

## **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)

**31st December, 2008**



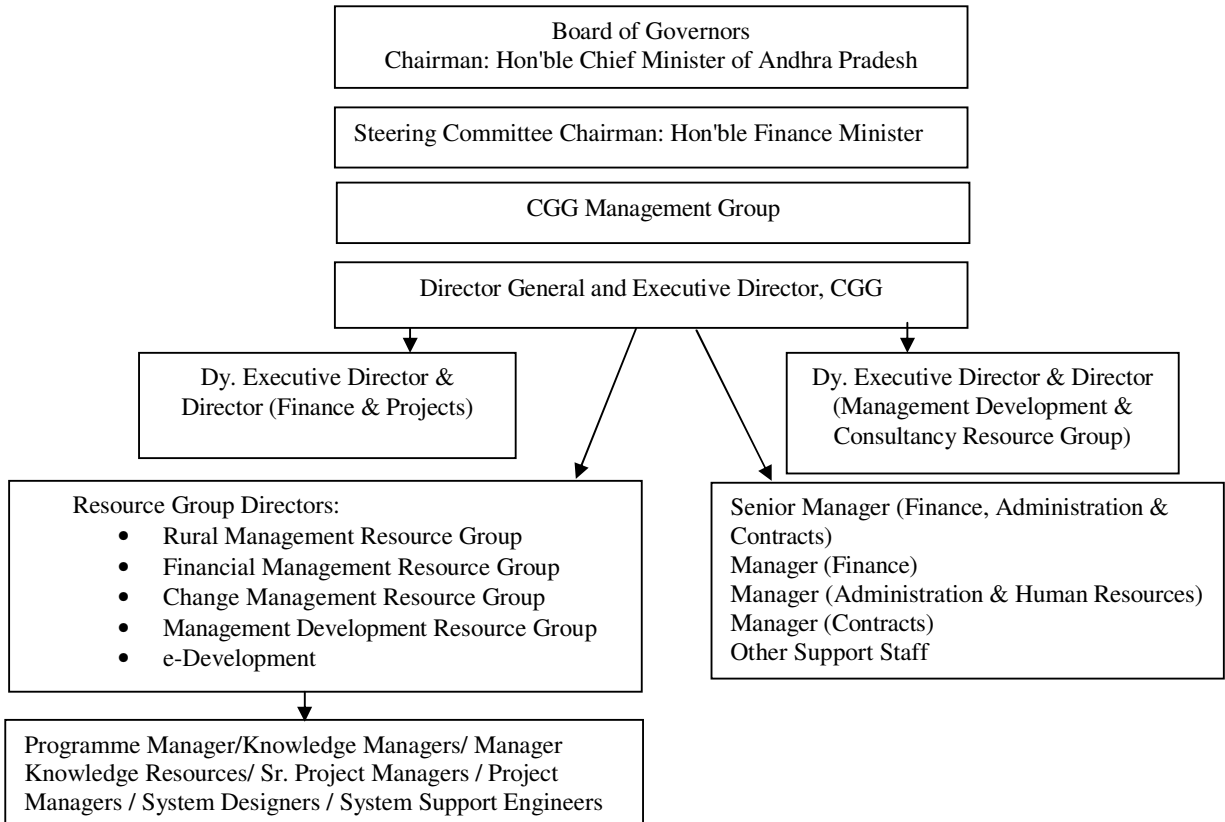
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**Chapter 1**  
**Organisation, Functions and Duties [Section 4(1) (b) (i)]**

Name:	Centre for Good Governance (CGG)
Address:	Road No. 25, Jubilee Hills, Hyderabad – 500 033 Phone No. 040-23541907, 23541909, Fax: 040-23541953
Website:	<a href="http://www.cgq.gov.in">www.cgq.gov.in</a>
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 &amp;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. Rajiv Sharma 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:**

<b>Name and Designation of the Officer/ Employee</b>	<b>Powers</b>	<b>Duties</b>	<b>Rules/orders under which powers and duties are derived</b>
Dr Rajiv Sharma, IAS Director General & Executive Director, CGG & Director	<b>Statutory:</b> The Director General & Executive Director of the Centre is the 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 <sup>rd</sup> 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 &amp; 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 &amp; 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>	

<b>Name and Designation of the Officer/ Employee</b>	<b>Powers</b>	<b>Duties</b>	<b>Rules/orders under which powers and duties are derived</b>
	<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. 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 &amp; Executive Director.</p> <p>b) Subject to any general directions given by the Board, the Director General &amp; 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>	

SI No.	Name and Designation of Officer/Employee	Functional Area/ Subject Handled	Duties	Rules/Orders under which powers and duties are derived		
<b>Deputy Executive Directors &amp; Directors</b>						
1	Sri A. Srinivas Kumar, IA & AS. Deputy Executive Director	Financial Management Resource Group	Finance and Administration of the Organisation.	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 M. Sivaramakrishna Deputy Executive Director	Management Development & Consultancy Resource Group	Deputy Project Advisor for Governance Reform Programme (Phase-II)  Steering and monitoring of the Management Development and Consultancy Resource Group activities.			
<b>Programme Coordinator</b>						
<b>Resource Group Directors</b>						
3	Prof. S. Ramnarayan Resource Group Director	Change Management Resource Group	<ul style="list-style-type: none"> <li>• Steer Resource Group Programmes</li> <li>• Supervise works of KMs, PMs and Sr.PMs</li> <li>• Prepare work plans and monitor</li> </ul>	CGG Human Resources Management Strategy & Structure (approved by CGG Board on 10.07.06 for the period 01.04.2006-31.03.2009)10.07.06 for the period 10.07.06 for the period 01.04.2006-31.03.2009)		
4	Sri V. K. Parigi Resource Group Director	Rural Management Resource Group				
5	Sri M. Brahmaiah Resource Group Director	Financial Management Resource Group				
6	Mr. S. P. Shorey Resource Group Director	Urban Management				
7	Dr. H.V. V. Murthy	Health Management Resource Group				
<b>Program/Knowledge Managers</b>						

1.	Mr. J. Bhavani Shankar Programme Manager	In-charge Programme Coordinator & Revenue	Assist Resource Group Directors.  Undertake individual projects and research activities.  Gather information on areas relevant to the Resource groups and component projects.  Develop database, knowledge base, knowledge centre and bank of best practices and tools;  Coordinate consultancy projects and liaise with Departments/ SPIUs  Develop proposals for consultancy projects and implement the same	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. Prasann Thatte Programme Manager	General		
3.	Dr. P. Geeta Knowledge Manager	Governance & Capacity Building		
4.	Mr. N. Ramakrishna Knowledge Manager	Urban Planning & City Development Strategy		
5.	Mr. Vardhaman Vaidya Knowledge Manager	Policy & Performance		
6.	Mr. V. Satyajit Rao Knowledge Manager	Social Development		
7. 15.	Mr. Chandan K. Samal Knowledge Manager	General		
8. 16.	Mr. K. Sonamani Singh Knowledge Manager	Local Government		
9.	Ms. Nayana Renu Kumar Knowledge Manager	Rural Development		
10.	Mr. B. Pavan Kumar Knowledge Manager	Management Development & Human Resources		
11.	Ms. Vasantha Pratha Knowledge Manager	Public Finance Management		
12. 17.	Mrs. J. Laxmi Knowledge Manager	Human Development		
16	Mr. Karthik Subramanian	Rural Development		
17	Mr. Sandipan Paul	Urban Management		
<b>e-Development Cell</b>				
<b>1</b>	Sri P. Sreenivasa Rao Sr .Project Manager	eGov-RDIS		
<b>2</b>	T.Vijaya Karan Reddy, Sr.Project Manager	e- procurement		
<b>3</b>	N.Damodhar Abbai Sr. Project Manager	eGov-SDIS		

4	Srinivasa Rao Madhu Project Manager	Governance Management & Information System	Coordinate with Resource Group Directors
5	Sri. K.Dakshina Murthy Project Manager	Project and Finance Management	Develop e-Tools for Good Governance,
6	Ms S.Maadhavi Project Manager	Performance Management Information System	Undertake e-Governance application projects with focus on simplifying Government processes;
7	M.Venkateshwara Rao, Manager	Information & Systems	System Administration, Installations &
1	Sri A.Venkateshwara Rao Sr.Manager	Finance & Accounts	Finance and Accounts Reforms, Local Bodies Financial Accountability & Fiduciary Risk
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 Maintaining accounts and
3	Sri D. VenkataRaju Manager	Contracts	Responsible for CGG contracts, issuing tender notifications, contracting consultants as per CGG Policy, maintaining

4	Mr. Mohd. Siraj -ur-Rahman OSD	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 of un	
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**Chapter 3**  
**Procedure Followed in Decision-making Process [Section 4(1) (b) (iii)]**

**3.1 Procedure followed in Decision-making by the Public Authority**

<b>Activity</b>	<b>Description</b>	<b>Decision-making Process</b>	<b>Designation of Final Decision-making Authority</b>
Goal-setting & Planning	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. The Board meets half-yearly to review progress and to approve the proposed programme of CGG for the coming six months.	Approval and adoption of CGG Key Policies and Strategy Documents  Ratification/Noting of Key Policies/ Decisions approved by the CGG Steering Committee  Approval of Changes to Bye-Laws, Memorandum of Association and Rules	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 &amp; 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
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<b>Activity</b>	<b>Description</b>	<b>Decision-making Process</b>	<b>Designation of Final Decision-making Authority</b>
Annual Report & Auditing	Annual Administrative Report & Audit of CGG Annual Accounts	<p>Approval of CGG Annual Report</p> <p>Approval of Appointment of Auditors</p> <p>Approval and Adoption of CGG Audit Report</p>	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

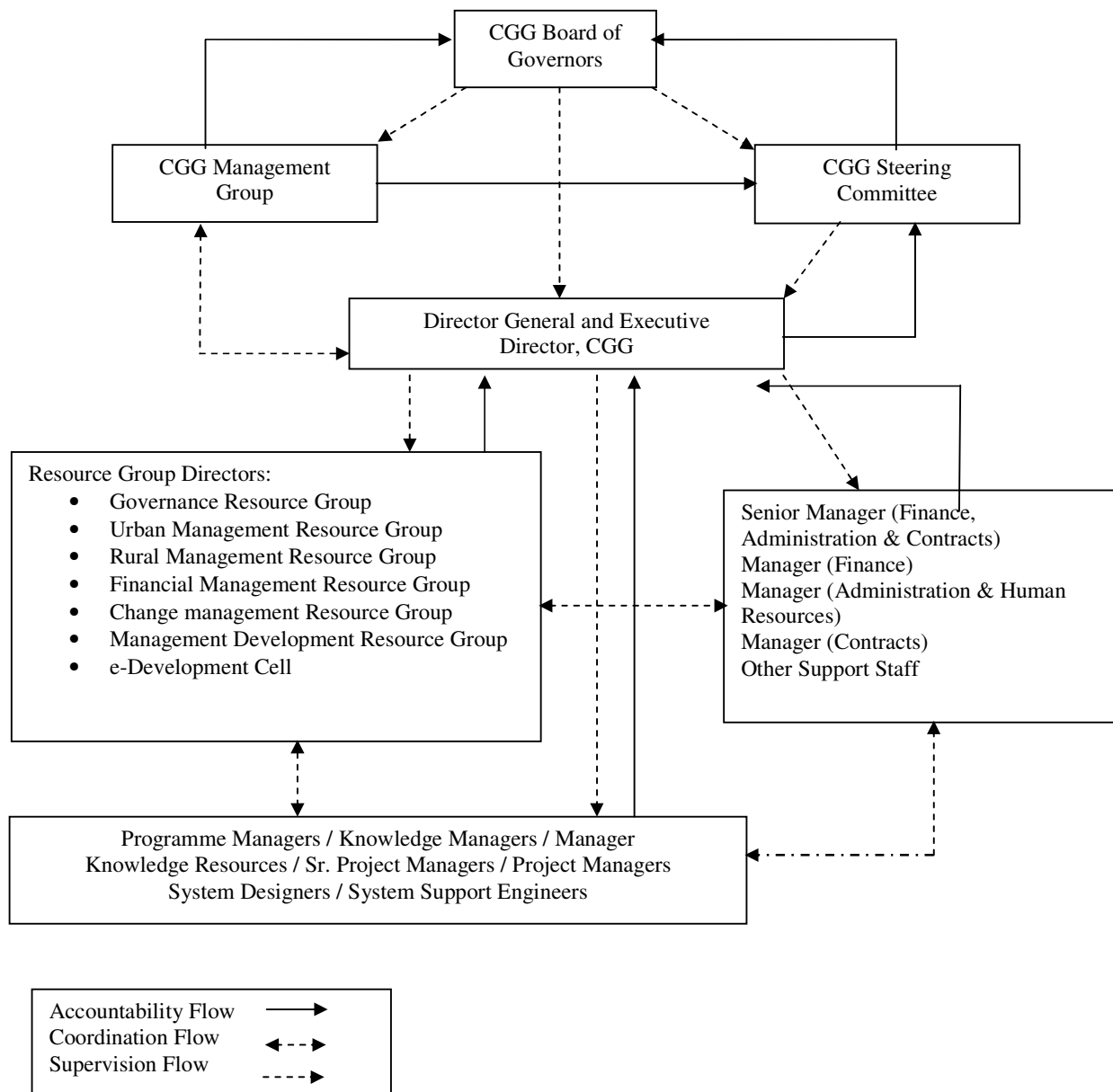
<p>Recruitment/ Hiring of Personnel</p>	<p>Recruitment of Staff for CGG is strictly based on merit and through an open competition involving a search process. As and when there is a need for requirement of staff, notification to that effect is published in all leading national and regional newspapers 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</p>	<p>Approval of CGG Staffing Pattern is made under the CGG HRM Staffing &amp; 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 &amp; ED subject to CGG Consultancy Policy approved by the CGG Board.</p>	<p>CGG HRM Strategy &amp; Structure: CGG Board Recruitments as per Approved Staffing Pattern: Finance Minister &amp; 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 &amp; Executive Director, CGG</p>
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Activity	Description	Decision-making Process	Designation of Final Decision-making Authority
	<p>&amp; 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&amp;ED subject to limits stipulated in the CGG budget approved by the CGG Steering Committee or policies approved by Finance Minister &amp; 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"> <li>• Approval of Budget and Major Procurements</li> <li>• Approval of Projects under Governance Reform Programme</li> <li>• Approval of Consultancy Projects</li> </ul>	<p>CGG Steering Committee Management Committee or DG as the case may be Director General &amp; Executive Director, CGG</p>

<b>Activity</b>	<b>Description</b>	<b>Decision-making Process</b>	<b>Designation of Final Decision-making Authority</b>
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	Fine tune recommendations from Studies/Projects to	Director General & Executive Director, CGG

Activity	Description	Decision-making Process	Designation of Final Decision-making Authority
	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.	make them more acceptable and practical for implementation by the departments/agencies.	

### 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.

<b>Sl. No.</b>	<b>Function/Service</b>	<b>Norms/Standards of performance set</b>	<b>Reference Document prescribing the norms (Citizen's Charter, Service Charter etc)</b>
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</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)
		<p>difficult issues and complex projects with success.</p> <p>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.</p>	
3	CGG Consultancy Projects	<p>CGG's policy is to obtain value for money in the contracting of consultants.</p> <p>The norms and performance parameters for consultants are laid out in the CGG Terms of Reference, project deliverables and the Evaluation Criteria</p>	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	
<b>Rules &amp; Regulations</b>			
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	
<b>Instructions/Circulars</b>			
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	
<b>Manuals</b>			
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 10-07-2006 for the period 2006-09)	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

		Change Management/Management Development Programmes Implementation and Sharing of Cost	Costing of Change Management/Management Development Programmes, Cost Recovery Issues
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**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	Minutes Book	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**

<b>Name of Board, Council, Committee, etc.</b>	<b>Composition</b>	<b>Powers &amp; Functions</b>	<b>Whether its Meetings open to Public/ minutes of its Meetings accessible for Public</b>
<b>General Body known as the 'Board of Governors'</b>	The following are the Ex-officio Members of the Board of Governors: a)The Chief Minister of Andhra Pradesh; b) 5 Cabinet Ministers c) 5 Senior Secretaries; d) Professionals drawn from various disciplines including Government, Academia & Civil Society g) Director General & Executive Director, CGG;	<b>Powers</b> 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/documented 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
<p><b>CGG Steering Committee</b></p>	<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><b>Powers</b></p> <p>The Steering Committee shall have the power</p> <p>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;</p> <p>b) to enter into agreements for and on behalf of the Centre;</p> <p>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;</p> <p>d) to approve terms of reference for consultancy inputs to support governance reforms;</p> <p>e) to approve proposals for consultants put forward by the Executive Director or Programme Coordinator;</p> <p>f) to approve the budget of the CGG and major capital procurement proposals;</p> <p>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>	<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>	
<p><b>CGG Management Group</b></p>	<p>CGG Management Group comprises of the following members</p> <p>a) Spl. Chief Secretary / Principal Secretary, GA (GPM &amp; AR) Dept.</p> <p>b) Director General &amp; Executive Director, CGG</p> <p>c) Programme Coordinator, CGG</p>	<p><b>Powers</b></p> <p>a) Will approve major procurement decisions, staff appointments and consultants proposed for CGG projects</p> <p><b>Functions</b></p> <p>a) Review day-to-day operational issues;</p> <p>b) Review ongoing governance reform projects;</p> <p>c) Develop Terms of Reference and</p> <p>d) Identify consultancy inputs</p>	<p>Meetings of the CGG Management Group are minuted and filed as Internal documents.</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
<b>CGG EPABX No's: 23541907 / 23541909 / 23541978 / 23554173 / 23554174 / 23554175 Fax: 23541953</b>				
<b>DG&amp;ED</b>				
<b>1.</b>	Dr. Rajiv Sharma, IAS Director General & Executive Director	100	9849026631, 23401975	<a href="mailto:dg@cgg.gov.in">dg@cgg.gov.in</a>
<b>2.</b>	M. Ramakrishna, PA to DG&ED Back Office	175	9246196441	<a href="mailto:mramakrishna@cgg.gov.in">mramakrishna@cgg.gov.in</a>
<b>3.</b>	S.Murali Krishna, Senior Stenographer	212	-----	<a href="mailto:mk-steno@cgg.gov.in">mk-steno@cgg.gov.in</a>
<b>Finance &amp; Administration</b>				
<b>4.</b>	Mr. A. Srinivas Kumar, IA&AS. Dy.Executive Director (F&P)	128	9246228703	<a href="mailto:askumar@cgg.gov.in">askumar@cgg.gov.in</a>
<b>5.</b>	M. Brahmaiah Director (FMRG)	158	9246167830	<a href="mailto:bh_maraju@cgg.gov.in">bh_maraju@cgg.gov.in</a>
<b>6.</b>	A. Venkateswara Rao, Sr. Manager (Finance & Accounts)	124	9246597114	<a href="mailto:andevrao@cgg.gov.in">andevrao@cgg.gov.in</a>
<b>7.</b>	K. Poomachandra Rao Manager (Finance & Accounts)	124	9390381941	<a href="mailto:kprao@cgg.gov.in">kprao@cgg.gov.in</a>
<b>8.</b>	N. Manmadha Rao, Internal Auditor	145	9246887698	<a href="mailto:nmrao@cgg.gov.in">nmrao@cgg.gov.in</a>
<b>9.</b>	Mr. D. Venkat Raju Manager, Contracts	103	9246167042	<a href="mailto:venkatraju@cgg.gov.in">venkatraju@cgg.gov.in</a>
<b>10.</b>	Mr. Mohd. Siraj -ur- Rahman OSD	144	9246266086	<a href="mailto:rahman@cgg.gov.in">rahman@cgg.gov.in</a>

Sl. No.	Name	Extn. No.	Mobile	Email ID
<b>Program Office</b>				
11.	M. Sivarama krishna Dy. Executive Director (MD)	102	9246572519	<a href="mailto:msivaramakrishna@cgg.gov.in">msivaramakrishna@cgg.gov.in</a>
12.	H. V. V. Murthy Resource Group Director, HMRG	119	9989299157	<a href="mailto:H_murthy@cgg.gov.in">H_murthy@cgg.gov.in</a>
13.	J. Bhavani Shankar Program Manager	152	9246228700	<a href="mailto:jbshankar@mail.cgg.gov.in">jbshankar@mail.cgg.gov.in</a>
14.	Prasann Thatte Program Manager	115	9246555606	<a href="mailto:prasann@cgg.gov.in">prasann@cgg.gov.in</a>
15.	Dr. P. Geeta Knowledge Manager	108	9246290436	<a href="mailto:geeta@cgg.gov.in">geeta@cgg.gov.in</a>
16.	N. Ramakrishna Knowledge Manager	147	9246290450	<a href="mailto:Krishnram_n@cgg.gov.in">Krishnram_n@cgg.gov.in</a>
17.	Vardhaman Vaidhya, Knowledge Manager	148	9246584791	<a href="mailto:vardhamanvaidya@cgg.gov.in">vardhamanvaidya@cgg.gov.in</a>
18.	V. Sathyajit Rao, Knowledge Manager	138	9246228701	<a href="mailto:satyajit@cgg.gov.in">satyajit@cgg.gov.in</a>
19.	Chandan K Samal Knowledge Manager	198	9246290444	<a href="mailto:chandan@cgg.gov.in">chandan@cgg.gov.in</a>
20.	K. Sonamani Singh Knowledge Manager	148	9246290440	<a href="mailto:sonamani@cgg.gov.in">sonamani@cgg.gov.in</a>
21.	Nayana Renu Kumar Knowledge Manager	110	9246572520	<a href="mailto:nayanarenu@cgg.gov.in">nayanarenu@cgg.gov.in</a>
22.	B. Pavan Kumar Knowledge Manager	114	9246887731	<a href="mailto:pavanb@cgg.gov.in">pavanb@cgg.gov.in</a>
23.	Vasantha Pratha Knowledge Manager	188	9849385875	<a href="mailto:vspratha@cgg.gov.in">vspratha@cgg.gov.in</a>
24.	Mrs. J. Lakshmi Knowledge Manager	106	9246290453	<a href="mailto:lakshmi@cgg.gov.in">lakshmi@cgg.gov.in</a>
25.	Karthik Subramanian Knowledge Manager	107	9246290448	<a href="mailto:karthiks@cgg.gov.in">karthiks@cgg.gov.in</a>

<b>26.</b>	Sandipan Paul Knowledge Manager	141	9246374346	<a href="mailto:sandipan@cgg.gov.in">sandipan@cgg.gov.in</a>
<b>27.</b>	M. Shanthi, Manager Knowledge Resources	156	9246167831	<a href="mailto:shanthi@cgg.gov.in">shanthi@cgg.gov.in</a>
<b>E-Development Cell</b>				
<b>28.</b>	P. Srinivasa Rao Sr. Project Manager	310	9246555601	<a href="mailto:psrao@cgg.gov.in">psrao@cgg.gov.in</a>
<b>29.</b>	T.Vijaya Karan Reddy, Sr.Project Manager	155	9246555604	<a href="mailto:vijaykaran@cgg.gov.in">vijaykaran@cgg.gov.in</a>
<b>30.</b>	N. Damodhar Abbai Sr. Project Manager	309	9246374347	<a href="mailto:damodar@cgg.gov.in">damodar@cgg.gov.in</a>
<b>31.</b>	Srinivas Rao Madhu Project Manager	311	9246290446	<a href="mailto:srinivasaraomadhu@cgg.gov.in">srinivasaraomadhu@cgg.gov.in</a>
<b>32.</b>	Dakshina Murthy Project Manager	245	9246290441	<a href="mailto:dakshink@cgg.gov.in">dakshink@cgg.gov.in</a>
<b>33.</b>	Ms.Maadhavi Project Manager	241	9246290447	<a href="mailto:maadhavisriram@cgg.gov.in">maadhavisriram@cgg.gov.in</a>
<b>34.</b>	M.Venkateshwara Rao, Manager (Information & Systems)	158	9246290445	<a href="mailto:mvrhao@cgg.gov.in">mvrhao@cgg.gov.in</a>

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

S.No	Name	Designation	Grand Total
1	Dr. Rajiv Sharma	Director General	91,425
2	A. Srinivas Kumar	Dy. ED (F&P)	88,514
3	M.Sivarama Krishna	Dy. ED (MDRG)	61,000
4	M.Brahmaiah	Director (FMRG)	60,626
5	A. Venkateswara Rao	Sr. Manager (F & A)	31,973
6	Md. Siraj-ur-Rahman	Officer on Spl. Duty	41,188
7	D. Venkata Raju	Manager (Contracts)	26,812
8	K. Poornachandra Rao	Manager (F & A)	19,500
9	T. Satish Kumar	Network Administrator	24,000
10	M. Venkateswara Rao	KM (e-Governance)	25,000
11	M.Shanti	Manager (KR I)	24,000
12	S. Murali Krishna	Sr. Stenographer	21,987
13	M Rama Krishna	PA & Receptionist	20,000
14	P. Sarveshwar Reddy	Sr. Off Asst	9,250
15	G.K.Rama Devi	Project Asst.	10,750
16	S. Balaswamy	Office Assistant	8,300
17	Shekar.P	Office Assistant	6,350
18	Srinivas.J	Office Assistant	4,500
19	G. Shravan Kumar	Office Assistant	4,000
20	C.R. Kamalnathan	Consultant	51,000
21	Dr. H.V. Vivekananda Murthy	Research Director (Health)	75,000
22	J. Bhavani Shankar	Programme Manager (Rev)	31,837
23	Prasann Thatte	Programme Manager (Gen)	66,000
24	Dr. P. Geeta	Knowledge Manager	44,000
25	Vardhaman Vaidya	Knowledge Manager	35,000
26	N. Ramakrishna	Knowledge Manager	40,000
27	V. Satyajit Rao	Knowledge Manager	40,000
28	Chandan K. Samal	Knowledge Manager	44,000
29	B. Pavan Kumar	Knowledge Manager	27,000
30	Vasantha Prahta	Knowledge Manager	25,000
31	J. Lakshmi	Knowledge Manager	29,000
32	Karthik Subramanian	Knowledge Manager	40,000
33	Nayana Renu Kumar	Knowledge Manager	35,000
34	Sandeepan Paul	Knowledge Manager	26,500

<b>S.No</b>	<b>Name</b>	<b>Designation</b>	<b>Grand Total</b>
35	T. Vijaykaran Reddy	Sr. Project Manager	46,249
36	N. Damodar Abbai	Sr. Project Manager	60,245
37	P.Srinivasa Rao	Sr. Project Manager	40,456
38	Srinivasa Rao Madhu	Project Manager	34,807
39	K. Dakshina Murthy	Project Manager	39,675
40	S. Maadhavi	Project Manager	36,756
41	R. Suresh	Project Leader	45,000
42	N.Ravindranath	Team Leader	46,000
43	G. Srikanth	Team Leader	46,000
44	P. Abdulla	Team Leader	46,000
45	N. Satyanarayana	System Designer	27,000
46	D. Sunil Gavaskar	System Designer	19,000
47	Sreenivasa Rao Marrapu	System Designer	46,000
48	Pratap Vallabhadasu	System Designer	46,000
49	M.V.S. Rama Krishna	System Designer	19,000
50	T. Thathabbai	Software Developer	15,000
51	A. Chandrudu	Software Developer	15,000
52	M. Ramanuja Reddy	Software Developer	14,000
53	Y. Santosh Kumar	Software Developer	14,000
54	T. Ravi	Software Developer	14,000
55	S. Gopalkrishna	Software Developer	15,000
56	N. Swaroop	Software Developer	15,000
57	K.B. Mohan Reddy	Software Developer	14,000
58	B. Sainath	Software Developer	14,000
59	V. Vanaja	Software Developer	14,000
60	B. Shashidhar	Trainee SW Developer	10,000
61	K. Saritha	Trainee SW Developer	On leave
62	R. Arun	Trainee SW Developer	10,000
63	G. Srinivasa Rao	Trainee SW Developer	10,000
64	T. Venkat Krishna	Trainee SW Developer	10,000
65	Y.C.M. Reddy	Trainee SW Developer	9,000
66	T. Sri Krishna	Trainee SW Developer	12,000
67	G.V.R. Sagar	Trainee SW Developer	14,000
68	Y. Rajeswari	Programmer (Accts)	10,000
69	K. Andalu	Data Entry Operator	8,000
70	A.M. Bhupal Reddy	Project Leader	34,969
71	PVSSVP Raju	Project Leader	36,456
72	D. Velugondaiah	Project Leader	34,083

<b>S.No</b>	<b>Name</b>	<b>Designation</b>	<b>Grand Total</b>
73	Prasad TVS	Project Leader	29,375
74	Ch. Anila	Project Leader	29,328
75	G. Padma	Project Leader	29,328
76	V. Jyothi	Project Leader	28,737
77	K. Rajesh	Team Leader	25,474
78	P. Hemanth Kumar	Team Leader	46,000
79	Lakshman Barama	System Designer	27,000
80	M. Aditya Naga Durga Prasad	Team Leader	46,000
81	T. Suneela	System Designer	25,000
82	P.S.M. Lakshmi	System Designer	25,000
83	N. Beena Rani	System Designer	21,000
84	H. Karthik	System Designer	21,000
85	K. Pushpalatha	System Designer	18,000
86	S. Sudheer	System Designer	18,000
87	G. Shruthika	System Designer	18,000
88	A. Vinay Kumar	System Designer	18,000
89	K. Purnaraghava Rao	System Designer	18,000
90	Pinky Jain	System Designer	18,000
91	M. Prakash	System Designer	18,000
92	R. Narendrachary	System Designer	17,000
93	Sk. Surjan Vali	System Designer	17,000

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 will not receive any funding for its staff and running expenses. It will secure funds by competing for projects or rendering services.

(Rs. in 000)

<b>Budget Head</b>	<b>CGG Staff &amp; Running</b>	<b>Budget for 2007-08</b>	<b>Revised Budget for 2007-08</b>	<b>Budget for 2008-09</b>
4001	Salaries	20560	22000	22000
4020	Payments to Consultants	13000	9601	10500
4031	Travel - Local	6000	4760	5250
4032	Travel - Domestic	1500	645	800
4033	Travel - Overseas		258	400
4040	Security	900	864	900
4041	Housekeeping	680	787	820
4042	Annual Maintenance-IT	1000	590	630
4043	Annual Maintenance- Other Equipment	600	680	750
4044	Internet Leased Line	2000	1989	2050
4045	Electricity	1800	1806	1800
4046	Water Charges	650	845	900
4047	Building Maintenance	1565	1190	1300
4048	Insurance	50	131	150
4049	Hospitality		50	70
4050	Telephone Charges	1300	1080	1100
4051	Printing & Publications	1200	15	25
4052	Books & Periodicals	500	372	400
4054	Minor Equipment & Furniture	200	330	350
4055	Catering Charges	500	520	550
4056	Advertising	250	46	100
4057	Taxes & Duties		1	5
4058	Unforeseen & Contingencies	800	115	125
4059	Audit fee	65	65	79
4060	Bank Charges		1	2
4061	Human Resources		3	20
4062	Meetings	400	180	200
4063	Petrol, Oil & Lubricants	135	135	150
4064	Training Expenses		8	25
4066	Seminar & Workshops	100	90	150

4067	Miscellaneous Expenses		20	30
4071	Courier		130	150
4072	Postage & Stamps		3	5
4073	Office Maintenance		50	60
4074	Stationary & Consumables		1060	1200
4075	Equipment & Maintenance		50	100
4077	Vehicle Maintenance		69	80
4078	Honorarium		1	5
4079	Tender Document Charges		112	150
4081	Project Overheads		20	50
Sub Total		55755	50672	53431

**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.)**

<b>Electronic format</b>	<b>Description (site address/location where available etc.)</b>	<b>Contents or title</b>
Downloadable Document in PDF	<a href="http://www.cgq.gov.in">www.cgq.gov.in</a>	Reforming Property Tax: The Approach of Municipal Corporation of Hyderabad
Downloadable Document in PDF	<a href="http://www.cgq.gov.in">www.cgq.gov.in</a>	Housing for the Poor in India
Downloadable Document in PDF	<a href="http://www.cgq.gov.in">www.cgq.gov.in</a>	City Development Strategy and Comprehensive Municipal Reforms: The Approach of Hyderabad City
Downloadable Document in PDF	<a href="http://www.cgq.gov.in">www.cgq.gov.in</a>	Financing Urban Infrastructure: Some Innovative Practices of Local Resource Mobilisation
Downloadable Document in PDF	<a href="http://www.cgq.gov.in">www.cgq.gov.in</a>	Urban Sector Reform Agenda: Financing Civic Services & Development
Downloadable Document in PDF	<a href="http://www.cgq.gov.in">www.cgq.gov.in</a>	Using e-Tools for Good Governance & Administrative Reforms
Downloadable Document in PDF	<a href="http://www.cgq.gov.in">www.cgq.gov.in</a>	Globalization, Information Technology & Governance
Downloadable Document in PDF	<a href="http://www.cgq.gov.in">www.cgq.gov.in</a>	Assessing Capacity Enhancement Needs for Public Private Partnership in Local Government: A Case of Urban Local Bodies in A.P
Downloadable Document in PDF	<a href="http://www.cgq.gov.in">www.cgq.gov.in</a>	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 9.30 AM to 5.30 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:**

<b>Facility</b>	<b>Description (Location of Facility/Name etc.)</b>	<b>Details of Information made available</b>
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 second 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: 9:30 AM Closing time: 5:30 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: 9:30 AM Closing time: 5:30 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 Knowledge Centre  CGG Library  RTI Cell</p> <p>The CGG Publication Centre and the Library is located at the ground floor and the Knowledge Centre is located on the second floor of the CGG building.</p> <p>Working hours are as follows:  Opening time: 9:30 AM Closing time: 5:30 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.</p> <p>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: 9:30 AM  Closing hours: 5:30 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	<a href="http://www.cgg.gov.in">www.cgg.gov.in</a>	<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.**

Name and Designation of the PIO	Address for Communication	Telephone No.	Email ID
Sri A. Venkateswara Rao, Senior Manager (Finance & Accounts)	Centre for Good Governance Road No: 25, Jubilee Hills, Hyderabad-33	(o)23541907 9246597114 (mobile)	<a href="mailto:andevrao@cgg.gov.in">andevrao@cgg.gov.in</a>
Name and Designation of Appellate Authority	Address for Communication	Telephone No.	Email
Sri M. Brahmaiah, Director, Financial Management Resource Group	Centre for Good Governance Campus, Road No: 25, Jubilee Hills, Hyderabad-33	(o)23541907 9246167830 (mobile)	<a href="mailto:bh_maraju@cgg.gov.in">bh_maraju@cgg.gov.in</a>

**Chapter 17**  
**Other Useful Information [Section 4(1)(b) (xvii)]**

### **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 during 2006-07**

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

- Governance Management Information System
- Performance Management Information System
- Human Development 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 during 2006-07.

- 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

#### **Governance Resource Group**

1. Capacity Building for Access to Information (CBAI) - A Gol-UNDP Project
2. Modernizing District Administration Study
3. Social Accountability Mechanisms - Pilot Project in Andhra Pradesh
4. South Asia Regional Workshop on Social Accountability

#### **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

#### 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 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

## **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)

### **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 Organisations, 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](http://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 as on 31.07.2008**

#### **S.No.**

#### **Name of the Publication**

#### **Governance**

- 1 e-Thesaurus for Good Governance – Information Search Made Easy
- 2 Report on Mass awareness campaign on RTI – A Pilot in Andhra Pradesh
- 3 Report of National Sub- Committee of Central Information Commission
- 4 Evaluation and lesson learning on DFID support to Andhra Pradesh
- 5 Audit of Proactive Disclosure under the Right to Information Act, 2005 – A tool Kit
- 6 Improving Governance

- 7 Good Governance and Change Management - Toolkits for Public Managers
- 8 Good Governance Initiatives in Andhra Pradesh
- 9 e-Data Dictionary for Good Governance – Data Standard Definitions
- 10 Governance Reform and Public Management Strategy in Andhra Pradesh
- Outreach Brochure - A User Friendly Guide for Existing and Prospective Investors of
- 11 Andhra Pradesh
- 12 Best Practice Guide to Strategic Review
- 13 A Guide to Developing and Implementing a Citizens' Charter (Short)
- 14 A Guide to Developing and Implementing a Citizens' Charter (Long)
- 15 Citizen's Charters of Selected Departments of Government of Andhra Pradesh
- 16 Right to Information Act, 2005 (English)
- 17 Right to Information Act, 2005 (Telugu)
- 18 Citizen's Guide on Right to Information Act
- 19 Right to Information Act - A User's Guide (English)
- 20 Right to Information Act - A User's Guide (Telugu)
- 21 Right to Information Act, 2005 (Urdu)
- 22 Annual Report of Information Commission – A Guide
- 23 Manual for PIOs APIOs and Appellate Authorities
- 24 RTI Manual for Civil Society Organizations
- 25 RTI Manual for Media
- 26 A Handbook for Trainers
- 27 CGG Collected Working Papers 2003 – Volumes I
- 28 CGG Collected Working Papers 2003 – Volumes II

#### **Social Accountability**

- Social Audit – A Toolkit: A Guide for Performance Improvement and Outcome
- 29 Measurement
  - 30 Citizens' Charter – A Handbook
  - 31 Training Manual on Community Scorecard Methodology
  - 32 Strengthening Social Accountability Mechanisms in South Asia

#### **Rural Management**

- Andhra Pradesh Training Booklet for Rural Employment Guarantee Programme
- 33 (Telugu)
  - 34 Inter-State Study on Rural Decentralisation
  - 35 Peoples' Estimate – Procedural Guidelines (Telugu)
  - 36 Study on Accountability in Public Works
  - Impact Study of WTO Initiatives among farmers and its impact on AP State
  - 37 Agriculture
  - 38 Grama Panchayat Finances in Andhra Pradesh

#### **Urban Development**

- 39 Andhra Pradesh Asset Management Manual
- Hand book on service excellence – a guide to service excellence in public
- 40 management -2005
- 41 Hand book on Human Resource Development in Government
- 42 Andhra Pradesh Municipal Accounts Manual
- 43 Hand Book on Municipal Financial Accountability
- 44 Andhra Pradesh Municipal Uniform Budget Accounts code
- 45 Andhra Pradesh Municipal Audit manual

#### **Human Development**

- Operational Manual - AIDS Awareness & Sustained Holistic Action (AASHA)
- 46 Campaign – II
  - 47 Strategy for Girl Child Education

- 48 Andhra Pradesh Health Sector Strategy 2006-07 to 2010-11  
Medium Term expenditure frame work for Health, Medical and Family welfare
- 49 Department in AP 2006-07 to 2010-11
- 50 Fiduciary risk assessment- supplementary study

#### **Management Development**

- 51 Handbook for Change Agents  
Handbook on Building Motivation and Positive Attitudes in Government
- 52 Organisations
- 53 Handbook on Creativity in Government Organisations
- 54 Handbook on Team Building in Government Organisations  
Handbook for Leaders in Government: Energising Performance and Learning for
- 55 Creating the Right Impact
- 56 An Implementation Guide for Process Redesign in Government Departments
- 57 Induction Training Programme for Mayors & Municipal Chairpersons (English)
- 58 Induction Training Programme for Mayors & Municipal Chairpersons (Telugu)
- 59 Handbook on General Management for Public Managers
- 60 Soft Skills for Public Managers
- 61 Handbook on Persuasion Skills
- 62 Handbook on Communication Skills
- 63 Handbook on Conflict Management Skills
- 64 Handbook on Problem- solving Skills
- 65 Handbook on Time Management Skills
- 66 Handbook on Stress Management Skills
- 67 Handbook on Entrepreneurship in Government
- 68 Entrepreneurship Cases in Government
- 69 Training Needs Assessment Methodology

#### **Financial Management**

- Handbook on Financial Accountability (for Chief Controlling Officers and Drawing  
and Disbursing Officers) (3rd edn)
- 70
- 71 State Financial Accountability Assessment Methodology
- 72 Andhra Pradesh State Financial Accountability Assessment  
Handbook on Financial Accountability (for Chief Controlling Officers and Drawing  
and Disbursing Officers)
- 73

### **17.6 Register of Applications received and disposed of under RTI Act by the Public Information Officer CGG**

(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	1/20-05-06	V. Hareesh Babu, # 59, 2nd Floor, Kakatiya Nagar, Mehdiapatnam, Golconda (Post), Hyderabad - 8.	20-5-2006	Other	<p>a) Persons, firms, NGOs and companies names with addresses who were appointed as consultants or resource persons for Finance, Software, GIS and related subjects in CGG since 2004.</p> <p>b) Copies of notifications given and selection procedures for appointment of above consultants, qualifications of above appointed consultants and ToR/Agreements.</p>	Yes	Rs. 10/-
2	2/12-07-06	O.V.K. Prakash, 1577/5, Plot No. 18, Flat No. 5, Chandragiri Colony, Road No. 22, Opp. Krupa Complex, Safilguda, Secunderabad - 56.	12-7-2006	Other	<p>1. What or which field based primary data generating studies have been conducted by CGG in the year 2005 and 2006 until June and give</p> <p>2. In what manner CGG is actually operating differently than as a Govt. department. Who are the professional experts on the subject CGG has engaged in, who are the member of its board.</p> <p>3. How much of CGG's total revenue is generated by its own professional activities and how much is by way of contribution of State Govt. for the year 2004, 2005 and 2006.</p> <p>4. Who are the full time senior</p>	No	Rs. 10/-

					officers of CGG and their expertise 5. With specific reference to RTI, how much money CGG received so far and for which sources and for what purpose.		
3	3/27-02-08	Sri M. Venkateswara Prasad, H.No. 1-1135-16C-1A, Adapala Street, Kadiri, Anantapur Dist. PIN - 515591	27-02-2008	Other	1. Information on directory of PIOs in AP	No. The application pertains to GAD. The same was transferred to PIO, GAD on 28-02-08	10/-
4	4/28-02-08	Sri Ganji Srinivasa Rao, H.No. 12-144, Dharmavaram - 515671, Anantapur Dist	28-02-2008	Other	1. Information on CGG under Section 4 (1) (b) in Telugu	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/-
5	5/31-07-08	Smt. Vijaya Srinivas, # 1-4-880/2/26, H. No. 582, Street No. 9, Gandhinagar, SBH Officers Colony, Hyderabad	31-07-2008	Other	1. As requested in the attached letter, did the Police make any attempt to make sure that the miscreants do not trouble us any more in future? 2. What ALL actions were taken by the Police after receiving my letter along with the court orders? 3. Copy of Daily Diary Report for each day, from the time the case was registered. 4. ALL correspondence/documents/content s in the file in Cr. No. 479/2004.	No. The application pertains to CID. The same was transferred to PIO, CID on 02-08-08 along with Rs. 116/-	116/-
6	6/11-08-08	C. Naga Vidya Sagar, C/o. Siva Priya Gas SVG Centre, 8th Bn - APSP Main Gate,	11-08-2008	Other	Furnish the following Guides/Manuals 1. Right to Information Act, 2005 (Telugu) 2. Right to Information Act, 2005 (English)	The individual was requested to send an amount of Rs. 137/- for furnishing the	10/-

		Kothaguda, Kondapur, Hyd - 84.			<ul style="list-style-type: none"> <li>3. RTI Act – A User’s Guide (Telugu)</li> <li>4. RTI Act – A User’s Guide (English)</li> <li>5. Citizen’s Guide on RTI Act</li> <li>6. RTI Manual for Civil Society Organisations</li> <li>7. RTI Manual for Media</li> </ul>	priced material on 11-08-08. He collected the same on 04-09-08 and collected the priced material.	
7	7/16-08-08	Krishna Pendyala, C/o. 582, Street No. 9, Gandhinagar, SBH Officers Colony, Hyderabad - 500080	16-08-2008	Other	<ul style="list-style-type: none"> <li>1. As requested in the attached petition, did the police take any action on the culprit?</li> <li>2. If no action has been taken yet for any reason, will the police act on it at lease now?</li> </ul>	No. The application pertains to CID. The same was transferred to PIO, CID on 16-08-08.	10/-
8	8/22-10-08	Subhash Chandra, Shree Vihar Shree Nagari, Wing A, Building C, Flat No.2, Behind Appu Ghar, Nigdi, PUNE-411044.	22-10-2008	Other	<ul style="list-style-type: none"> <li>1. Is CGG, Hyderabad giving RTI 2005 Act training to employees of Central Govt. and State Govt. departments?</li> <li>2. Has CGG, Hyderabad given training to financial institutions such as RBI, SIDBI and APSFC (AP State Financial Corporation) officers?</li> <li>3. Please give details of the section 8 of the RTI ACT-2005 for whom this is applicable?</li> <li>4. Please give details of the section 8 (3) of the RTI Act-2005 for whom and where this is applicable?</li> <li>5. Please give details of section 6 of the RTI Act-2005 for whom and where this is applicable?</li> </ul>	No	10/-

Sl.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	Rs. 78/-	Rs.88/-	24-6-06 26-7-06		Partly Fully	-	-	-	-	While paying Rs. 78/- through MO, he informs that he will collect information personally. He collects the same on 26-7-2006.
2	-	Rs. 10/-		10-08-06	Partly	-	-	-	-	While furnishing the information on 4 points on 10-8-06, he was requested to pay an amount of Rs. 27/- to furnish information on point one. But so far no reply received from him.
3	-	Rs. 10/-	-	-	-	-	-	-	-	The application pertains to GAD. The same was transferred to PIO, GAD on 28-02-08
4	-	Rs. 10/-		26-03-06		-	-	-	-	The applicant was requested to pay Rs. 100/- for furnishing the information in CD format as he requested. But no response from him so far.
5	-	Rs. 116/-	-	-	-	-	-	-	-	The application pertains to CID. The same was transferred to PIO, CID on 02-08-08 along with Rs. 116/-
6	137/-	Rs. 10/-	04-09-08		Fully	-	-	-	-	The applicant came personally on 04-09-08 and paid the amount of

									Rs. 137/- and collect material he requested.
7	-	Rs. 10/-	-	-	-	-	-	-	The application pertains to CID. The same was transferred to PIO, CID on 16-08-08.
8	-	Rs. 10/-	22-10-08	Fully	-	-	-	-	-

For further details, the CGG website [www.cgg.gov.in](http://www.cgg.gov.in) may be seen.

Dr. Rajiv Sharma, IAS  
Director General & Executive Director  
Centre for Good Governance

Place: Hyderabad

Date: 31.12.2008

**(Note): Information provided in these chapters is subject to updation from time to time.**