSI 30 and one ARPC 1064 Sri P. Hanumantha Rao and ARPC 1828 Y. Prasanna Kumar are kept as in-charge and for maintenance of records, etc., for Co. Operative Consumer Stores. At present this store is running in a sound order.

(D) TAILORING CENTRE:

There is a Police Family Welfare Tailoring Centre in A.R. Lines, Eluru. There are Twelve Sewing and one Over lug machines provided in the center. One ARPC 2804 Sri K. Soma Sekhar, is working as incharge. The police families are giving training in Tailoring since June,2015 by Smt. V. Chandrakala who was appointed as Out sourcing employee.

(E) LP GAS CONNECTIONS TO POLICE FAMILIES:

Sri H.J.Dora,IPS., as ⁴ Director General and Inspector General of Police, A.P., Hyderabad inaugurated the Police Employees Co-Operative Society Gas Agency on 19.4.2000 and distributed L.P. Gas connections to the police Families. The Hindustan petroleum Corporation sanctioned project distributor-ship for this District Police and released 1274 L.P. Gas connections and 697 spare cylinders sofar and all the connections and spare cylinders

were issued to the Police families, Ministerial staff and Home Guards. One ARSI 1053 Sri N. Gopal Rao and One ARHC 1599 Sri S.A.N.Murthy are working as in-charge of P.E.C.S. Gas Agency. The cash book and other records are maintained by the RI.AR., Eluru. In this regard a Bank account is being operated through Central Bank of India, Eluru.

(F) GYMNASIUM:

Sri B. Bulli Ramaiah, former Hon'ble Member of Parliament, Eluru was pleased to allot Rs.1.50 lakhs from M.P.LADS for purchase of Gym equipment. Gym equipment was purchased by utilizing the above amount. Due to continuous using the GYM equipment by AR Police personnel and civil police personnel these article became old and warn out and these equipment disposed off through public auction on 07.11.2015 for an amount of Rs. 26,000.00 by providing modern new GYM equipments. One Home Guard is working as incharge of the Gym and the cash book is maintaining by the "B" Sec. Supdt., DPO, Eluru.

(I) WEST GODAVARI DISTRICT POLICE KALYANA MANDAPAM :

The police personnel of West Godavari District have been facing much hardship in performing social functions like marriages, cradle ceremony, meetings etc., at their respective quarters/ residences in the absence of sufficient space and other facilities since hiring of private Kalyana Mandapams is beyond their financial capability. It was a long cherished dream of District police personnel to have their own police community hall to cater to their social needs. Sri P.Chandra Sekhara Reddy, IPS., former Deputy Inspector General of Police, Eluru Range, Eluru has positively responded to the request of the Police Association and was instrumental in taking up the construction of Police Community Hall.

The Director General and Inspector General of Police, Andhra Pradesh, Hyderabad was pleased to accord permission to construct police community hall vide memo Rc.No.1668/B4/2000, dt.18.1.2001. Foundation stone for the community hall was laid by Sri P.Chandra Sekhara Reddy, IPS., former Deputy Inspector General of Police, Eluru Range, Eluru on 14.8.2000. The Kalyana Madapam opened by Hon'ble Home Minister of AP, Hyderabad on 3.8.2002. Recently the entire building was got painted and the first floor was converted as AC hall. Sri M. Satyanaryana, ARSI 953 and ARPC 2798 Sri S. Srinivas are working as incharge of the Police Kalyanamandapam and its cash book and other records are maintaining by the "B" Sec. Supdt., DPO, Eluru.

(J) Subsidiary Police Canteen:

Subsidiary Police canteen was constructed within a short span of time with an intention to establish police subsidiary canteen as a welfare measure to the men and officers to supply the consumer goods at low price by procuring them from the CPC master canteen Visakhapatnam. It was opened by Sri V. Dinesh Reddy I.P.S., the then D.G.P. A.P., Hyderabad on 16.07.2013. Since then it is running successfully and all the officers and men are utilizing this opportunity. The following officers & men are working in this canteen to run it smoothly.

1. ARSI 30 Sri A. V. Surayanarayana
2. ARHC 1518 Sri M. Venkateswara Rao
3. ARPC 2183 Sri B. Rajesh

(K) SHOPPING COMPLEX :

11 Shops are existed in front of the police dormitory on the side of main road. All were given to private persons on monthly lease basis. The Cash Book of shopping complex is maintained by the “ B ” Sec. Supdt., DPO., Eluru.

d. Thana

i. Name of the Thana: Eluru II Town P.S., West Godavari Dist.,

II. SHO: U.Bangaru Raju

III.

Staff Designation	Responsibilities	Remarks
SHO/CI of Police – 1	As per APPM Vol-I, chapter 34, order No.613	
SIs – 3	As per APPM	
ASIs – 4	As per APPM	
HCS – 10	As per APPM	
PCs – 53	As per APPM	

PHYSICAL INFRASTRUCTURE

1. BUILDING : RCC framed structure, with cement plastering and looting Ceramic tiles in the rooms of SIs. The entire building is in

dilapidated condition.

2. ELECTRICITY AND POWER BACK UP : Copper wiring and maintaining with 150 Amp. Battery backup Separate Solar system Batteries provided by the Department for CCTNS project computers.
3. DRINKING WATER- HAND PUMPS : Municipal Corporation water with overhead tank connection.
4. TOILETS : One attached toilet to the CIs room, one toilet is provided for men at South-West corner of the PS and another toilet is for prisoners and others on the North-West corner.
5. WAITING AREA : in the entrance of the Police station, the waiting area is provided with glass frames and with Chairs
6. Hazat/Cell: : One cell is maintained in the Police Station. In case of Women Prisoners, there shall surveillance with the WPCs in the back side hall and its was closed with doors and mesh.
7. Maalkhana/ Stores- Physical Condition, : The store room is maintaining in the upstairs of the last Verification. Police station with is dilapidated condition.
8. Dormitory/ Barrack/ Accommodation : Nil
9. Records to be maintained:

9.1 Station Diary.; - Up to date

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9.2 List out other registers to be maintained: -

Sl.No	Register	Purpose	Status of Updation
1	General Diary	For entries of all station routine work, duties of men and officers,	Up to date

		Station property, about incidents occurred in the PS limits	
2	Reception Counter	For entries of all petitions	Up to date with CCTNS updating every day.
3	Sentry Relief Book	For entries of Station sentry duties, lock up information	Up to date
4	CL register	Men and Officers CLs and MLs entries	Up to date
5	Inspectors Visiting notes	For entries of UI cases, station routine and instruction of CIs to his subordinate officer	Up to date
6	Superior officer Visiting notes	For entries of visiting of Superior officers and Inspection on all UI cases, station routine and instruction of subordinate officers	Up to date
7	Duty Roster	Entries of Men and Officers duties, BBs and etc.	Up to date
8	Beat Books	Entries of Day and Night beats and patrolling	Up to date
9	GCR- Part-I	Entries of True cases about thefts occurrence in PS limits	Up to date
10	GCR part-III	Entries about arrest of accused in theft cases and their convictions	Up to date
11	Ex-Convict Register	Entries of Ex-convicts and their MOs	Up to date
12	Loose Leaf Index(MO Register)	Entries of MOs of thefts	Up to date
13	FIR register	Entries of all reported cases in PS	Up to date
14	Rough Duty Roster	Entries of Station routine, duties, incidents	Up to date
15	Prisoner Search Register	Entries of arrest particulars of accused in cases	Up to date
16	Non-Cognizable Register	For entries of NC petitions	Up to date
17	Duty Roster	Entries of Station Mena and officers duties and their presence	Up to date
18	KD Cheque Register	Entries of Suspects, KDs, DCs and Rowdies information	Up to date
19	Village Roster	Entries of Si and men visiting in villages	Up to date
20	Sample Signature Book	Entries of Point Book holders signature for comparison of signatures in Beat books entries	Up to date
21	Gun License Register	Entries of Gun License holders in PS limits	Up to date

22	Govt. Property Register	Entries of Station Govt. Property	Up to date
23	Govt. Property Store Register	Entries of Store which were supplied by the RI Stores	Up to date
24	Govt. Arms Register	Entries of Weapons issued to the Men and officers	Up to date
25	Govt. Arms Deposit Register	Entries of Arms deposits of Gun license holders of PS limits at the time of Elections and other Law and Order problems	Up to date
26	Cash Book	For entries of Salaries of men and Cash deposits relating to Crimes in PS limits	Up to date
27	Process Register	For entries of Summons, NBWs in PT cases	Up to date
29	Petty Cases register	For entries of Petty cases booked in PS limits	Up to date

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9.3 FIR: How it is lodged? Did you see anyone waiting for lodging an FIR during the Visit? What was the number of FIRs lodged in last 3 months? Total 149 FIRs were issued.

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9.4 Lady Constable (Yes/No); Yes

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9.5 Training on ITPA/POCSO Act:

9.6 Status of implementation of SC/ST Atrocities prevention Act (last 3 years)

Year	No. of FIRs lodged	No. Recommended for compensation	No. in which Charge-Sheeted
2014	3	Nil	1 (Another 2 case were false)
2015	4	Nil	1 (another 2 cases were false)

2016	1	Nil	1
Total	8	NIL	3

9.7 Communal situation in Thana area: None

1

9.8 Profile of Crime in Thana area (Tabulate)

9.9 Observation regarding Thana attachment including when the Thana was last inspected?

Relations with the District Magistrate

1. The District Collector, as the chief executive authority in the district, is primarily responsible for coordination of various wings of Government in the District. He is also the District Magistrate and it is, therefore, the duty of the Chief of District Police to keep him informed both by personal conference and reports as prescribed herein on matters relating to law and order, and public order. The same obligations attach to the Superintendent of Railway Police in respect of the portions of their jurisdiction within each district.
2. The internal administration of the police department is the responsibility of the SP. Responsibility for the internal affairs of the police, such as promotions, transfers, rewards and punishments of police officers and men rests with the superior officers of the police force.
3. The SP shall keep the District Magistrate informed of any intended absence and the arrangements made before leaving the district on duty. He should also keep himself informed of the whereabouts of the District Magistrate in the district.

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PART B

PROGRAMME IMPLEMENTATION REPORT

I. MGNREGA

1. Name of the State: **Andhra Pradesh**
2. Name of the District: **West Godavari**

3. Who is designated as DPC (District Programme Coordinator): **Sri. Bhaskar Katamneni**
District Collector

A. Selection of Schemes

4. Has the shelf of schemes been approved by district planning committee. If so, on what date?

Yes, being approved by the Zilla Parishad General Body.

5. Profile of schemes in shelf of schemes/ projects (in current financial year)
List enclosed.

No. abandoned	No. completed	No. started upto 1.1.2017	No. selected in shelf of schemes	Categories/ types of scheme
--	59028	33897	132812	As per Item No.5

1 a. Why have some categories of schemes not started?

No such cases. Schemes are started as per their Season.

1 b. Enquire why some schemes are abandoned?

No such cases.

6. Did the Gram Panchayats conduct a gram sabha for finalizing shelf of schemes? If so when?

For 2017 – 18 works, Gram Sabhas conducted in August'16 and September'16 and finalized required works.

7. What is the role of Block Panchayat in selection of schemes?

Block Panchayat will supervise the conduct of Gram Sabhas identifying of works by Grama Sabha etc. Block Panchayat also consolidated the works of all Gram Panchayats, get their approve and send the Mandal Plan to Zilla Panchayat for approval.

B. Mechanism for Implementation

i. Block level functionaries for implementation

Remarks	Role	Designation
<ul style="list-style-type: none"> ● Report to Project Director, DWMA and Additional District Programme Coordinator. ● Coordinate with Asst.Project Director in the implementation of MGNREGS ● Roles prescribed for PO in the MGNREG Act, 2005. ● Ensure that 100% demand is captured from all the wage seekers and anyone who applies for work gets employment within 15 days. ● Issue Job Cards. ● Preparation of labour budget. ● Consolidation of all GP plans in the Mandal. ● Assess the work demand and ensure sufficient shelf of works to meet the Labour Budget. ● Creation of Qualitative and Durable assets to the individuals and the Community ● Monitoring and supervising implementation of works taken up by GPs and other implementing agencies within the Mandal. ● Ensuring prompt and fair payment of wages to all wage seekers and payment of unemployment allowance in case employment is not provided on time ● Maintaining proper accounts of the resources received, released and utilized ● Addressing grievances within the Mandal. ● Ensuring conduct of social audits and following up on required actions. ● Liaison with Banks and Post Offices in opening up of new accounts and making regular and timely payments to labour. Liaison between GPs and Mandal as also between Mandal and District for all correspondence and communication ● To involve all functionaries of Mandal and Gram Panchayat in implementation of MGNREGS entrust suitable responsibilities from time to time. ● Exercise control over all EGS functionaries working at Mandal level and send reports to competent authorities for taking disciplinary 	<p>Programme Officer</p>	<p>Mandal Parishad Development Officer</p>

action in appropriate cases.		
<ul style="list-style-type: none"> ● Shall be under administrative control of Programme Officer and technical control of Asst.PD. ● Shall assist the MPDO in discharging all his functions as PO, MGNREGS. ● Exercise control on EC/TAs/CO/FA ● Issue of work commencement letters. ● Complete management of Muster Rolls and M.Books ● Timely pay order generation in coordination with all FA, CO, TA & ECs. ● Responsible for filing software problems of the Mandal in RequestTracking System (RTS) in online. 	Additional Programme Officer	APO

<ul style="list-style-type: none"> ● Preparation of estimates for MI tanks and check dam/check wall. ● Technical approvals and revised technical approval within their powers of sanction. ● Shall maintain Technical Approval Register. ● Shall keep the sanctioned estimates of all the works in his custody. ● To make field visits in the entire mandal and guide Technical Assistants, Field Assistants/Mates in giving mark outs to works. ● Check measurements of works in M.Book as well as through eMMS. ● Closure of completed works. 		Engineering Consultant/ Junior Engineer
<ul style="list-style-type: none"> ● Identification of new works and preparation of estimates for all works except MI tanks and check dams/check walls in the standard templates. ● Responsible for ensuring quality and quantity works. ● Measurement of works in M.Books and through e-MMS. ● Ensure mark outs at the worksites by FAs and build the capacities of FA and Mates in giving mark outs. ● Collect the muster roll from the work site in person and hand over to EC / check measurement officer physically. ● Custodian of current M.Books. M-Books of closed works shall be handed over to Addl.Programme Officer. 		Technical Assistant
<ul style="list-style-type: none"> ● Software transactions like generation of estimates, work commence letters, e-Muster printing, Muster entries, generation of payorders, generation of FTOs with the approval of competent authorities and all data entry operations. ● Assist on maintenance and custody of all records of MGNREGS at Mandal level. ● Maintain inventory register of all furniture, accessories, computers in MGNREGS. ● Responsible to keep all computers, printers, and other electronics accessories pertaining to MGNREGS in working condition. ● Assist the APO in filing the Change Requests in Request Tracking System (RTS). 		Computer Operator

ii. Panchayat level functionaries for implementation

Remarks	Role	Designation
<ul style="list-style-type: none"> • Responsible for implementation of MGNREGS at Gram Panchayat. • Preparation of GP plan, implementation and monitoring of works in coordination with Sarpanch and ward members. • Coordinate the conduct of Gram Sabha for approval of Plans. • Coordination of all stakeholders of MGNREGS at GP level. • Exercise control on FA. • Receive and process application for new job Cards. • Receive work demand applications and issue dated receipts. • Issue of work commencement letters. • Ensure 100% opening of works on demand. • Responsible for timely payment of wages. 		Panchayat Secretary
<ul style="list-style-type: none"> • Mobilize wage seekers and farmers in identification of works to meet the Labour Budget. • Mobilize wage seekers to apply for work Demand to ensure 100% entitlements provided in the Act in coordination with Village Organization of SHGs. • Visit work sites every day to verify the muster attendance. • Update Job Cards regularly • Responsible to distribute wage slips to all wage seekers through Mates. • Responsible to maintain of work site facilities through mates. • Effective communication to all SSS groups/ federations on changes introduced in the programme from time to time. • Under administrative control of Panchayat Secretary. • Under technical control of Technical Asst. • Maintain all prescribed registers. 		Field Assistant

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iii. Whether cluster level facilitation team is functional? If so, what is the composition?

Yes, at **Cluster Level** One Assistant Project Director is appointed. He will supervise the works of all Mandal finalization and give them suitable Technical support for completion of works.

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iv. What are the facilities provided at work site (visit some personally)?

Shades, Drinking Water and First Aid Kits.

v.

What is the infrastructure for documentation, record keeping and monitoring?

(a) At Panchayat level

Panchayat Secretary, Field Assistant and Mate are attended at this level.

(b) At Block level

MCC is provided. Additional Programme Officers, Engineering Consultants, Technical Assistants, Computer Operators etc., are placed at MCC Level under the control of Mandal Parishad Development Officer.

C. Job Cards & Wages

1	No. of job cards issued	:	693184
2.	No. of non-functioned job cards	:	149613
3.	% of non-functioned job cards	:	21.58%
4.	Reasons for their being non-functional	:	- NIL -

%	No.	Details	Sl. No.
		No. of job card holders who are women? (Women are included in Male Job Cards)	a.
49.60	229644	No. of women who have been given employment in 2016-17	b.
43.44	201130	No. of SC/ST who have been given employment in 2016-17	c.
0.34	1574	No. of Muslims who have been given employment in 2016-17	d.
0.55	2531	No. of disabled who have been given employment in 2016-17	e.
	462958	Total number employed this year.	f.

5. **1** Reasons for poor representation of woman or any social group.

NIL

6. Have a look at the MIS and select 3 panchayats with zero mandays this year, 3 with top most wage employment generations. Explore why it is so?

No such cases.

7. What is the daily wage and awareness?

Rs.140/- out of Rs.194/- and 80,000 Mandays per day.

1 8. Do people know about unemployment allowance?

Yes

9. **1** What are the delays in wage payment : (b) 10 – 15 Days

(a) Nil

(b) 10-15 days : Yes

(c) 30 days : No

(d) More than 30 days : No

(e) Whether unemployment allowance is paid? : No such cases.

D. Scheme

1. What is the preferred scheme in the district and why?

MGNREGS. The Scheme providing employment to the rural poor with sustainable assets creation.

2. Convergence of funds with other MoRD schemes.

CC Roads : Rs.12293.51 lakhs Horticulture : Rs.255.79 lakhs

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3. Convergence of funds with other departments.

Panchayat Raj, Horticulture, Forest, Sericulture, Housing, ICDS, Animal Husbandry, APMIP, RWS, Irrigation, Educational, Agriculture and Fisheries Departments.

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4. Schemes which are poorly implemented in the district and reasons thereof.

NIL

5. Muster roll:

- (i) Is computerized muster roll generated? : Yes
- (ii) What is the status of filling? : Daily
- (iii) Who fills the muster roll? : Mate
- (iv) Who verified the muster roll? : FA/TA/APO / EC / MPDO / APD
- (v) Who certifies the muster roll? : APO
- (vi) Check a muster roll and see if there are any deviations? : NIL

E. Transparency

1. What is the status of vigilance and monitoring committee?

There is well established Vigilance and Monitoring Cell in DWMA Office with sufficient staff.

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2. What is the mechanism to lodge complaints:

- (a) Complains box : Yes
- (b) Toll free telephone number : 1100 1800 425 4440

- 1
(c) Public grievance day : Monday
(d) Is there an ombudsman? Who and what is the role? : Post is Vacant

3. What is the documentation done:

- a. Photograph : Yes
b. Videography : Yes
c. Geo-tagged photos : Yes
d. None

4. Is the list of schemes displayed:

- (a) Wall writing : Yes
(b) Hoarding : Yes
(c) Pamphlet : Yes
(d) On Internet : No

5. Are the records available for examination, if so where?

At Mandal Level

6. Social Audit:

- (a) Whether done? : Yes
(b) Who does it? : 1 MCCs
(c) Whether awareness exists about it? : Yes

F. Observations & Analysis

Based on your attachment, field visit and personal observation; record your impressions on effectiveness of implementation of the scheme and what you think are the prospects in the District. Incorporate suggestions which can improve programme implementation.

MGNREGA is implemented very well in this district. However, social audit can be improved. List of schemes should be displayed on internet too for greater transparency.

West Godavari - SP and MGNREGA

ORIGINALITY REPORT

% **13**
SIMILARITY INDEX

% **3**
INTERNET SOURCES

% **0**
PUBLICATIONS

% **11**
STUDENT PAPERS

PRIMARY SOURCES

- 1** Submitted to Lal Bahadur Shastri National Academy of Administration of Management
Student Paper % **10**
- 2** odishapanchayat.gov.in
Internet Source % **1**
- 3** www.punjabpoliceindia.org
Internet Source % **1**
- 4** www.aponline.gov.in
Internet Source <% **1**

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