

INFORMATION HANDBOOK

[In pursuance of Chapter II, Section 4(1) (b) of the Right to Information Act, 2005]

CENTRE FOR GOOD GOVERNANCE HYDERABAD

(A PUBLIC AUTHORITY AS DEFINED UNDER SECTION 2(h) OF THE RTI ACT, 2005)

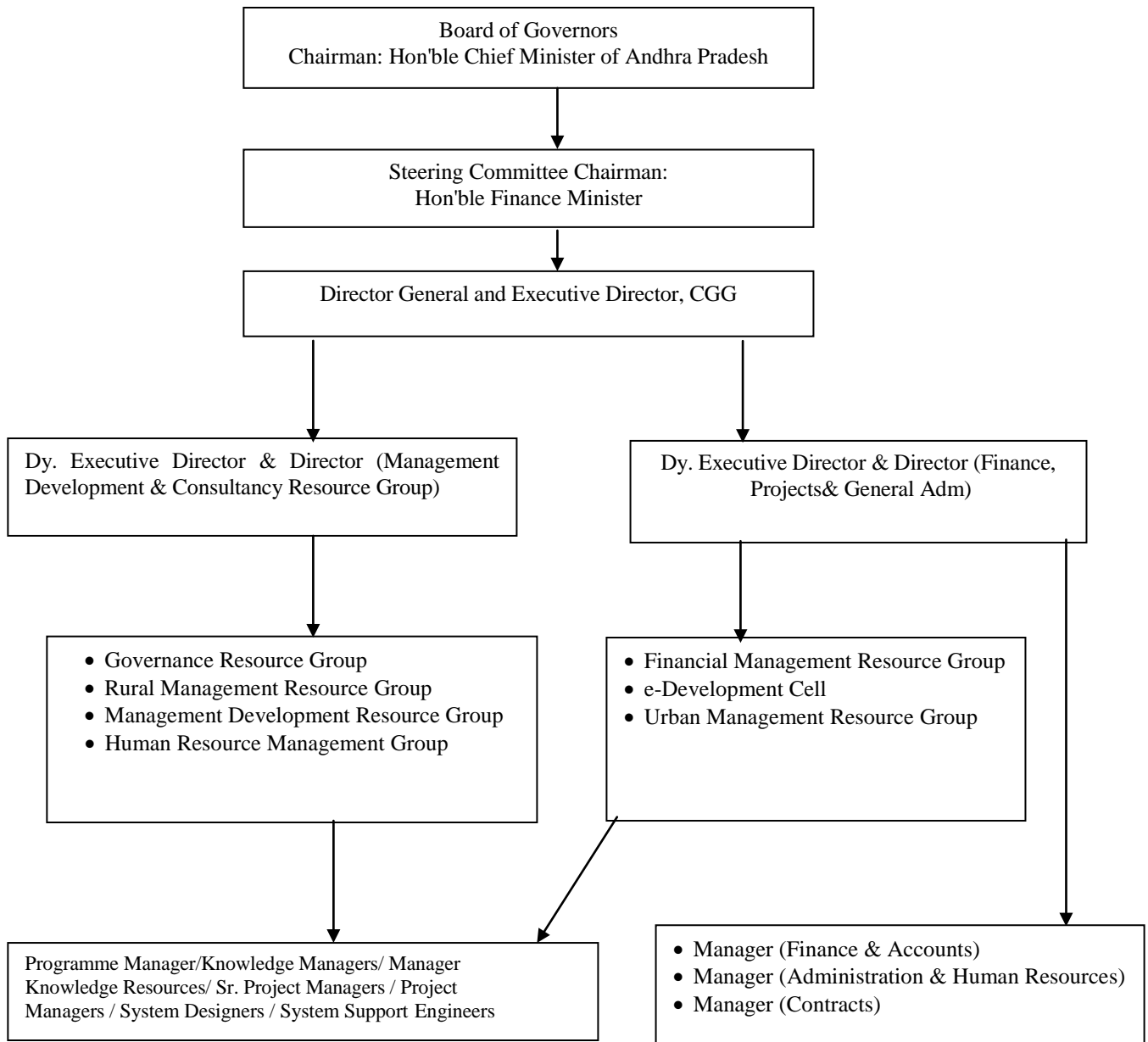


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Chapter 1
Organisation, Functions and Duties [Section 4(1) (b) (i)]

Name:	Centre for Good Governance (CGG)
Address:	Road No. 25, Jubilee Hills, Hyderabad – 500 033 Phone No. 040-23541907, 23541909, Fax: 040-23541953
Website:	www.cgg.gov.in
Objective behind establishing the organisation:	<p>The Centre for Good Governance was established by the Government of Andhra Pradesh (GoAP) vide G.O.Ms. No. 411, dated 12-10-2001 [Government of Andhra Pradesh, General Administration (AR &T III) Department] to assist in achieving the goal of transforming governance through action research and change management support.</p> <p>CGG was registered as a society (NO. 680 of 2003, Registrar of Societies, Hyderabad, under the Andhra Pradesh Societies Registration Act, 2001) on May 26, 2003 with a view to ensuring functional autonomy in research and training programmes and day to day operations. CGG is functioning as a professional society-a centre for excellence in the State and nationally.</p>
Head of the Organisation:	Dr. Phani Kumar, I.A.S, Director General & Executive Director
Functions:	<p>CGG supports the designing and implementation of governance reform programmes by Government departments.</p> <p>Undertakes action research, provides professional advice to and conducts change management programmes for government agencies to help them implement their reform agenda successfully.</p> <p>Works closely with policy makers, senior officials, management experts, institutions and other stakeholders, especially citizens towards ushering in a caring government centered on the people.</p>
Duties:	<p>To work with departments of the GoAP, GOI and other stakeholders to analyse the key issues in governance, identify solutions, help develop action plans, and support implementation of governance reforms</p> <p>To act as a think tank and help translate government goals, objectives and policy priorities into tangible reform actions in the areas of governance and public management.</p> <p>To identify those areas for change that will make the most impact in improving performance and policy making in government and enable it to respond better to the needs of the people.</p> <p>To create a bank of best practices and tools in governance reforms- including e-governance tools;</p> <p>To support change management programmes in government to efficiently carry forward governance reforms and to develop a reform communication strategy for wider implementation and to build capacity within the government;</p> <p>To provide cost-based services to national, state and local governments in India and developing countries in the area of design, action research and implementation of governance reforms, including administrative reforms;</p> <p>To establish strategic alliances, undertake collaborative studies with other similar institutions of excellence and engage in the exchange of ideas and experiences for a better understanding of governance related issues by persons and institutions connected with governance and public administration in the country.</p> <p>To establish and maintain resource groups and advisory cells focused on research into problems of governance, policy making, public management, administration and e-applications.</p> <p>To undertake, organise and facilitate study courses, study tours, conferences, training, lectures, seminars and the like to promote the aforesaid objects and</p> <p>To undertake and provide for the publication of studies and of research papers and books in the furtherance of the goals of supporting governance reforms.</p>

Organisational Structure of the Centre for Good Governance, Hyderabad



CGG intends to be a world-class institution undertaking action research and change management for good governance. It also intends to be a bank of best tools and practices, including e-application that could facilitate improvements in governance and public management in the country.

Chapter 2
Powers and Duties of Officers and Employees [Section 4(1) (b) (ii)]

2.1 Details of the Powers and Duties of Officers and Employees of CGG by Designation:

Name and Designation of the Officer/ Employee	Powers	Duties	Rules/orders under which powers and duties are derived
Dr Phani Kumar, IAS Director General & Executive Director	Statutory: The Director General & Executive Director of the Centre is the Member Secretary of the Board of Governors and the Steering Committee as per CGG Society Byelaws. He is also the Chief Executive of CGG.	The statutory duties of the Director General & Executive Director, who is also the Secretary of the Board of Governors and the Steering Committee, include the following: a) to convene, with the approval of the Chairman, meetings of the Board, Steering Committee, and other Committees of the Board, if any; b) to issue notices of meetings of the General Body, the Board, the Steering Committee and the other Committees of the Board, if any; c) to prepare the agenda for meetings of the Board, the Steering Committee and the other Committees of the Board, if any; and d) to prepare and maintain Minutes of the meetings of the Board, the Steering Committee and the other Committees of the Board, if any.	G.O.Ms.No. 198, dated 23 rd July, 2004 Memorandum & Articles of Association & CGG Bye-Laws

Name and Designation of the Officer/ Employee	Powers	Duties	Rules/orders under which powers and duties are derived
	<p>Administrative:</p> <p>a) to appoint staff to all posts with the exception of the posts of Director General and Executive Director on such terms and conditions as have been approved by the Steering Committee.</p> <p>b) to sanction leave, within prescribed limits, to Members of the staff;</p> <p>c) at his discretion to invite guests, either on a specific engagement or to see the Centre or for any other purpose connected with the objects of Centre;</p> <p>d) to invite visiting specialists and determine the terms and conditions of their visit;</p> <p>e) to visit any part of India, or to depute any member of the Staff or consultant to do so in connection with the affairs of the Centre;</p> <p>f) to enter into agreement and to execute other documents on behalf of the Centre.</p>	<p>The Director General & Executive Director is the Chief Executive Officer of the Centre and is responsible for its overall functioning.</p> <p>The administrative duties of Director General & Executive Director are as follows:</p> <p>a) Head of the Centre and overall responsibility to manage CGG;</p> <p>b) Manage and coordinate the day to day activities of governance reform programme;</p> <p>c) Play a key role in shaping the strategy for CGG;</p> <p>d) Effective co-ordination between the CGG and line Departments and other stakeholders on all governance reform programme issues;</p> <p>e) Point of Contact within Government of Andhra Pradesh and outside, with other State Governments, Government of India agencies, International agencies on governance reform programme matters.</p>	

Name and Designation of the Officer/Employee	Powers	Duties	Rules/orders under which powers and duties are derived
	<p>Financial:</p> <p>a) to prepare the budget for the Centre including the supplementary budget, when required, for each year and submit the same to the Steering Committee;</p> <p>b) to sanction all the Revenue and Capital expenditures on items included in the Budget of the Centre which is approved by the Steering Committee;</p> <p>c) to sanction other projects and expenses not exceeding Rs.5.00 lakhs (Beyond Rs.5.00 lakhs, approval has to be obtained from Finance Minister and Chairman of CGG Steering Committee)</p>	<p>The Director General is responsible for adhering to the budget approved by the Steering Committee under the chairmanship of Finance Minister of Andhra Pradesh.</p> <p>Responsible for following all financial rules contained in CGG key policies approved by the CGG Board.</p>	
	<p>Other: a) The entire staff of the Centre shall be under the superintendence and control of the Director General & Executive Director.</p> <p>b) Subject to any general directions given by the Board, the Director General & Executive Director may, at his discretion, delegate all or any of the powers assigned to him in Bye-laws to any Member of the Centre Staff, by name or by designation, to the extent and for the period considered necessary by him for the efficient performance of the work of the Centre</p>	<p>The Director General, along with Directors of Resource Groups is responsible for the quality of action research and change management programmes undertaken by the Centre.</p>	

Sl No.	Name and Designation of Officer/Employee	Functional Area/ Subject Handled	Duties	Rules/Orders under which powers and duties are derived
Deputy Executive Directors & Directors				
1	Sri M. Sivaramakrishna Deputy Executive Director	Management Development & Consultancy Resource Group	Steering and monitoring of the Management Development and Consultancy Resource Group activities.	CGG Human Resources Management- Strategy and Structure (approved by CGG Board on 10.07.06 for the period 01.04.2006-31.03.2009)
2	Sri.Mohd.Taqiuddin Deputy Executive Director	Finance, Projects & General	<ul style="list-style-type: none"> Steering and monitoring of the Financial Management Resource Group ,e-Development Cell , Urban Management Resource Group ,activities and activities of Gneral Admininstration, HR ,Finance & Accounts and Contracts 	

Program/Knowledge Managers					
1.	Mr. P.V. Varada Raju, Programme Manager	Management Development & Human Resources	Assist Resource Group Directors. Undertake individual projects and research activities.	CGG Human Resources Management Strategy & Structure (approved by CGG Board on 10.07.06 for the period 01.04.2006-31.03.2009)	
2.	Mr. Shabbeer Shaik, Programme Manager	Urban Management			
3.	Mr. Manas Ranjan Kar Knowledge Manager	Rural Management	Gather information on areas relevant to the Resource groups and component projects.		
4.	Mr. K. Sonamani Singh Knowledge Manager	Urban Management			
5.	Ms. Nayana Renu Kumar Sr. Knowledge Manager	Governance	Develop database, knowledge base, knowledge centre and bank of best practices and tools;		
6.	Mr. B. Pavan Kumar Knowledge Manager	Management Development & Human Resources			
7.	Mrs. J. Lakshmi Programme Manager	Human Development	Coordinate consultancy projects and liaise with Departments/ SPIUs		
8.	Mr. Karthik Subramanian Sr. Knowledge Manager	Governance Resource Group			
11	Mrs. Naganika Sanga Knowledge Manager	Urban Management			Develop proposals for consultancy projects and implement the same
e-Development Cell					
1	Mr.S.S.RamBabu Sr.Project Manager	e-Governance	Coordinate with Resource Group Directors		

3	Mr. Srinivasa Rao Madhu Project Manager	Governance Management & Information System	Develop e-Tools for Good Governance, Mobile Technologies, GIS	
4	Mr. K.Dakshina Murthy Project Manager	Project and Finance Management Information System		
5	Ms. Maadhavi. S Project Manager	Performance Management Information System	Undertake e- Governance application projects with focus on simplifying Government processes; Gather information on areas relevant to the e- Development cell; Develop database, knowledge base, knowledge centre and bank of best practices and e-tools; Coordinate consultancy projects and liaise with Departments/ SPIUs on e-Governance projects. Undertake training in e-applications System	
6	Mr. R. Chakradhar, Project Manager (e-pass)	Information & Systems	Administration, Installations & Trouble Shooting.	
7	M. Puroshotham Project Manager	e Gov / Civil Works		Execution and monitoring of CGG Building Maintenance of existing Building and staff quarters

Office Managers

1	Smt.S.Sarada Devi, OSD Manager(Adm&HR)	Administration	Standardization of file movement and codification of procedures, Maintenance of Building and CGG Quarters taken up by CGG on lease and follow up on the construction of new building , House keeping , repairs and useful assets and disposal of un serviceable material , Protocal work, Economy Measures
2	Sri K. Poorna Chandra Rao, Manager	Finance & Accounts	Oversee CGG's Finance & Accounts function Facilitate and coordinate Audit performed by the statutory Auditors Execution of financial projects as a member of FMRG Preparation of monthly pay bills and other related payments
3	Sri N. Manmadha Rao Contract Manager I/c	Contracts & Internal Audit	Responsible for CGG contracts, contracting consultants as per CGG Policy, consultancy files, monitoring

Chapter 3
Procedure Followed in Decision-making Process [Section 4(1) (b) (iii)]

3.1 Procedure followed in Decision-making by the Public Authority

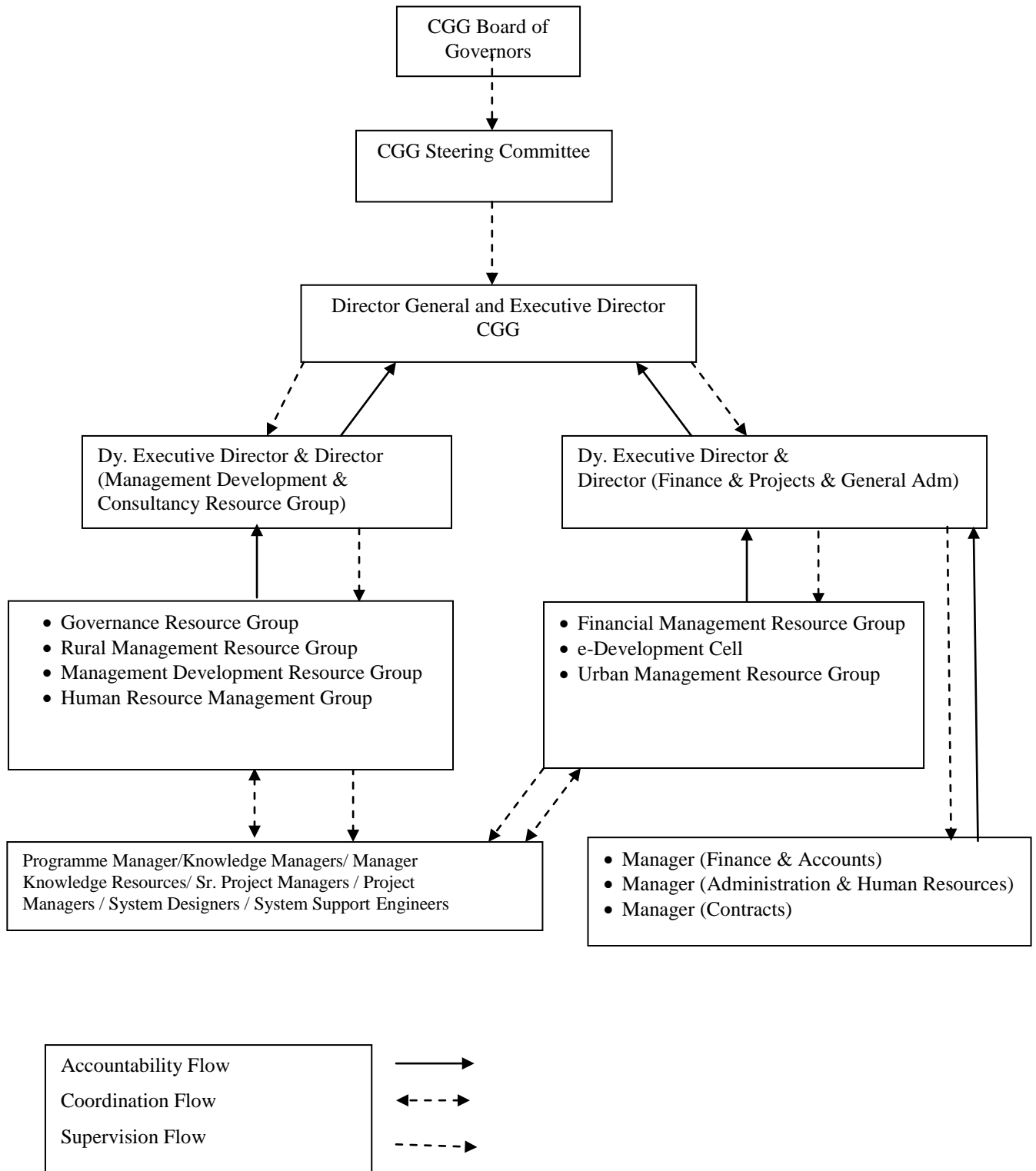
Activity	Description	Decision-making Process	Designation of Final Decision-making Authority
Goal-setting & Planning	<p>CGG Board sets the strategic directions for CGG and identifies the core priorities for action research and change management projects by CGG in connection with Governance Reform Programme based on a review of the proposals and inputs from CGG and departments to ensure that CGG effectively addresses the Governance Reform Programme priorities.</p> <p>The Board meets half-yearly to review progress and to approve the proposed programme of CGG for the coming six months.</p>	<p>Approval and adoption of CGG Key Policies and Strategy Documents</p> <p>Ratification/Noting of Key Policies/ Decisions approved by the CGG Steering Committee</p> <p>Approval of Changes to Bye-Laws, Memorandum of Association and Rules</p>	CGG Board of Governors chaired by Chief Minister of Andhra Pradesh and Chairman of CGG
Budgeting	<p>The Steering Committee is the main operational committee, which has the responsibility for effective delivery of CGG programmes, approving the CGG and Governance Reform Programme budgets.</p> <p>The Steering Committee meets every three months. Approval for major financial decisions are accorded by the Finance Minister and Chairman of CGG Steering Committee</p>	<p>Approval of Budget put up to the Committee by the Director General & Executive Director</p> <p>Approval of major capital procurement proposals</p> <p>Approval of major policies and projects</p>	CGG Steering Committee chaired by Finance Minister of Andhra Pradesh & Chairman of CGG Steering Committee

Activity	Description	Decision-making Process	Designation of Final Decision-making Authority
Annual Report & Auditing	Annual Administrative Report & Audit of CGG Annual Accounts	Approval of CGG Annual Report Approval of Appointment of Auditors Approval and Adoption of CGG Audit Report	CGG Board -Annual General Meeting chaired by Chief Minister & Chairman of CGG
Formulation of Programmes /Schemes and Projects	CGG Business and Management Plan details the programmes and projects of CGG. This document is prepared under the guidance of Director General & Executive Director, through a consultative process and in conformity with the overall Governance Reform and Public Management Strategy of Government of Andhra Pradesh	Approval of CGG Business and Management Plan	CGG Steering Committee
Recruitment/ Hiring of Personnel	Recruitment of Staff for CGG is strictly based on merit and through an open competition involving a search process. As and when there is a need for requirement of staff, notification to that effect is published in all leading national and regional newspapers as well as hosted on the CGG website, giving particulars of desired qualifications and experience, and the method of selection etc. In exceptional cases recruitment is made based on campus selection or rigorous search process. A Selection Committee under the chairmanship of a Director or Director General	Approval of CGG Staffing Pattern is made under the CGG HRM Staffing & Structure Policy which is approved by the CGG Board. Subject this policy approval, hiring for positions and engaging services of experts take place with the approval of the Chairman of CGG Steering Committee and Finance Minister. In case of consultancy projects wherein funding is received from outside the State Government, additional staff are hired as needed by projects by DG & ED subject to CGG Consultancy Policy approved by the CGG Board.	CGG HRM Strategy & Structure: CGG Board Recruitments as per Approved Staffing Pattern: Finance Minister & Chairman of CGG Steering Committee Short-term Contract Engagements for consultancy based on projects secured from various non-budget sources on cost recovery basis - Director General & Executive Director, CGG

Activity	Description	Decision-making Process	Designation of Final Decision-making Authority
	<p>& Executive Director, CGG, shortlists the successful candidates, interviews them and they are then referred to the Chairman of CGG Steering Committee for approval for contractual engagement.</p> <p>The above procedures apply to all staff needed to be engaged with CGG own funds such as consultancy proceeds or externally-aided project fees and do not apply to funds under State budget.</p> <p>From 1.10.2005 CGG is on a self-financing mode.</p>		
Release of Funds	<p>Release of funds at CGG is based on the principle that no expenditure shall be incurred (excepting in the case of consultancy assignments funded outside CGG or Programme Budget) which is not budgeted and which is not approved by the CGG Steering Committee either as part of Governance Reform Budget or CGG Budget.</p> <p>Release of funds takes place with approval of DG&ED subject to limits stipulated in the CGG budget approved by the CGG Steering Committee or policies approved by Finance Minister & Chairman, CGG Steering Committee.</p>	<p>The following procedures are followed for incurring expenditure based on Programme and CGG Staff and Running Expense Budgets and Consultancy Funds:</p> <ul style="list-style-type: none"> • Approval of Budget and Major Procurements • Approval of Projects under Governance Reform Programme • Approval of Consultancy Projects 	CGG Steering Committee CGG Management Committee or DG as the case may be Director General & Executive Director, CGG

Activity	Description	Decision-making Process	Designation of Final Decision-making Authority
Implementation / Delivery of Service/Utilization of Funds	CGG activities are organized through Resource Groups, which are manned by Directors and supported by Programme / Knowledge Managers. Every Resource Group is responsible for the successful completion of projects entrusted to it and support adoption and implementation of recommendations by the concerned departments/ agencies	Periodical progress reports on various aspects such as project deliverables, project expenditure, contracts, administrative expenditure, and claims are submitted to the Director General & Executive Director by the concerned Director/staff member for his information and direction	Director General & Executive Director, CGG
Monitoring & Evaluation	Every Resource Group in CGG has to submit its updates and progress reports on Projects/Study implementation to the Director General & Executive Director, CGG on a regular basis.	The Director General & Executive Director apprises the CGG Steering Committee of the achievements of the Centre on various activities undertaken through its Resource Groups. Steering Committee meets every 3 months.	CGG Steering Committee
Gathering Feedback from Stakeholders	As part of the activities of Resource Groups in CGG, workshops and seminars are organized frequently to discuss with various stakeholders - Officials from Government Departments/Agencies or Representatives of the Civil Society to elicit their views on the activities/studies undertaken by CGG Resource Groups and Implementation of Study Findings	Dissemination of Study Recommendations through Workshops, Seminars, Concept Notes, etc. Obtaining Participants' feedback on training programmes organized by CGG through a structured template Receiving policy directions from CGG Board and Steering Committee	Director General & Executive Director, CGG
Undertaking Improvements	The Director General & Executive Director, CGG, leads the entire CGG Team towards attaining its set objectives as per the CGG Work Plan and directions by the Board/Steering Committee. Quality of CGG outputs is always foremost in the minds of CGG staff and there is a constant endeavour to improve performance.	Fine tune recommendations from Studies/Projects to make them more acceptable and practical for implementation by the departments/agencies	Director General & Executive Director, CGG

3.2 Flow Chart Showing Channels of Supervision Accountability and Coordination



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

4.1 Details of the Norms/Standards set by CGG for Discharge of its Functions

CGG is a Society engaged in action research and change management. Hence most of its functions/services are in the form of Study Reports, Project Reports and Software/e-Tools for Good Governance developed for various Government departments/agencies.

Sl. No.	Function/Service	Norms/Standards of performance set	Reference Document prescribing the norms (Citizen's Charter, Service Charter etc)
1	One of CGG's key functions is to support implementation of reforms in various Government departments/agencies by way of action research/ studies/projects and development of e-Tools for Good Governance	<p>The norms / performance yardstick in this context is the adoption of CGG recommendations/e-tools by the concerned departments in GoAP, Government of India etc.</p> <p>Cost-recovery based projects secured from GoAP departments, GoI and Other agencies based on CGG's image and quality of work</p> <p>CGG has been sustaining on its own and meeting its own staff and running expenses without budgetary support from GoAP.</p>	<p>Governance Reforms and Public Management Strategy of Andhra Pradesh</p> <p>CGG Business and Management Plan (2003-04, 2004-05, 2005-08)</p> <p>Governance Reform Programme Work Plan 2005-09</p> <p>CGG Annual Reports</p> <p>CGG Publications</p>
2	Maintaining Intellectual Capital Base at CGG	<p>There is a high degree of intellectual and analytical ability across the CGG team, and a good mixture of relative youth and experience. The team is very enthusiastic and committed. The backgrounds of the CGG staff are very diverse:</p> <p>This facilitates CGG to tackle difficult issues and complex projects with success.</p>	<p>CGG Human Resources Management -Strategy and Structure Policy</p> <p>CGG Consultancy Policy</p> <p>Other CGG Key Policies</p>

Sl. No.	Function/Service	Norms/Standards of performance set	Reference Document prescribing the norms (Citizen's Charter, Service Charter etc)
		Retaining/maintaining this professionally oriented, and results focused staff culture and this valuable range of backgrounds and skills is an ongoing priority for CGG. CGG has to maintain the talent base for its image and sustainability.	
3	CGG Consultancy Projects	CGG's policy is to obtain value for money in the contracting of consultants. The norms and performance parameters for consultants are laid out in the CGG Terms of Reference, project deliverables and the Evaluation Criteria	CGG Consultancy Policy

Chapter 5
Rules, Regulations, Instructions, Manual and Records, for
Discharging Functions [Section 4(1)(b)(v)]

5.1 List and Gist of Rules, Regulations, Instructions, Manuals and Records, held by CGG under its Control/Used by its Employees for Discharging Functions

Sl.No	Description	Gist of Contents	
Rules & Regulations			
1	CGG Bye Laws	Definitions, Business of the CGG Board of Governors, Business of CGG Steering Committee, Business of Director General & Executive Director, Other Provisions	
2	CGG Memorandum of Association and Rules	Preamble, Objects of the Society, Rules, Powers and Duties of CGG Board of Governors, CGG Steering Committee, Director General & Executive Director, Powers of Delegation	
Instructions/Circulars			
1	Proceedings of the Director General & Executive Director	Governance Reform Programme - Extension Phase - Management and Implementation Arrangements	
2	Proceedings of the Director General & Executive Director	Streamlining of Office Procedures, Clarification and Allocation of Responsibilities	
Manuals			
1	CGG Business and Management Plan (2005-08)	CGG Programmes and Projects to be undertaken by CGG Resource Groups, Consultants, Strategy and Performance Innovation Units in Departments and Details of Budget Allocated.	
2	CGG KEY POLICIES & PROCEDURES (Approved by CGG Board on 13.09.2010)	CGG Contract Manual	Guidance on engaging consultants and building internal consulting capacities in CGG
		CGG HRM - Strategy and Structure	Approach to CGG Staffing, CGG Management Team, Staffing Structure, Salaries and Incentives, Staff Development
		CGG Travel and Transport Policy	Travel Allowance and Daily Allowance for approve Official Travel, Mode of Travel, Accommodation, Communication, Local Transport, International Travel Documentation, Advances, Settlement of Accounts
		CGG Sustainability Plan	Focus Areas of CGG, Strategic Positioning, Building Human Resources, Cost Recovery in Projects
		CGG Consultancy Policy	Cost recovery in Projects, Retaining High Quality Staff

Chapter 6
Categories of Documents held by the Public Authority under its Control [Section 4(1) (b) (vi)]

6.1 Information about the Official Documents held by the CGG or under its Control.

Sl. No.	Title of the Document	Category of Document	Designation and Address of the Custodian (held by / under the control of whom)
1.	Minutes of CGG Board, Steering Committee & Management Committee Meetings	Meeting Minutes	Programme Coordinator, CGG
2	CGG Brochure	Information Booklet on CGG Activities	Manager (Knowledge Resources), CGG

Chapter 7
Arrangement for Consultation with, or Representation by, the
Members of the Public in relation to the Formulation of Policy or
Implementation thereof [Section 4(1) (b) (vii)]

7.1 CGG offers services primarily for Government departments. There is no direct interaction with public at any point of time. Therefore, there is no arrangement in place for consultation with public for formulation or implementation of its policies.

Chapter 8
Boards, Councils, Committees and other Bodies constituted as part of Public Authority [Section 4(1) (b) (viii)]

8.1 Information on CGG Board of Governors, CGG Steering Committee, and CGG Management Group

Name of Board, Council, Committee, etc.	Composition	Powers & Functions	Whether its Meetings open to Public/ minutes of its Meetings accessible for Public
General Body known as the 'Board of Governors'	The following are the Ex-officio Members of the Board of Governors: a) The Chief Minister of Andhra Pradesh; b) 2 Cabinet Ministers c) 2 Senior Secretaries; d) Professionals drawn from various disciplines including Government, Academia & Civil Society g) Director General & Executive Director, CGG;	Powers The Board of Governors shall have the Power : a.) to provide overall policy guidance and directions for the efficient functioning of the society in fulfilling its objectives as laid down in the Memorandum of Association; b) to prepare and execute detailed plans and programmes for the furtherance of the objects of the Centre; c) to receive, to have custody of and to expend the funds of the Centre and to manage the properties of the Centre, both movable and immovable, including to sell, assign, mortgage, lease, exchange or dispose of, subject to the condition that any specific sale of immovable property should have the approval of the Government of Andhra Pradesh; d) to sue and be sued in the name of the Secretary or any office bearer authorized by the Board who will defend all legal proceedings on behalf of the Centre;	Minutes of the Board Meetings are recorded and filed/documentated as CGG Internal Documents

Name of Board, Council, Committee, etc.	Composition	Powers & Functions	Whether its Meetings open to Public/ minutes of its Meetings accessible for Public
		<p>e) to appoint Committees for disposal of any business of the Centre or for advice in any matter pertaining to the Centre;</p> <p>f) to make, adopt and vary, from time to time, Bye-laws for the regulation of and for any purposes connected with the management and administration of the affairs of the Centre and for furtherance of its objects, in particular to make, adopt, and vary from time to time Bye-Laws for conducting the business of the Board of Governors and the Committees to be appointed by it for delegation of its powers, for fixing the quorum and for co-option;</p> <p>g) to consider the annual report and the audited statement of accounts for the outgoing year;</p>	

Name of Board, Council, Committee, etc.	Composition	Powers & Functions	Whether its Meetings open to Public/ minutes of its Meetings accessible for Public
CGG Steering Committee	<p>1) The Vice-Chairman of the Board of Governors is also the Chairman of the Steering Committee</p> <p>2) The Director General and Executive Director of the Centre is the Secretary of the Steering committee</p> <p>3) Four other Members of the Board selected for the purpose by the Board for a period of 3 years.</p>	<p>Powers</p> <p>The Steering Committee shall have the power</p> <ul style="list-style-type: none"> a) to create, appoint and control such staff and consultants as may be required for the efficient management of the affairs of the Centre and to regulate their recruitment and conditions of service; b) to enter into agreements for and on behalf of the Centre; c) to ensure that the works of all parts of CGG are coordinated and that individual programmes and projects contribute to the main objectives of the governance reform programme and the overall achievement of Vision 2020; d) to approve terms of reference for consultancy inputs to support governance reforms; e) to approve proposals for consultants put forward by the Executive Director or Programme Coordinator; f) to approve the budget of the CGG and major capital procurement proposals; g) to undertake effective management of the projects and programmes that are being taken forward, providing support, advice and ideas that will enable governance reform to be achieved effectively; 	<p>Minutes of the meeting of the Steering Committee are recorded and documented/filed as Internal documents</p>

Name of Board, Council, Committee, etc.	Composition	Powers & Functions	Whether its Meetings open to Public/ minutes of its Meetings accessible for Public
		<p>h) to monitor progress, particularly on implementation of programmes;</p> <p>i) to manage the flow of effective communications, providing briefing for Ministers and regular issue of communications to public servants at all levels;</p> <p>The Steering Committee will receive:</p> <p>a) Updates on the Governance Reform Programme.</p> <p>b) Updates on the progress of individual projects;</p> <p>c) Terms of reference for future component projects;</p> <p>d) Proposals from the Executive Director or Programme Coordinator for delivery against agreed terms of reference;</p> <p>e) Proposals for major capital procurements.</p>	

8.2 Minutes of Meetings of CGG Board and Steering Committee can be perused in the RTI Cell where copies of the same are available.

Chapter 9
Directory of Officers and Employees [Section 4(1) (b)(ix)]

9.1 Information on Officers and Employees working in CGG and their Contact Details:

Sl. No.	Name	Extn. No.	Mobile	Email ID
CGG EPABX No's: 23541907 / 23541909 / 23541978 / 23554173 / 23554174 / 23554175 Fax: 23541953				
DG&ED				
1.	Dr. Phani Kumar, IAS Director General & Executive Director	100	9849026631, 23401975	phanikumar@cgg.gov.in
2.	M.Ramakrishna, Programme Office Manager	175	9246196441	mramakrishna@cgg.gov.in
Finance & Administration				
3.	Mohd.Taqiuddin Dy.ED(F,P&G)	161	9948540686	taqiuddin@cgg.gov.in
4.	Smt.S.Sarada Devi Manager(Adm&HR)	144	9885350530	saradadevi.s@cgg.gov.in
5.	K.Poomachandra Rao Manager (F&A)	124	9390381941	kprao@cgg.gov.in
6.	N. Manmadha Rao, Internal Auditor & Manager (Contracts) (i/c)	145	9246887698	nmrao@cgg.gov.in
Program Office				
7.	M. Sivarama krishna Dy. Executive Director	102	9246572519	msivaramakrishna@cgg.gov.in
8.	P.V. Varada Raju, Programme Manager	115	9246555606	varadaraju.pv@cgg.gov.in
9.	Shabbeer Shaik, Programme Manager	113	9573001281	shabeer@cgg.gov.in
11.	Manas Ranjan Kar Knowledge Manager	108	8008100033	manas.kar@cgg.gov.in
14.	Naganika Sanga Knowledge Manager	107	9490680692	naganika.s@cgg.gov.in
15.	K. Sonamani Singh Knowledge Manager	148	9246290440	sonamani@cgg.gov.in
16.	Nayana Renu Kumar Sr. Knowledge Manager	110	9246572520	nayanarenu@cgg.gov.in

17	B. Pavan Kumar Knowledge Manager	111	9246887731	pavanb@cgg.gov.in
18	J. Lakshmi Programme Manager	106	9246290453	lakshmi@cgg.gov.in
19	Karthik Subramanian Sr. Knowledge Manager	107	9246290448	karthiks@cgg.gov.in
20	M. Shanthi, Manager (Knowledge Resources)	156	9246167831	shanthi@cgg.gov.in
e-Development Cell				
21	S.S.Rambabu Sr.Project Manager	155	9441210129	rambabu.s@cgg.gov.in
22	Srinivas Rao Madhu Project Manager	311	9246290446	srinivasaraomadhu@cgg.gov.in
23	Dakshina Murthy Project Manager	304	9246290441	dakshink@cgg.gov.in
24	Ms.Maadhavi Project Manager	241	9246290447	maadhavisriram@cgg.gov.in
25	Mr. R. Chakradhar Project Manager	310	9246290439	chakradhar@cgg.gov.in

Monthly Chapter 10
Remuneration received by Officers and Employees, Including the
System of Compensation as provided in Regulations
[Section 4(1) (b)(x)]

Sl. No	Name	Designation	Pay and Allowances
I) Government Employees on deputation			
1	Dr.G.N.Phani Kumar	IAS, Director General	1,29,535
2	Mohd. Taqiuddin	Director (F.P.&G)	93,552
3	S.Sarada Devi	Manager (A&HR)	43,880
4	Srinivasa Rao Madhu	Project Manager	53,804
5	K. Dakshina Murthy	Project Manager	29,250
6	R. Chakradhar	Project Manager	66,645
7	G. Padma	Project Leader	45,356
8	B. Swetha	Software Developer	14,952
9	TSY Prasad	Steno	5,500
10	A.V.R.Prasad	GM(IT) of EDP	94,909
	TOTAL		5,77,383
II) CGG Employees			
11	M. Sivarama Krishna	Dy. ED (MD)	82,000
12	P.V.Varadha Raju	Programme Manager	73,340
13	S. Maadhavi	Programme Manager	69,000

14	Shabbeer Shaik	Programme Manager	75,500
15	J. Lakshmi	Programme Manager	48,000
16	Karthik Subramanian	Sr. Knowledge Manager	48,400
17	Nayana Renu Kumar	Sr. Knowledge Manager	47,700
18	K. Sonamani Singh	Knowledge Manager	37,268
19	B. Pavan Kumar	Knowledge Manager	34,958
20	Naganika Sanga	Knowledge Manager	40,000
21	Manas Ranjan Kar	Knowledge Manager	33,400
22	M. Shanthi	Manager (KR)	32,943
23	K. Poornachandra Rao	Manager (F & A)	31,124
24	M. Rama Krishna	Programme Office Manager	29,000
25	G.K. Rama Devi	Project Assistant	14,060
26	G.Sanjeev Kumar	Project Assistant	14,520
27	S. Bala Swamy	Sr.Office Assistant	11,311
28	P. Shekar	Office Assistant	9,150
29	J. Srinivas	Office Assistant	9,150
30	G. Shravan Kumar	Office Assistant	7,370
31	K. Venkata Ramana	System Support Engr.	24,000
	Total		7,72,194

	III) Consultants		
32	C.R.Kamalnathan	Advisor Governance Group	51,000
33	P. Madanaiah	Rural Development Resource Group	52,320
34	D. Venkateswara Rao	Urban Management Resource Group	36,200
35	N. Manmadha Rao	Manager Contracts	32,900
36	K.Radha Krishnam Raju	World Bank Project	46,200
37	N.Lavanya	IS&QA	50,000
38	Srinivasa Madhav	RTI	27,613
	IT STAFF		
39	T. Satish Kumar	Network Administrator	37,000
40	N. Ravindranath	Team Leader	60,000
41	G. Srikanth	Team Leader	54,290
42	P. Abdullah	Team Leader	60,000
43	M. Srinivasa Rao	Software Developer	60,000
44	Vallabhadasu Pratap	Software Developer	58,097
45	P. Hemanth Kumar	Team Leader	60,000
46	M.V.S. Rama Krishna	Software Developer	31,910
47	T. Thathabbai	Software Developer	29,161
48	V. Vanaja	Software Developer	24,805

49	T. Sri Krishna	System Administrator	18,000
50	Y. Rajeswari	Programmer (Accts)	15,687
51	N. Naga Raja Rao	Data Entry Operator	10,450
52	B. Lakshman	Software Developer	38,900
53	T. Suneela	Software Developer	35,360
54	P.S.M. Lakshmi	Software Developer	35,360
55	Pinky Jain	Software Developer	27,240
56	Sk. Surjan Vali	Software Developer	25,126
57	N. Ashwin Kumar	Software Developer	26,790
58	T. Rakesh	Software Developer	26,790
59	Yashasvi Dhanakonda	Software Developer	26,790
60	G.Jagadish	Software Developer	28,115
61	J.Sudha	Software Developer	28,115
62	B.Srinivasa Rao	Software Developer	38,925
63	Murali Kommi	Software Developer	20,000
64	V.Srinivas	Software Developer	25,000
65	K.Srinivas	Software Developer	22,000
66	B.Parameswari	Software Developer	28,000
67	B.Prashanth	Training Software Developer	18,000
68	M.Shruthi	Training Software Developer	15,677

69	Dipankar Vaibhav	Software Developer	18,000
70	M.Venkatesh	Software Developer	16,258
71	K.V.M.Balu	Software Developer	18,000
72	Shaik Asrafunnisa	Software Developer	20,000
73	Y.Satish	Software Developer	18,000
74	Salumiah. S	Software Developer	18,000
75	K.Swathi	Software Developer	18,000
76	Mohd.Rizwan Pasha	Software Developer	18,000
77	N.Kiran Kumar	Software Developer	18,000
78	Bhavani Sirimalle	Software Developer	18,000
79	Ankam Rao T	Software Developer	18,000
80	Shushma Naik	Software Developer	18,000
81	DJR Koteswara Rao	Software Developer	18,000
82	K.N.V.Siva Prasad	Software Developer	12,194
83	M.Ramachandra Rao	Software Testing engineer	20,000
84	Ch.Venkateswara Reddy	Software Developer	15,677
85	P.Bala Murali Krishna	Software Developer	17,839
86	Y.Umamaheswara Rao	Software Developer	20,000
87	A.Narasimha Rao	Software Developer	20,000
88	A.Deep Chandan,	Software Developer	21,290

89	K.Sudhakar	Software Developer(Testing)	20,000
90	S.Surendra	Software Developer	12,000
91	Ch.Srinubabu	Software Developer	11,613
92	S.Himasilpa	Software Developer	12,000
93	K.Rohini Kumar	Software Developer	11,613
94	K.Swathika	Software Developer	20,000
95	N.C.Vaidhiyanathan	Software Developer	20,000
96	C.Indumathi	Software Developer	14,000
97	Y.V.Ramana	Software Developer	17,419
98	Musham.Swathi	Trainee Software Developers	11,742
99	V.Ambica	Trainee Software Developers	14,000
100	D.suryakala	Trainee Software Developers	11,742
101	G.Naresh Kumar	Trainee Software Developers	13,097
102	K.Srinivas Reddy	Trainee Software Developers	14,000
103	A.Rajesh Goud	Trainee Software Developers	11,613
104	T.Esha	Trainee Software Developers	12,000
105	A.Sowmya Santoshi	Trainee Software Developers	12,000
106	V.Ramesh	Team Leader	50,000
107	Boga Deepika	Software Developer	22,000
108	B.Soujanya	Trainee Software Developer	14,000

109	K.Shivaji	Trainee Software Developer	13,548
110	P.Y.Pandava	Trainee Software Developer	14,000
111	Madanapalli. Swathi	Trainee Software Developer	14,000
112	M.Sravani	Trainee Software Developer	14,000
113	G.Sreelatha	Trainee Software Developer	14,000
114	B.Uday Bhaskar Reddy	DBA	15,000
115	T.Prabhakaran	System Support Programmer	30,000
116	T.Chandrakanth	SSE	20,000
117	Total		2,102,466
	Grand Total		3,452,043

PROFESSIONAL FEE/SALARIES OF CONSULTANTS/EMPLOYEES WORKING ON VARIOUS PROJECTS		
Sl. No.	Name	Grand Total
	Works Tracking System (Budget Head : 2265)	
1	Y.Sindhukethan	28,375
	Total	28,375
	Canal Network Flow Monitoring System (B.H: 2182)	
2	A.Mamatha	28,375
	Total	28,375
	Indiramma Housing Project for APSHCL (B.H: 2166)	
3	S.Dharmendra	19,745
4	Nayab Rasool Shaik	21,700
	Total	41,445

	Design & Development of Comprehensive IT Solutions for APSWHC (2604)	
5	S.N.Murthy	66,550
	Total	66,550
	APPSC (Budget Head: 2247)	
6	G.Mohan, HAD	5,734
7	G.Sandeep	9,355
	Total	15,089
	Development of Financial Packages (Budget Head:(2362)	
8	S.L.V.V.Karthik Vedula	16,137
9	NVVS Vara Prasad	16,137
10	S.Rambabu	15,581
11	L.Srinivasa Raju	13,911
	Total	61,766
	OLCMS for Commercial Tax Department(BH:2504)	
12	R.Narandrachary T.L	25,126
13	M.Subhramanyam - SD	20,000
14	S.Chandrayudu - SD	18,000
	Total	63,126
	Maintenance of VATIS for Commercial Tax Department (BH:0025)	
15	T.Pradeep Rao	20,000
		20,000
	Providing 2 Programmers & IDBA to Commercial Tax Department (BH:2510)	
16	S.Kalanidhi	18,000
17	P.Swathi	20,000
18	R.G.Nageswara Rao	15,000
	Total	53,000
	Implementatin of Accrual Based Accounting System in ULBs of Chattisgarh Govt.(2507)	
19	Prem Deep Kurrey	18,000
		18,000
	PMU for the APUFIDC (Budget Head: 2255)	
20	Lavanya Gotety	40,000
21	P.Gopinadh	30,822
22	Imtiaz Ahmed	81,642

23	M.Prasada Rao	81,794
24	G.V.V.Subba Rao	30,997
	Total	265,255
	Support to APIC Project - (Budget Head:2385)	
25	K.Venkateswara Reddy	9,500
26	D.Mahender	9,500
27	Anantha Satyavathi	9,500
	Total	28,500
	Development of Software in AP Vigilece Commission (2293)	
28	J.Raghurami Reddy	0
	Total	0
	Consortium Project (Budget Head:2278)	
29	Dr. M. Singa Rao	41,500
	Total	41,500
	Grand Total	7,30,981

CGG follows a flexible salary structure commensurate with qualifications and experience. CGG aims to be a world-class institution and has the policy of taking the best talents available subject to that there is no budget support for staff and running expenses. As CGG has to compete with private sector consultants for getting projects, the salary structure of CGG is designed to attract highly qualified and talented manpower.

Chapter 11
Budget Allocated to Each Agency including Plans etc.
[Section 4(1)(b)(xi)]

In addition to the above approved annual budget, CGG undertakes expenditures from consultancy project funds and project fees depending on the need of new projects and project management as and when the projects are assigned to CGG. From 1.10.2005 CGG has not received any funding for its staff and running expenses. It will secure funds by competing for projects or rendering services.

				(Rs. in 0000)
Budget Head	CGG Staff & Running Cost	Budget Estimate for 2010-11	Revised Estimate for 2010-11	Budget Estimate for 2011-12
4001	Salaries	30,000,000	26,500,000	27,500,000
4020	Payments to Consultants	19,000,000	18,900,000	20,000,000
4031	Travel - Local	5,000,000	3,900,000	5,000,000
4032	Travel - Domestic	2,000,000	1,810,000	2,000,000
4033	Travel - Overseas	300,000	120,000	100,000
4040	Security	1,500,000	1,560,000	1,600,000
4041	Housekeeping	1,200,000	1,390,000	1,400,000
4042	Annual Maintenance-IT	1,200,000	1,054,000	1,100,000
4043	Annual Maintenance- Other Equipment	1,000,000	1,058,000	1,100,000
4044	Internet Leased Line	1,500,000	1,710,000	1,900,000
4045	Electricity	5,000,000	3,900,000	4,500,000
4046	Water Charges	1,200,000	1,090,000	1,100,000
4047	Building Maintenance	2,500,000	1,930,000	2,100,000
4048	Insurance	200,000	160,000	200,000
4049	Hospitality	250,000	453,000	500,000
4050	Telephone Charges	1,000,000	830,000	1,000,000
4051	Printing & Publications	800,000	520,000	600,000
4052	Books & Periodicals	700,000	620,000	700,000
4054	Minor Equipment & Furniture	1,000,000	2,280,000	2,400,000

4055	Catering Charges	650,000	593,000	650,000
4056	Advertising	100,000	163,000	200,000
4057	Taxes & Duties	5,000	3,800	5,000
4058	Unforeseen & Contingencies	300,000	174,000	200,000
4059	Audit fee	100,000	100,000	120,000
4060	Bank Charges	5,000	1,800	4,000
4061	Human Resources	20,000	-	-
4062	Meetings	200,000	110,000	150,000
4063	Petrol, Oil & Lubricants	300,000	322,000	350,000
4064	Training Expenses	300,000	280,000	300,000
4066	Seminar & Workshops	300,000	116,000	200,000
4067	Miscellaneous Expenses	240,000	29,500	60,000
4071	Courier	150,000	268,000	300,000
4072	Postage & Stamps	30,000	38,000	50,000
4073	Office Maintenance	600,000	890,000	900,000
4074	Stationary & Consumables	600,000	987,000	1,000,000
4075	Equipment & Maintenance	100,000	54,000	100,000
4077	Vehicle Maintenance	100,000	111,000	120,000
4078	Honorarium	50,000	35,000	50,000
4079	Tender Document Charges	200,000	-	-
4081	Project Overheads	50,000	-	-
Sub Total		79750000	74061100	79,559,000

Chapter 12
Manner of Execution of Subsidy Programmes [Section 4(1) (b)(xii)]

12.1 CGG does not undertake/implement any activities/programmes/schemes for which subsidy is provided.

Chapter 13
Particulars of Recipients of Concessions, Permits or Authorization
Granted by the Public Authority [Section 4(1) (b) (xiii)]

13.1 CGG does not grant any authorization, concessions or permits. Hence, this clause is not applicable in case of CGG.

Chapter 14
Information Available in Electronic Form [Section 4(1)(b) (xiv)]

14.1 Details of Information available in Electronic Formats (Floppy, CD, VCD, Web Site, Internet etc.)

Electronic format	Description (site address/location where available etc.)	Contents or title
Downloadable Document in PDF	www.cgg.gov.in	Reforming Property Tax: The Approach of Municipal Corporation of Hyderabad
Downloadable Document in PDF	www.cgg.gov.in	Housing for the Poor in India
Downloadable Document in PDF	www.cgg.gov.in	City Development Strategy and Comprehensive Municipal Reforms: The Approach of Hyderabad City
Downloadable Document in PDF	www.cgg.gov.in	Financing Urban Infrastructure: Some Innovative Practices of Local Resource Mobilisation
Downloadable Document in PDF	www.cgg.gov.in	Urban Sector Reform Agenda: Financing Civic Services & Development
Downloadable Document in PDF	www.cgg.gov.in	Using e-Tools for Good Governance & Administrative Reforms
Downloadable Document in PDF	www.cgg.gov.in	Globalization, Information Technology & Governance
Downloadable Document in PDF	www.cgg.gov.in	Assessing Capacity Enhancement Needs for Public Private Partnership in Local Government: A Case of Urban Local Bodies in A.P
Downloadable Document in PDF	www.cgg.gov.in	Transparency & Accountability in Municipal Government: Role of Institutional Development, Performance Management & Citizens Charters

14.2 Particulars of Facilities available to Citizens for Obtaining Information including the Working Hours of CGG Library and CGG Knowledge Centre

An RTI Cell has been established in CGG to cater to the information requests coming from different quarters. The RTI Cell, located in the Ground Floor of CGG Building, HRDIAP Campus, Road No.25, Jubilee Hills functions on all working days between 10.30 AM to 5.00 PM. In addition, CGG also has a Library and Knowledge Centre which could be accessed during the above mentioned period/timings.

Chapter 15
Particulars of Facilities available to Citizens for Obtaining Information [Section 4(1)
(b) (xv)]

15.1 Particulars of Information Dissemination Mechanisms in CGG available to the Public for Accessing of Information:

Facility	Description (Location of Facility/Name etc.)	Details of Information made available
Notice Board	An RTI Notice Board has been displayed in front of the RTI Cell in the ground floor of the CGG building	All the important news related to the RTI is displayed on the Notice Board.
News Paper Reports	Newspaper reports are kept at the Knowledge Centre located in the ground floor of the CGG building. Manager, Knowledge Resources at CGG is in-charge of the Centre Working hours of the Knowledge Centre are as follows: Opening time: 10:30 AM Closing time: 5:00 PM (on Working days only)	Important new paper articles/ reports/clippings on subjects such as Governance Reforms, CGG activities, etc. are documented at the Centre.
Public Announcements	Office of the Director General & Executive Director, CGG	Important Press releases by CGG are documented.
Information Counter	The Information Counter is in the RTI Cell in CGG, located at the ground floor of the CGG Building. Working hours of the Cell are as follows: Opening time: 10:30 AM Closing time: 5:00 PM (on Working days only)	Information Counter at CGG is responsible for receiving applications/ requests for information on CGG from various quarters and further processing of such information. The Public Information Officer at CGG is in charge of the Cell.

Facility	Description (Location of Facility/Name etc.)	Details of Information made available
Publications	<p>CGG Publications are available at the following locations: - CGG Publication Centre CGG Library RTI Cell</p> <p>The CGG Publication Centre and the Library is located at the ground floor of the CGG building. Working hours are as follows: Opening time: 10:30 AM Closing time: 5:00 PM (on Working days only)</p>	<p>All the 99 projects and studies undertaken by various Resource Groups at CGG are published in the form of reports and are made available. CGG brochure and CGG Annual Report are also made available at these locations.</p>
Office Library	<p>CGG Library has a collection of more than 5000 books and 40 journals and 10 select newspaper and dailies</p> <p>The CGG library is located in the ground floor of the CGG building.</p> <p>The working hours of the library is: Opening hours: 10:30 AM Closing hours: 5:00 PM (on Working days only)</p>	<p>The collection of books in the CGG library is in tune with the specialisation of the resource groups at CGG. Major areas in which the books are available in the library include: Good Governance - Urban Management - Rural Management - Poverty Alleviation - Change Management and Training - Financial Management - E-Governance</p>
Website	<p>www.cgg.gov.in</p>	<p>Profile of CGG, Vision, Mission, Objectives CGG Management CGG Resources CGG Focus Areas</p>

Chapter 16
Names, Designations and other Particulars of Public Information
Officers [Section 4(1) (b) (xvi)]

16.1 Contact information about the 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 Officer

S. Sarada Devi,
Officer on Spl. Duty
Ph: 23541907/09 Extn: 144
9885350530 (Mobile)
email: saradadevi.s@cgg.gov.in

Appellate Authority

Sri Mohd Taqiuddin,
Dy.Executive Director(Finance, Projects& General)
Ph: 23541907/09 Extn: 161
Email : taqiuddin@cgg.gov.in

Contact Address

Centre for Good Governance
Road No. 25,
(Dr. MCR HRD Institute of A.P. Campus),
Jubilee Hills,
Hyderabad-500 033,
Andhra Pradesh
Ph: 040-23541907, 23541909.
Fax: 040-023541953
Website: www.cgg.gov.in

17.1 Significant Achievements

Some significant achievements of CGG during the year are:

- CGG has been assigned the role of the Project Manager and provider of Technical Support & Advisory Services for the DFID funded Delivery of Improved Services in Administration – DISA (formerly Andhra Pradesh Public Management and Service Delivery Improvement Programme – APPMSDIP) 2006-09.
- More than 100 studies have been completed by CGG on governance-related themes in 3 years. Several critical projects undertaken for the Government of India and other bi-lateral and multi-lateral agencies include the following:
 - CGG has been designated as the National Implementing Agency for Capacity Building for Access to Information Project, a joint initiative of GoI and UNDP;
 - Improving Service Delivery through Process Re-engineering for IT enablement - A Study for the Second Administrative Reforms Commission
 - Modernising District Administration

Some of the prestigious studies undertaken by CGG during the previous year include:

- Model Code on Governance;
- Public Service Law and Agenda for Judicial & Legal Reforms for the Ministry of Personnel; and
- Design of National Centre for Good Governance for the Inter-State Council.
- More than 30 e-Governance applications developed and deployed by CGG over the past 3 years
 - a. Two e-tools: Model Village and Town Development Information System and Online Legal Caseload Management bagged the PC Quest Magazine Award.
 - b. INSTAXX deployed in Ministry of Home Affairs and in Intelligence Bureau
 - c. CGG assigned the responsibility for developing monitoring systems for Prioritised Irrigation Projects and INDIRAMMA programme by Government of Andhra Pradesh – the two most important programmes of GoAP.

17.2 Recognitions & Awards

The significant recognitions and awards received by CGG during the year under consideration are as follows:

- CGG has been awarded registration U/S 12AA of the Income Tax Act 1961 exempting CGG from paying Income Tax;
- Awarded 1st prize at Asia Pacific users conference 2007 for the paper “School Score Card – GIS” by ESRI - Jan 2007
- “Best IT Implementation of the year 2006” award by PC Quest 2006 for Model Town and Village Information System for monitoring INDIRAMMA programme of Govt of AP in July 2006.
- “Best IT Implementation of the year 2006” award by PC Quest 2006 for Online Legal Case Load Management System(OLCMS) for Govt of AP in July 2006.

Some of the previous awards/recognitions bagged by CGG during the previous year include:

- GoAP has declared CGG as a Centre of Excellence for the purpose of research.
- The Department of Scientific & Industrial Research, Ministry of Science & Technology, Government of India has accorded recognition to CGG as a Scientific and Industrial Research Organisation under the Scheme of Recognition of Scientific and Industrial Research Organisation (SIROs) – 1988.
- Inter-State Council Secretariat has recommended the model of CGG to States and Union Territories and several states are seeking the assistance of CGG to establish their own State Centres of Excellence for Action Research and Change Management for Good Governance.
- National Awards: CGG added to its tally of 8 national awards received till last year with the selection of ‘CM Office Management System’ application for the ‘Computer Society of India – Nihilent e-Governance Award’. This tool was developed by CGG with the direction and assistance provided by the Deputy Secretary to the Chief Minister.
- CGG has been chosen for membership of the United Nations Online Network of Public Administration & Finance (UNPAN).

17.3 Projects undertaken by various CGG Groups

The e-Development Cell / e-Governance Resource Group (e-GRG) comprises the following Project Groups:

- Governance Management Information System
- Performance Management Information System
- Social Development Information System
- Rural Development Information System
- Urban Development Information System
- Project & Finance Information System
- GIS Resources Unit

- e-Training Unit

Key e-Governance Tools

CGG provided complete support (hosting, maintenance, enhancements) to the existing e-Governance Tools already developed and deployed by CGG. The applications for which complete support was provided are:

- INSTAXX for Chief Minister's Office
- Chief Minister's Information System
- Online Performance Tracking System
- Project Monitoring System for Jalayagnam Projects
- Irrigation portal
- Online Employee Information system for School Education
- Urban Water Supply information System for MA&UD Dept
- Indiramma Monitoring Systems
- Online Grievance redressal system for districts and Municipalities
- Online Legal caseload management system
- Online works monitoring system for PRED

In addition to the above, various new eTools were developed, deployed and consolidated by various e-Project Groups of CGG

- 1 INTAXX Station (Instantaneous Access to Exceptional Information Station)
- 2 Online Grievances Redressal Tracking System (OGRTS)
- 3 RTI (Right to Information) PORTAL
- 4 Andhra Pradesh Information Commission (PORTAL)
- 5 Temple Information & Management System (TIMS)
- 6 AGRISNET Portal
- 7 Online Land Acquisition and R&R System
- 8 Online Case Monitoring System For Anti-Corruption Bureau
- 9 Online Prison Management System
- 10 Legislative Matters Management System
- 11 Ration Card Management Information System
- 12 Public Distribution System
- 13 GIS based Urban Water Supply Information System (UWSIS)
- 14 Current Monitoring System (CMS)
- 15 Works Monitoring System (WMS)
- 16 Quality Monitoring System
- 17 Web-enabled GIS applications for Qutubullapur municipality
- 18 GIS enabled School Score Card (SSC)
- 19 GIS enabled Health Facilities Information System
- 20 Implementation of Accrual Based Accounting in ULBs of Andhra Pradesh
- 21 INDIRAMMA Project Monitoring System for AP State Housing Corporation

- 22 Housing Infrastructure Monitoring System(Rural)
- 23 Reservoir Storage Monitoring System
- 24 Canal Network Flow Monitoring System(CNFMS)
- 25 Comprehensive Communication Management System
- 26 Works Tracking System for Irrigation Department
- 27 Municipal e-governance
- 28 Project Monitoring System for AP State Police Housing Corporation
- 29 Recruitment Processing System for Andhra Pradesh Public Service Commission and other organizations
- 30 Electronic Payment and Application System of Scholarships(ePASS)
- 31 E-office: Electronic Office Management System for Government Establishments and Public Sector Undertakings
- 32 Human Resource Management System(HRMS)
- 33 Students Health Information Tracking System (SWHITS0)

Governance Resource Group

1. Capacity Building for Access to Information (CBAI) - A GoI-UNDP Project
2. Modernizing District Administration Study
3. Social Accountability Mechanisms - Pilot Project in Andhra Pradesh
4. South Asia Regional Workshop on Social Accountability
5. Online Certificate Course on Right to Information(OCC_RTI)
6. Knowledge Partner and National Resource Centre(KP&NRC) on RTI for DoPT, GoI
7. Study on Proactive Disclosures of Five Ministries of the Central Government and the Public Authorities affiliated to them
8. Study support to the Sub-committee constituted by the Chief Information Commissioner, Central Information Commission
9. Study on State of Civil Services Report(SoCSR)
10. Study of Tenure of All India Services Officers in Selected Posts
11. Review of Governance and Accountability Systems under the Andhra Pradesh Community Based Tank Management Project9APCBTMP)

Projects under the Governance Reform Programme (DISA) - Phase II, GoAP

- Civil Service Law in International Perspective
- Legal Framework for Good Governance
- Process Reengineering for Improving Service Delivery
- Inter-State Study on Good Governance Initiatives
- Inter-State Study on e-Governance Initiatives

Improving Service Delivery through Process Re-engineering for IT enablement A Study for the Second Administrative Reforms Commission

1. Issue of Driving License

2. Distribution of Food grains through Public Distribution System
3. Registration of Property
4. Citizen Grievance Redressal - Call Centre
5. Disposal of Petitions
6. Issue of Birth Certificates
7. Issue of Death Certificates
8. Payment of user Charges
9. Issue of Income certificate
10. Record of Rights

Human Development Resource Group

HRD Projects

1. Andhra Pradesh Health Sector Strategy
2. Fiduciary Risk Assessment
3. Girl Child Education Strategy for the State of Andhra Pradesh
4. Upscale of Educational Pilots
5. Evaluation of Environmental Management and Education in Singareni Collieries Company Limited
6. Health, Medical and Family Welfare Department – Medicines(Ayush) Procurement, storage, distribution, access and use in State Health Facilities – New Draft Procurement Policy of AP
7. Preparation of Nineteen District Health Action Plans under NRHJM for CFW, GoAP
8. Procurement Manual for AP AGROS
9. Work Analysis of Andhra Pradesh State AIDS Control Society(APSACS)

Welfare

1. Trends of Employment Opportunities : Enablement of SCs to adapt through study of professional and technical courses
2. National Key Resource Centre on Rural Water Supply for DDWs, MoRD

Training and Capacity Building

- Training in Financial Management and Enhancement of Financial Accountability
- Training on Right to Information Act, 2005
- Task Management Training for Drawing & Disbursing Officers and Assistant Directors of School Education Department

Financial Management Resource Group Projects

- Training and Capacity building for the functionaries of Urban Local bodies
- Implementation of Accrual based double entry accounting at Vijayawada and Greater Vishakapatnam Municipal Corporations.

- Legal Framework for Urban Local Bodies
- Development of Asset Valuation Methodology
- Capacity Building in Accounting for UNICEF Implementing Partners
- Modernization of Budget, Treasury and Financial Rules and internal Audit for Government of Jharkhand(GoJ)

Development of District & State Accounting Manual for Andhra Pradesh Rural Employment Guarantee Scheme (APREGS)

- Health Financial Accountability Processes
- Suggestions for Strengthening Public Financial Management Systems - a report to Second Administrative Reforms Commission
- Impact Study on implementation of recommendations of State Financial Accountability Assessment
- Switchover to a new chart of accounts with comprehensive accounting policies

Rural Management Resource Group Projects

- RMRG Objectives
- e - Justice
- Technical Support Unit for Implementing National Employment Guarantee Act - APREGS Council
- Empowering Civil Society in Strategies for Good Governance
- Accountability Mechanisms in Local Self-Governing Institutions (LSGIS) In Kerala
- World Bank Institute (WBI) Initiated Dialogue on "Role Of Science and Technology In Development"
- Social Audit in Andhra Pradesh
- Consortium on Productivity Enhancement in Irrigated Agriculture

Urban Management Resource Group Projects

SPIU (MA&UD)

- Comprehensive assessment of manpower requirements of the ULBs in Andhra Pradesh
- Service Delivery Improvements and Grievance Redressal (on-going)
- Action Plan for disposal of legal cases in MA&UD Department (on-going)
- Technical support /Research for Mission for Elimination of Poverty in Municipal Areas (MEPMA)

Consultancy Assignments

- Urban Sector Strategy for West Bengal
- Development of BSUP Fund – Internal earmarking of 25% of funds within ULB Budgets for Basic Services to Urban Poor
- Scoping Study for setting up a policy reform cell at Delhi Development Authority
- Design of Integrated Poverty Monitoring Systems (IPOMS)
- Online tracking of urban water supply position and information system
- Rationalization of staffing pattern in UDAs

- Rent control legislation for government of Jharkhand
- National programme on Capacity Building for Urban Poverty Alleviation
- Rapid Assessment Study of Housing Schemes in Chandigarh
- Establishment of Programme Management Unit at APUFIDC

Training

- Revision of Training Needs Assessment for Municipal Executives under APMDP
- Training programmes on Introduction of Accrual based Accounting in 64 ULBs

Events:

- IDG-Net Programme: Launching Network and conducting training programme with international collaboration
- National Consultation cum Workshop on 3 Pro-Poor Urban Reform Studies and Urban Slum/Household/Livelihood Survey

Management Development Resource Group

- Study on creation of Middle level Administrative Service in A.P.
- Study on certain issues related to Andhra Pradesh Mineral Development Corporation
- Preparation of report on action to be taken for implementation of the recommendations of Second Administrative Reforms Commission
- Study of Sri Venkateswara Bhakti Channel(SVBC) staffing pattern and workload
- Study of HR requirements of different technical departments of Dr.B.R.Ambedhkar Open University
- Study of the Process of Verification of Beneficiaries of Ration Cards, Pensions & INDIRAMMA Houses
- Study of Process of Biometric Enrolment for Proof of Concept Study in Andhra Pradesh

17.4 CGG's initiatives towards RTI

CGG is the National Implementing Agency on the Capacity Building for Access to Information (CBAI) project which is a joint initiative of the Department of Personnel and Training (DoPT), Government of India and United Nations Development Programme (UNDP). It has played an important role in building the capacity of both supply and demand side for effective implementation of the RTI Act, 2005.

The project aims to

- Enhance the capacities of government officials as information providers, and citizens as information seekers, and a range of stakeholders to facilitate the sharing of information.
- Strengthen and institutionalize mechanisms for improved government-citizen interface, and pave the way for the operationalisation of Right to Information by means of consultative processes for consensus building, and through documentation, research and advocacy efforts.

The project was initiated across 12 States and 24 Districts (2 in each State) in the country. Given the excellent performance of the project, the project has been upscaled to cover 28 states and 56 districts (2 in each State).

Under this project, some of the key activities undertaken by the Centre for Good Governance include the following:

- Preparation of detailed Project Implementation Strategy and Work Plan
- Project management and monitoring through an online Project Monitoring System
- Preparation of Training Manuals and Guides for various stakeholders including Public Information Officers, Civil Society Organizations, Media, Citizens etc.
- Preparation of a Guide for reporting by Information Commissions
- Development of a knowledge and networking hub on RTI (www.rti.org.in)
- Development of online monitoring system for RTI applications and complaints
- Development of mass awareness strategy on RTI
- Directory of Case Laws on RTI
- Compilation of case studies and best practices
- Dissemination of information on RTI through a monthly newsletter 'RTI Times'
- Regular review workshops

17.5 CGG Publications

Sl. No. Name of the Publication

1. CGG Collected Working Papers 2003 – Volumes I
2. CGG Collected Working Papers 2003 – Volumes II
3. e-Thesaurus for Good Governance – Information Search Made Easy
4. Good Governance Initiatives in Andhra Pradesh
5. e-Data Dictionary for Good Governance – Data Standard Definitions
6. Governance Reform and Public Management Strategy in Andhra Pradesh
7. Outreach Brochure - A User Friendly Guide for Existing and Prospective Investors of Andhra Pradesh.
8. Right to Information Act, 2005 (English)
9. Right to Information Act, 2005 (Telugu)
10. Right to Information Act - A User's Guide (English)- 2005 25
11. Right to Information Act - A User's Guide (Telugu)- 2005
12. Right to Information Act, 2005 (Urdu)- 2005
13. Annual Report of Information Commission – A Guide
14. A Manual for Public Authorities, Information officers and Appellate Authorities
15. The RTI act ; A guide for Civil Society Organizations
16. The RTI act ; A guide for Media
17. A Handbook for Trainers
18. Report on Mass awareness campaign on RTI – A Pilot in Andhra Pradesh
19. Audit of Proactive Disclosure under the Right to Information Act, 2005 – A tool Kit
20. A Citizen's Guide on Right to Information Act
21. The RTI Act ;2005; e-learning Module for Public information Officers - CD
22. A Guide to Developing and Implementing a Citizens' Charter (Short)
23. A Guide to Developing and Implementing a Citizens' Charter (Long)
24. Citizens' Charters of Selected Departments of Government of Andhra Pradesh
25. Social Audit – A Toolkit: A Guide for Performance Improvement and Outcome Measurement
26. Citizens' Charter – A Handbook
27. Training Manual on Community Scorecard Methodology

28. Strengthening Social Accountability Mechanisms in South Asia
29. Proactive Disclosure – (A discussion on the section 4(1)(b) of RTI Act)
30. Judging the Right to Information

Rural Management

31. Inter-State Study on Rural Decentralization
32. Study on Accountability in Public Works
33. Peoples' Estimate – Procedural Guidelines
34. Grama Panchayat Finances in Andhra Pradesh
35. Andhra Pradesh Training Booklet for Rural Employment Guarantee Programme (Telugu)
36. Impact Study of WTO Initiatives among farmers and its impact on AP State Agriculture
37. Survey of Child Labour in slums of Hyderabad
38. Hydraulic Gates and Hoists - Compendium and Study

Urban Development

39. Induction Training programme for Mayors & Municipal Chairpersons(English)
40. Induction Training programme for Mayors & Municipal Chairpersons(Telugu)
41. Andhra Pradesh Municipal Accounts Manual
42. Andhra Pradesh Municipal Asset Management Manual
43. Hand Book on Municipal Financial Accountability
44. Andhra Pradesh Municipal Uniform Budget Accounts code
45. Andhra Pradesh Municipal Audit manual
46. RTI - A Guide for Urban Local Bodies
47. Andhra Pradesh Municipal Budget Manual
48. Evaluation of DFID support to Andhra Pradesh: Lessons learnt from Municipal Service Delivery
49. Manual of Role and Responsibilities of various functionaries in Urban Local Bodies of Andhra Pradesh.
50. Development of BSUP Fund - Internal earmarking of 25% Funds within Urban Local Body Budgets for Basic Services to the Urban Poor
51. Andhra Pradesh Municipal Asset Valuation Methodology Manual
52. Design of Basic Services to Urban Poor(BSUP) fund
53. Operational Manual - AIDS Awareness & Sustained Holistic Action (AASHA) Campaign – II
54. Andhra Pradesh Health Sector Strategy 2006-07 to 2010-11

55. Medium Term expenditure frame work for Health, 2008-09 to 2012-13

56. Fiduciary risk assessment- supplementary study

57. Strategy for Girl Child Education

Management Development

58. Handbook for Change Agents

59. Best Practice Guide To Strategic Reviews

60. Handbook on Building Motivation and Positive Attitudes in Government Organizations

61. Handbook for Leaders in Government: Energizing Performance and Learning for Creating the Right Impact

62. An Implementation Guide for Process Redesign in Government Departments

63. Handbook on Service Excellence - A Guide to service excellence in Public Management

64. Handbook on Creativity in Government Organizations

65. Handbook on Team Building in Government Organizations

66. Hand book on Human Resource Development in Government

67. Handbook on General Management for Public Managers

68. Handbook on Soft Skills for Public Managers

69. Handbook on Persuasion Skills

70. Handbook on Communication Skills

71. Handbook on Conflict Management Skills

72. Handbook on Problem- solving Skills

73. Handbook on Time Management Skills

74. Handbook on Stress Management Skills

75. Handbook on Entrepreneurship in Government

76. Entrepreneurship Cases in Government

77. Training Needs Assessment Methodology

Financial Management

78. Andhra Pradesh State Financial Accountability Assessment

79. Handbook on Financial Accountability (for Chief Controlling Officers and Drawing and Disbursing Officers)(3rd Edn.)

80. Asset Register Framework for Government of A.P.

81. State Financial Accountability Assessment of Government of AP - A Post Implementation Impact Study

82. Internal Audit Manual - Government of Andhra Pradesh

83. Management Of Risk Of Fraud In Government ; A Good Practices Guide

84. Accounting Primer - for UNICEF Implementing Partners

17.6 Register of Applications received and disposed of under RTI Act by the Public Information Officer CGG 2011 (Maintained by P.I.O)

Sl. No.	Application No. & Date	Name of Applicant & Address	Date of Receipt by APIO/PIO	Category of Applicant: BPL/Other	Brief Description of request for information	Involving third party information or Not	Amount for application fees paid
1	2	3	4	5	6	7	8
1.	1/29-06-2011	SR Thambidorai,Dr.NO.4-148/A Pillayar Temple Street, Puttur-517583, chitoor district, AP	2-07-2011	Other	Websites maintained by CGG and validity of information put in the websites by CGG	Yes	Rs. 10/-
2.	3/03-08-2011	Smt. D.S. Shanta Kumari W/o Y. Murali Krishna Near Nagadevata Temple Vidyavikas Line Satrampadu, Elugu West Godavari Dist – 534007	10-08-2011	Other	1. Information about Hall ticket and Marks memo	The application pertains to State Information Commission The same was transferred to APIC on 30-08-2011	10/-
3.	4/11-08-2011	Sri.Ganji Srinivas Rao, H.No.4-6-87/1, Haythnagar, Hyderabad - 501505	20-08-2011	Other	or 1) Information on the details of RTI activists trained by State Government, names of NGO's trained along with their addresses, phone numbers, STD codes, cell phone numbers, email ids and fax numbers from January 2006 to August 2011 2) Information on the details of Public Information Officers trained by State Government, names of Appellate authorities who were trained in RTI along with their addresses, phone numbers, STD codes, cell phone numbers, email ids and fax numbers from January 2006 to August 2011 and 3)Information about the expenditure incurred on these training programmes by the State Government.	No. The applicant was requested to pay Rs.100/- for furnishing the information in CD format as he requested. But no response from him.	10/-
4.	28-09-2011	Sri.Ganji Srinivas Rao, H.No.4-6-87/1, Haythnagar, Hyderabad - 501505		others	Details of the RTI training programmes organized as in the APIC Annual Report 2008	Scanned copies of the participants details of RTI training programmes organized by CGG were sent	
5.	31-10-2011	Sri.Yellapu Rambabu, Boduvalasa(Post&Village) Sabbabavaram Manadal, Visakhapatnam-531035	31-10-2011	Others	Price of the book "Judging the Right to Information"	The Price of the book is intimated	10/-

No	Charges collected for furnishing information in Rs.	Total Amount Collected (Col.8+Col.9)	Information Furnished			Date of Rejection	Sections under 8,9, 11, 24 which information Rejected	Deemed Refusal u/s 7(2)/18(1)	Whether Appeal made against decision of PIO u/s 19(1) & 19(3)	Any other Information
			Date	Fully	Partly					
1	9	10	11			12	13	14	15	16
1.	-	-	04-08-2011			-	--	-	-	Information available with CGG furnished
2.			30-08-2011			-	-	-	-	
3.			20-09-2011			-	-	-	-	
4.			17-10-2011		Partly	-	-	-	-	The applicant is requested to obtain information from the institutions concerned
5.			31-10-2011	fully		-	-	-	-	-