

**Information in respect of Zilla Parishad South Andaman as per Section-4 and its 17 points manual of RTI Act, 2005 for uploading in the official website**

**(i). The particulars of its organisation, functions and duties**

Particulars of Organization	:	Available on departmental web portal @ <a href="https://zpsa.andaman.gov.in/orgchart">https://zpsa.andaman.gov.in/orgchart</a>
Functions	:	Available on departmental web portal @ <a href="https://zpsa.andaman.gov.in/vission">https://zpsa.andaman.gov.in/vission</a>
Duties	:	Available on departmental web portal @ <a href="https://zpsa.andaman.gov.in/function">https://zpsa.andaman.gov.in/function</a>

**(ii). The Powers and Duties of its Officers & Employees:-**

Chief Executive Officer	<ul style="list-style-type: none"> <li>➤ Head of Department</li> <li>➤ First Appellate Authority</li> <li>➤ Controlling officer of all Officers and Staff posted to Zilla Parishad South Andaman.</li> <li>➤ If in the opinion of the Chief Executive Officer any proposal before the Zilla Parishad is violative of or inconsistent with the provisions of this Regulation or any other law, rules or orders made thereunder, it shall be his duty to bring the same the notice of the Zilla Parishad.</li> </ul>
Superintending Engineer	<ul style="list-style-type: none"> <li>➤ Engineering Head of all level of PRI.</li> <li>➤ Works and duties as per CPWD manual</li> </ul>
Chief Accounts Officer	<ul style="list-style-type: none"> <li>➤ The Chief Accounts Officer shall advise the Zilla Parishad in matters of financial policy and shall be responsible for all matters relating to the accounts of the Zilla Parishad including preparation of annual accounts and the budget.</li> <li>➤ The Chief Accounts Officer shall ensure that no expenditure is incurred except under proper sanction and in accordance with this Regulation and the rules and bye laws thereunder and shall disallow any expenditure not warranted by this Regulation or rules and bye-laws or for which no provision is made in the budget.</li> </ul>
Chief Planning Officer	<ul style="list-style-type: none"> <li>➤ The Chief Planning Officer shall advice the Zilla Parishad in matters of plan formulation and shall be responsible for all matters of plan formulation and shall be responsible for all matters relating to planning of the Zilla Parishad including the preparation of plans economic development and social justice and annual plans of the district.</li> </ul>
Private Secretary	<ul style="list-style-type: none"> <li>➤ Personal Secretary to Adhyaksh(a)</li> </ul>
Personal Assistant	<ul style="list-style-type: none"> <li>➤ Personal Assistant to CEO</li> </ul>
Assistant Director (Admn)	<ul style="list-style-type: none"> <li>➤ Head of Office</li> <li>➤ PIO for administrative matters of Zilla Parishad (except Engineering Wing)</li> <li>➤ Nodal Officer for Court Cases, Gem Portal, Karmyogi Portal, MyGov Instance, Right of Way, Govt. email IDs.</li> <li>➤ Complaint Officer for Protection of Transgender Rights.</li> </ul>

	<ul style="list-style-type: none"> <li>➤ Public Grievances Officer for Person with Disabilities.</li> <li>➤ Supervision of staff posted in Zilla Parishad South Andaman.</li> <li>➤ Providing suitable direction/advise to the subordinate staffs in administrative/service matters.</li> <li>➤ Issue of order, letter and attestation in service records after obtaining approval of the Competent Authority.</li> </ul>
Executive Engineer	<ul style="list-style-type: none"> <li>➤ Engineering Head of Zilla Parishad South Andaman</li> <li>➤ Execute and supervise all the Technical/Engineering works of Zilla Parishad South Andaman</li> <li>➤ Works and duties as per CPWD manual</li> </ul>
Assistant Engineer (Plg-II)	<ul style="list-style-type: none"> <li>➤ PIO for Engineering matters of Zilla Parishad</li> <li>➤ Public Grievances Officer for CPGRAM and LG's Help Desk.</li> <li>➤ Works and duties as per CPWD manual</li> </ul>
Assistant Engineer	<ul style="list-style-type: none"> <li>➤ Supervision of staff and works related to different Section of Engineering Wing of Zilla Parishad South Andaman</li> <li>➤ Works and duties as per CPWD manual</li> </ul>
Junior Engineer	<ul style="list-style-type: none"> <li>➤ Supporting Staff for Engineering Wing of Zilla Parishad South Andaman</li> <li>➤ Works and duties as per CPWD manual</li> </ul>
Draughtsman	
Surveyor	
Assistant Planning Officer	<ul style="list-style-type: none"> <li>➤ Supervision of staff and works related to Planning Section of Zilla Parishad South Andaman</li> </ul>
Senior Investigator	<ul style="list-style-type: none"> <li>➤ Supporting Staff for Planning Section of Zilla Parishad South Andaman</li> </ul>
Senior IT Analyst (Computer Assistant Gr. 'A')	<ul style="list-style-type: none"> <li>➤ Nodal Officer, IT Cell, Zilla Parishad South Andaman</li> <li>➤ Supervision of staff and works related to IT Cell of Zilla Parishad South Andaman</li> </ul>
IT Analyst (Computer Assistant Gr. 'B')	<ul style="list-style-type: none"> <li>➤ Supporting Staff for IT Cell of Zilla Parishad South Andaman</li> </ul>
Senior Accountant	<ul style="list-style-type: none"> <li>➤ Supervision of staff and works related to Accounts Section of Zilla Parishad South Andaman</li> </ul>
Office Superintendent	<ul style="list-style-type: none"> <li>➤ Supervision of staff and works related to Establishment Section of Zilla Parishad South Andaman</li> <li>➤ Works and duties as per office procedure and manual</li> </ul>
Head Clerk	<ul style="list-style-type: none"> <li>➤ Supporting Staff for Administrative and Accounts matter of Zilla Parishad South Andaman</li> <li>➤ Works and duties as per office procedure and manual</li> </ul>
Higher Grade Clerk	
Lower Grade Clerk	
Multi Tasking Staff	<ul style="list-style-type: none"> <li>➤ Supporting Staff for all Sections of Zilla Parishad South Andaman</li> </ul>
Driver (SCD)	<ul style="list-style-type: none"> <li>➤ Driving of departmental vehicle of Zilla Parishad South Andaman</li> <li>➤ Maintenance of Log Book</li> </ul>

(iii). **The procedure followed in the decision making process, including channels of supervision and accountability.**

The different sections of Zilla Parishad South Andaman followed the decision making process and channel of supervision as per the organization chart available on the departmental web portal @ <https://zpsa.andaman.gov.in/orgchart>

(iv). **The norms set by it for the discharge of its functions**

➤	As per the norms laid down in the Panchayat Regulation (1994) and Panchayat Rules.
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(v). **The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions.**

➤	CCS(CCA)Rules1965.
➤	CCS(Conduct)Rules1964.
➤	All rules as applicable to Central Govt. Employees.
➤	The A & N Islands (Panchayats) Regulation1994.
➤	The A & N Islands (Panchayats) Rules, 1996.
➤	The A & N Islands (Panchayats) Preparation of Electoral Rolls and conduct of Election rules, 1995.
➤	The A & N Islands (Grant-in-Aid to Panchayati Raj Institutions) Rules 1996.
➤	The A & N Islands (Panchayat Accounts & Finance) Rules 1997.
➤	The A & N Island (Grant-in-Aid to Panchayati Raj Institutions (Amendment) Rules, 2005.
➤	Andaman & Nicobar Islands (Panchayat Administration) Rules, 1997.
➤	The A & N Islands (Levy, Assessment, Collection and Appropriation of Taxes, Duties and Fees by the Zilla Parishad) Rules, 2002
➤	The A & N Islands (Procedure for communication & service of demand notice for recovery of dues of the Gram Panchayats, Panchayat Samitis & the Zilla Parishad ) Rules, 2002
➤	Guidelines for allotment of Fixed Assets constructed PRIs
➤	Instruction/Orders/Guidelines issued by the A & N Admn and GOI from time to time.
➤	CPWD Manual
➤	Manual of Office Procedure, Andaman and Nicobar Administration

(vi). **A statement of the categories of documents that are held by it or under its control**

1	Year wise approved Plan.
2	Approved Five Year Plan.
3	Budget Estimates.
4	Expenditure Statement.
5	Other records related to release of funds.
6	Details of PRI members
7	Details of assets created.
8	Service records of the Employees.

(vii). **The particulars of any arrangements that exists for consultation with or representation by the members of public in relation to the formulation of its policy or implementation thereof**

The Zilla Parishad South Andaman formulates year wise and five year developmental plans through District Planning Committee meeting. The Composition of District Planning Committee is available on the departmental web portal @ <https://zpsa.andaman.gov.in/DPC>.

(viii). **A statement of the boards, councils, committee and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice and as to whether meetings of those boards, councils, committees and other bodies are open to the public or the minutes of such meeting are assessable for the public.**

In accordance with the provisions contained under section 161(1) of the Andaman & Nicobar Islands(Panchayats), Regulation, 1994 read with the provisions under Section 4, 5 & 6 of the Andaman and Nicobar Islands (Panchayati Raj Institution) (Constitution of Committees) Rules, 2005 five Standing Committees are constituted to conduct the business of Zilla Parishad, South Andaman. The details and composition of Committee are available on the departmental web portal @ <https://zpsa.andaman.gov.in/standingcommittee>

(ix). **A directory of its officers and employees**

The directory of officers and employees are available on departmental web portal @ [https://zpsa.andaman.gov.in/employee\\_details](https://zpsa.andaman.gov.in/employee_details)

(x). **The monthly remuneration received by each of its Officers and employees, including the system of compensation as provider in its regulations**  
**Remuneration to Regular Staff**

Sl.No.	Name of Employee	Designation	Remuneration
1	V.Latha	Personal Assistant	109265
2	Raj Lakshmi	Assistant Director	121705
3	Her Kumari	Office Superintendent	118411
4	L.Gandhi	Assistant Engineer	176815
5	G.Sree Kumar	Assistant Engineer	172624
6	Samar Biswas	Senior Investigator	79057
7	Kesavan	Senior Investigator	94987
8	Paneer Selvam	Head Clerk	108895
9	Andrita Joy	Head Clerk	97549
10	Ursila Kerketta	Head Clerk	92639
11	R Padma	Higher Grade Clerk	92425
12	Jagat Ram Baraik	Higher Grade Clerk	88582
13	Monica Jay Kumar	IT Analyst	121705
14	S.Raja	IT Analyst	100626
15	Ismail	Staff Car Driver	121705
16	Mohammed Riyaz	Multi Tasking Staff	75955
17	U K Singh	Superintending Engineer	142404
18	B.K.Singh	Assistant Engineer	163291
19	K.V.Laxmi	Junior Engineer	128659
20	V Rajesh Kumar	Junior Engineer	125182
21	S M Mustafa	Junior Engineer	125182

22	V Hamida Banu	Junior Engineer	128659
23	Bidhu Ch.Mazumder	Surveyor	94804
24	B.Rukmani	Junior Engineer	128659
25	S S Senthil	Surveyor	94804
26	Sushila Mondal	Draughtsman	94804
27	Pradip Kumar Biswas	Junior Engineer	128659
28	Kausher Hussain	Junior Engineer	118411
29	Raymond Nathaniel	Senior Accountant	115117
30	Zeenath Jabbar	Higher Grade Clerk	74491
31	Jameela Bibi	Higher Grade Clerk	68818
32	P Ranjani Kumari	Higher Grade Clerk	62158
33	C Abdul Salam	Higher Grade Clerk	68818
34	Nasneen Anwar	Lower Grade Clerk	53995
35	Archana Devi	Lower Grade Clerk	53995
36	Neetu Lall	Lower Grade Clerk	53995
37	T Abdul Azad	Lower Grade Clerk	44017
38	I S Hena Lall	Lower Grade Clerk	44017
39	Pushpa	Multi Tasking Staff	46945
40	V Trimurthy	Multi Tasking Staff	46945
41	Y Srinu Babu	Multi Tasking Staff	46945
42	M Kannan	Multi Tasking Staff	46945
43	R Kumar	Multi Tasking Staff	46945
44	B Madhava Rao	Multi Tasking Staff	46945
45	C H Murthy	Multi Tasking Staff	46945

**Remuneration to Contract/DRM Staff**

Contract Junior Engineer	35000/- Consolidated Pay
Contract Driver	19900 + DA
DRMs 1/30 <sup>th</sup>	$\frac{18000 + DA}{30}$ X No. of wage days

**Honorarium to Elected Public Representative**

The details of Honorarium is available in the departmental web portal @ <https://zpsa.andaman.gov.in/Honorarium>

- (xi). **The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements**

**Budget for the year 2024-25**

Sl.No.	SECTOR	AMOUNT
1.	SALARY	6,73,82,303.00
2.	HONORARIUM	13,95,180.00
3.	GENERAL	5,75,00,000.00
4.	RURAL ROAD(CC)	1,17,41,862.00
5.	EDUCATION	2,50,00,000.00
<b>TOTAL</b>		<b>16,30,19,345.00</b>

(xii). **The manner of executive of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes**

The Zilla Parishad, South Andaman is providing subsidy for construction/purchase of new motorized/mechanized fishing boats and also for procurement of fish Transport Vehicle to licensed fishers and fisheries Co-Op. Societies under the area/Jurisdiction of Zilla Parishad, South Andaman. The details of beneficiaries of the scheme for the financial year 2024-2025 till 11.03.2025 are as under:-

- List of beneficiaries availed subsidy for construction/purchase of new motorized/mechanized fishing boats

Sl.No.	Name & Father's Name
1.	Shri B Babu Rao, S/o. Late B Jaga
2.	Shri K Bhima Rao S/o. Shri K Krishna Murthy
3.	Shri Arjun Pradhan S/o. Shri Subal Bala
4.	Shri Bala Raju B S/o. Late B Mohan Rao
5.	Shri K Veeraswamy S/o. Shri Chinnaiah
6.	Smti Bishaka Mondal, W/o. Shri Arun Mondal
7.	Shri Prashanta Mondal, S/o. Shri Tarapada Mondal
8.	Shri Milan Halder, S/o. Late Madhu Sudan Halder

- List of beneficiaries availed subsidy for procurement of fish Transport Vehicle

Sl.No.	Name & Father's name
1.	Shri B Nageshwar Rao, S/o. Shri B Rama Murthy

(xiii). **Particulars of recipients of concessions, permits or authorizations granted by it**

The Zilla Parishad South Andaman granted license for running Vegetable Shops under Ferrargunj and Mithakhari Constituency as per the Guidelines for allotment of Fixed Assets constructed PRIs. The list of recipients of the license is as under:-

- **Vegetable Market Ferrargunj Junction**

Sl. No.	Name of Tenants	Category	Shop No.	Remarks
01	Shri Harbilash Adhikari	Reserved (Divyangjan)	01	Allotted through Lottery
02	Shri Mani Mohan Biswas	Reserved (BPL)	02	

03	Smti Sumitra Tirkey	Reserved (Widow)	03	Allotted through auction
04	Shri Sujit Biswas	General	04	
05	Shri Samir Mondal	General	05	
06	Shri Subhash Mondal	General	06	
07	Shri Vasudev	General	07	
08	Shri Shomir Biswas	General	08	

➤ **Vegetable Market Tushnabad Junction**

Sl. No.	Name of Tenants	Category	Shop No.	Remarks
01	Shri Abdul Shabir	General	02	Allotted through auction
02	Shri Abdul Sameer	General	03	
03	Shri Mohammed Haneefa	General	04	
04	Ms. Fathima Bibi	Reserved (Widow)	05	Allotted through Lottery
05	Ms. M Safina Banu	Reserved (PH)	06	

(xiv). **Details in respect of the information, available to or held by it, reduce in an electronic form**

- Panchayat Regulation's, Acts, Schemes and Standing Committees details are available on Zilla Parishad South Andaman portal @<https://zpsa.andaman.gov.in>
- Presently correspondences are being undertaken through e-office.

(xv). **The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use.**

- Important notices, tenders and vacancy notification are being uploaded in the websites followed by publication in the local Newspapers. These are also available in the notice board of Zilla Parishad South Andaman.
- Library/reading room facility is not available for public use.
- The Citizen chartered is available on Zilla Parishad portal @ <https://zpsa.andaman.gov.in/admin-pannel/docfile/1-CitizenZP.pdf>
- The obligatory information is available on the website of Zilla Parishad South Andaman @ <https://zpsa.andaman.gov.in>. However, the information which is not available in the website @ <https://zpsa.andaman.gov.in>, the Citizens can approach the designated PIOs whose details are available in Point No.XVI. However, the information will only be provided as per the provisions of RTI Act, 2005. PIOs can be contacted in both offline and online modes.

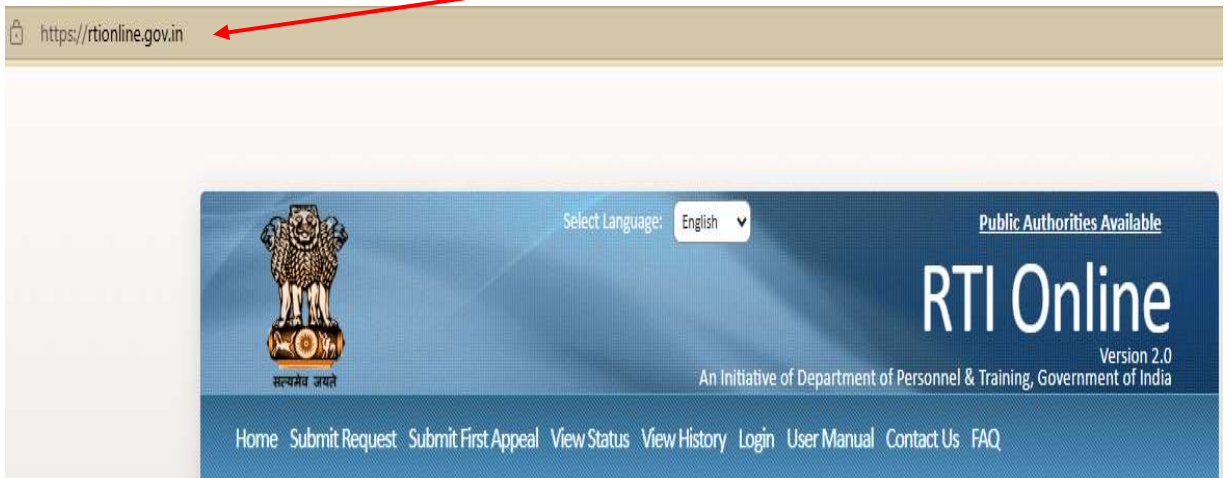
a) **Instructions for RTI Applications by Post**

- (i) An application on plain paper is to be addressed to concerned PIO and the same can be sent by Post to the concerned PIO or can be submitted directly in the office of the concerned PIO.
- (ii) Kindly mention e-mail id, mobile number and correct postal address with pin code.

- (iii) Total words should not be more than 500 words. If exceeding word limit, split into two applications and is feasible post them on two different dates to avoid confusion at the dealing office.
- (iv) Only Rs 10/- should be paid along with application, by way of DD/ Banker's Cheque (not personal cheque)/ Indian Postal Order payable to 'Chief Account Officer, Zilla Parishad South Andaman' or Cash against receipt from Cashier of Zilla Parishad South Andaman. Attachment of rupees in cash alongwith the application must be avoided.

b) **Instructions for Online RTI Applications**

- (i) Visit '**RTI online portal**' through google search engine. The present website address is <https://rtionline.gov.in> as shown (Pic-1)



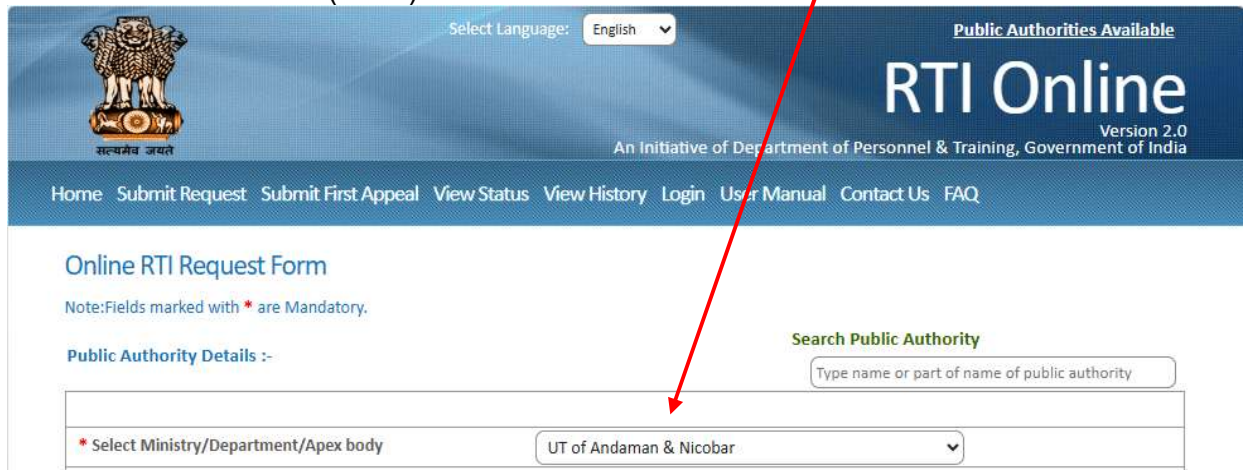
(Pic-1)

- (ii) Go to '**Submit Request**' tab to open online RTI request Form (Pic-2)



(Pic-2)

- (iii) Select Ministry/Department/Apex body '**UT of Andaman & Nicobar**' as shown (Pic-3).



(Pic-3)



- (iv) Select Public Authority '**UT of Andaman – Zilla Parishad(South Andaman)**' as shown (Pic-4).

The screenshot shows the RTI Online portal interface. At the top, there is a header with the Government of India emblem and the text 'RTI Online Version 2.0'. Below the header, there is a navigation bar with links like 'Home', 'Submit Request', etc. The main content area is titled 'Online RTI Request Form'. Under 'Public Authority Details :-', there are two dropdown menus. The first is 'Select Ministry/Department/Apex body' with 'UT of Andaman & Nicobar' selected. The second is 'Select Public Authority' with 'UT of Andaman - Zilla Parishad(South Andaman)' selected. A red arrow points to this second dropdown menu.

(Pic-4)

- (v) Fill all mandatory details carefully and submit. The RTI will be transferred to Zilla Parishad South Andaman for disposal as per the provisions of RTI Act, 2005.

**(xvi). The names, designations and other particulars of the Public Information Officers**

Name, Designation and address of PIO	Particulars of PIO	Details of Accounts Officer for payment of fee	Details of First Appellate authority
Smti Raj Lakshmi Assistant Director (Admn) Zilla Parishad South Andaman Atal Bhawan, Near Secretariat Gate, Sri Vijaya Puram, Pin - 744101 Telephone - 03192 - 243605	All matters of Zilla Parishad except Engineering Wing	Chief Accounts Officer Zilla Parishad South Andaman	Chief Executive Officer Zilla Parishad South Andaman Atal Bhawan, Near Secretariat Gate, Sri Vijaya Puram Pin - 744101 Telephone - 03192 - 232398
Shri N Durai Rajan I/c Assistant Engineer (Plg-II) Zilla Parishad South Andaman Atal Bhawan, Near Secretariat Gate, Sri Vijaya Puram, Pin - 744101 Telephone - 03192 - 206527	All Engineering matters of Zilla Parishad		

**(xvii). Such other information as may be prescribed and thereafter update these publications every year.**

- Public Grievances Officer for CPGRAM and LG's Help Desk.

Shri N Durai Rajan  
I/c Assistant Engineer (Plg-II)  
Zilla Parishad South Andaman  
Atal Bhawan,  
Near Secretariat Gate,  
Sri Vijaya Puram, Pin - 744101  
Telephone - 03192 - 206527

- The detail of Zilla Parishad Member is available on departmental portal @ <https://zpsa.andaman.gov.in/zpmembers>
- The detail of other elected public representative is available on departmental portal @ <https://zpsa.andaman.gov.in/primembers>

Assistant Director (Admn)  
Zilla Parishad South Andaman