

## Chapter – 1

### 1.1 Particulars of the organization Functions and Duties

#### {Section 4(1)(b)(1)}

S.No	Name of the Organization.	Address	1) Functions/Duties
1	<b>Office of the Director, Ground Water Department, Hyderabad.</b>	Ground Water Department, H.No:6-2-926/1, Chinthal Basthi, Khairathabad, Hyderabad – 500004	<p>The Department was established in 1971 (in erstwhile Andhra Pradesh) in view of the formation of Telangana State the department was separate in 2014 from Andhra Pradesh State and same activities have been implementing in the Department i.e., Monitoring of Groundwater levels, Explore and Exploit the Ground Water Resources in the State. The Department has been declared as the nodal agency for all ground water related activities in the State. The Department is a part of Irrigation and Command Area Development (I&amp;CAD) Department and headed by Director under the control of the Special Chief Secretary (I &amp; CAD) Secretariat, Telangana State, Hyderabad.</p> <p>The Department is a multi-disciplinary organization mainly consisting of Hydrogeology, Hydrology, &amp; Geophysical wings and engaged in development and management of groundwater resources in the State. Mainly engaged in Investigations for Groundwater Extraction, Recharge, Monitoring of Groundwater levels, Groundwater quality and Groundwater Resource Estimation. All the 33 district offices are headed by District Ground Water Officers having multi disciplines i.e., Hydrogeology, Geophysics &amp; Hydrology.</p>
2			<p><b>2) Main objective/activities/functions of the public authority</b></p> <p>The Department carries out Investigations under WALTA, monitoring of groundwater levels and groundwater quality, drilling of bore wells/tube wells under SCSDf, STSDF and Bhoopampini programmes, Periodic estimation of groundwater resources, Conjunctive use studies in project command areas, Impact of Mission Kakatiya on groundwater regime in pilot study watersheds as well as non-pilot areas, construction of ARS in OE, Critical &amp; Semi-critical villages, granting permission for groundwater extraction under TS-iPass, implementing the <b>National Hydrology Project (NHP)</b>, Ground Water Extraction charges (G.O.Ms. No. 15).</p>
3			<p><b>3) Organizational Structure Diagram at various levels namely State and districts.</b></p> <div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 80%;"> <p style="text-align: center;"><b>ORGANOGRAM</b> GOVERNMENT OF TELANGANA GROUND WATER DEPARTMENT</p> <pre> graph TD     Director[DIRECTOR] --&gt; JointDirector[JOINT DIRECTOR]     JointDirector --&gt; HeadOffice[HEAD OFFICE]     JointDirector --&gt; DistrictOffice[DISTRICT OFFICE (33 DISTRICTS)]          HeadOffice --&gt; DeputyDirectorHg[Deputy Director (Hg)]     HeadOffice --&gt; DeputyDirectorH[Deputy Director (H)]     HeadOffice --&gt; DeputyDirectorGp[Deputy Director (Gp)]     HeadOffice --&gt; DeputyDirectorWA[Deputy Director (WA)]     HeadOffice --&gt; ResearchOfficerWA[Research Officer (WA)]     HeadOffice --&gt; ExecutiveEngineerM[Executive Engineer (M)]     HeadOffice --&gt; DeputyExecutiveEngineerM[Deputy Executive Engineer (M)]     HeadOffice --&gt; AssistantDirectorsHgHGP[Assistant Directors (Hg), (H), (Gp)]     HeadOffice --&gt; AssistantDirectorWMMStat[Assistant Director (WM) &amp; (Stat)]     HeadOffice --&gt; AssistantExecutiveEngineerM[Assistant Executive Engineer (M)]     HeadOffice --&gt; AssistantHydrogeologist[Assistant Hydrogeologist]     HeadOffice --&gt; AssistantHydrologist[Assistant Hydrologist]     HeadOffice --&gt; AssistantGeophysicist[Assistant Geophysicist]     HeadOffice --&gt; AdministrativeOfficer[Administrative Officer]     HeadOffice --&gt; AssistantAccountsOfficer[Assistant Accounts Officer]     HeadOffice --&gt; OtherTechnicalStaffMinisterialStaff[Other Technical Staff &amp; Ministerial Staff]          DeputyDirectorWA --&gt; WaterQualityLabII[WATER QUALITY LAB II- Assistant Director (WA) Assistant Research Officer (WA) Assistant Chemist Lab Assistant &amp; Supporting Staff]          DistrictOffice --&gt; DGWO[DGWO (in the cadre of Deputy Director/ Assistant Director) Assistant Hydrogeologist/ Assistant Hydrologist/ Assistant Geophysicist Other Technical Staff &amp; Ministerial Staff]     DGWO --&gt; WaterQualityLabIIKarimnagar[WATER QUALITY LAB II at KARIMNAGAR]                     </pre> </div>
4	Expectation of the public authority from the public, Arrangements and methods made for seeking public authority and Mechanism available for monitoring the service delivery and public grievance resolution is available in the Department through given below <b>Appellate Authority, Public Information Officer and Assistant Public Information Officer under RTI Act-2005.</b>		
5	<b>Addresses of the main office and other offices at different levels. (Please categorize the addresses district wise for facilitating the understanding by the user).</b>		
	Presented in Annexure-1.		
6	<b>Morning hours of the office:</b>		
	10.30 AM		
7	<b>Closing hours of the office.</b>		
	5.00 PM		

## Chapter-2

### Powers and Duties of Officers and Employees

#### [Section 4(1)(b)(ii)]

S. No	Name of the officer/employee	Designations/Powers	Duties allocated
1	K. Laxma	Director, Ground Water Department, Hyderabad	1. Head of the Department, overall control and Supervision of the entire Department and Conducts inspection of District offices/Surprise field check.
2	K. Venkateswara Rao	Joint Director	1. To give technical inputs to Director in all technical matters 2. Coordination between different wings at Head Office District Offices and other line departments. 3. Any other work assigned by the Director from time to time.
3	C. Seetharam	Deputy Director (Gp) and PIO under RTI Act.	Incharge
4	C. Sujatha	Assistant Accounts Officer/APIO, Head Office	RTI Act related (Reply, Compilation etc.,)
5	P. Jyothi Kumar	Deputy Director –Hg-I	Incharge
6	Dr. G. Deepa Reddy	Assistant Director (Hg)	1. G.O.Ms. No. 15, TSGW Extraction Rules & its correspondence
7	P. Krishna Kumari	Assistant Director (Stat) (on deputation)	2. GEC work Drought Index
8	B. Shoba Rani	Assistant Hydrogeologist	3. EPTRI
9	K. Vuzwala	Analyst (on deputation)	4. Basin Studies
			5. Aquifer Mapping (NAQUIM)
			6. DES Social Statistics Division
			7. Environmental Studies/Clearances
			8. TSIPASS
			9. Sand Mining & WALTA Lift Irrigation, Rig Registration
			10. Private Geologists, Trainings & Workshops
			11. Any other work assigned by the Director from time to time.
10	R.S. Narasimha Rao	Deputy Director (Hg. II)	Incharge
11	A. Shobha Rani,	Assistant Director (Hg)	1. PMES Reports
12	M. Madhusudhan,	Junior Assistant	2. Monthly Diaries
			3. DGWO monthly Performance reports
			4. SCP & TSP Drilling
			5. GiriVikasam, PM AJAY
			6. Loksabha, Rajyasabha & Assembly Questions, Lokayukta
			7. Electronic/ Print Media/ Action Plan & Evaluation including Mass Media.
			8. Super Check of Borewells & Tubewells drilled in the State.
			9. Socioeconomic Studies.
			10. Action Plan correspondence to the Planning Department.
			11. Annual General Report of the Department.
			12. NAABARD Meeting.
			13. Any other work assigned by the Director from time to time.

13	<b>K. Mahesh Kumar</b>	<b>Deputy Director (H)</b>	<b>Incharge</b>
14 15	E. Goverdhan K.V. Kalyani	Assistant Hydrologist Draughtsman Gr. I	1. Constructions of Recharge shafts 2. Check Dams/Percolation tanks, EFC Pilot RWHS progress, Artificial Recharge Structures, QPR progress and Generation of Maps, SCIWAM, SFCP, Jal Kranthi Abhiyan 3. PFMS Operationalization 4. Maintenance of TGWD website. 5. Generation of monthly water level reports and Maps (WQ & WL) 6. General OB wells & Generation of Maps & reports, CADA & Non-CADA 7. Maintenance of Computers & Software, Laptops etc of HQ and district Centre 8. Any other works assigned by the Director from time to time.
16 17 18	<b>S. Samatha</b> <b>B. Jyothi</b> B. Venkata Ratnam,	<b>Executive Engineer (M)</b> <b>Deputy Executive Engineer (M)</b> Senior Assistant	<b>Incharge</b> 1. Verification of vehicle Agreement Documents & Monthly Log Abstracts & Extracts of Govt., and Hiring vehicles scheme wise at Head Office and districts 2. Allotment of Government and hire vehicles of 33 districts 3. Auction of Machinery & Government vehicles 4. library & Exhibition. 5. Any other work assigned by the Director from time to time.
19	<b>C. Seetharam</b>	<b>Deputy Director (Gp)</b>	<b>Incharge</b>
20	T. Mathews	Assistant Geophysicist	1. Scrutiny of Geophysical data and reports 2. Monthly Diaries of Geophysical Officers 3. Geophysical instrument maintenance and procurements 4. GP data entry and maintenance. 5. Any other work assigned by the Director from time to time.
21 22 23 24 25 26 27 28	<b>K. Mahesh Kumar</b> Smt V. Surekha  Sri E. Govardhan Kum P. Ravali C. Sujatha U.P. Mathur K. Sreekanth J. Uday Kumar	<b>Deputy Director (NHP)</b> Assistant Director (WM) (on deputation) Assistant Hydrologist Assistant Hydrologist Financial Officer Superintendent Senior Assistant Junior Assistant (on deputation)	<b>Incharge</b> 1. Construction of piezometers 2. Installations, Procurement of DWLR, procurement of computers, Softwares and printers etc., 3. PDS studies 4. Renovation of regional GW information centre. 5. Upgradation & maintenance of Labs under NHP in Hyderabad and Karimnagar 6. All physical and financial correspondence with MoWR 7. MIS, STEP. 8. Monthly Diaries of Hydrology officers 9. Any other work assigned by the Director from time to time.
29  30	<b>K. Mahesh Kumar</b>  Kum .P. Ravali,	<b>Deputy Director (NHP)</b>  Assistant Hydrologist	<b>Incharge</b> <b>Maintenance of Data Centre.</b> 1.Generation of Water levels /Water Quality Maps 2. General OB wells and generation of reports & maps, CADA & Non-CADA. 3. Periodically taking data backup, Maintenance of data server etc. 4. Any other work assigned by the Director from time to time.

31	Dr. P. Ashok Yadav	<b>Deputy Director (WA)</b>	<b>Incharge</b> 1. Analysis of Ground Water samples received in the Laboratory during Pre & Post monsoon from districts 2. Analysis of surface water samples, private samples, special research institutes like NGRI & other organisations. 2. Generation of Ground Water Quality Reports. 3. Water Quality analytical reports generation, data validation & data dissemination etc., 4. Maintenance of analytical instruments, chemicals, glassware etc., 5. Preparation of Analytical standards. 6. Any other work assigned by the Director from time to time.
32 33	G. Pavithra Rhea Ann Rarichen	Assistant Chemist Assistant Chemist	
34	<b>C. Seetharam</b>	<b>Deputy Director (Admin I/c)</b>	<b>Incharge</b> 1. All service related matters in the Department and Head Office, Hyderabad. 2. Any other work assigned by the Director from time to time.
35	I.V.Sujatha	Superintendent	
36	R.Kishan,	Senior Assistant	
37	S.B.Deepthi,	Senior Assistant	
38	G.Suresh,	Record Asst.	
39	K. Bhadra Singh, V. Srinivas	Record Asst. Junior Assistant	
40	<b>C. Sujatha</b>	<b>Assistant Accounts Officer</b>	<b>Incharge for Budget &amp; Planning and Audit</b> 1. Budget and Planning 2. Office Maintenance, Purchases/procurement of electrical, sanitary etc., and repairs. 3. Internal Audit/Accountant General Audit related Correspondence. 4. Internal Audit Correspondence 5. Maintenance of stationary, furniture, cell phones, SIMS, other maintenance etc., 6. Monitoring of expenditure under various departmental schemes. 7. Reconciliation of expenditure of districts and Head Office with that of AG. 8. Any other work assigned by the Director from time to time.
41	R. Ravi Kiran,	Superintendent	
42	P. Prabhavathi	Senior Assistant	
43 44	M. Srikanth S. Rajesh Kumar Reddy	Senior Assistant Junior Assistant	
45	C. Sujatha,	AAO	<b>Incharge /Drawing and Disbursing Officer</b> 1. Accounts Section. 2. Pay bills, contingent bills, advances, cash books, un-reconciliation of expenditures head wise, DDO Account etc., 3. Correspondence of Lokayukta. 4. G.O. 15 related Accounts 5. Any other work assigned by the Director from time to time.
46	R. Ravi Kiran	Superintendent	
47	P. Gopi	Senior Assistant	
48 49	G. Krishna A. Sai Kiran	Typist Junior Assistant	

**Chapter – 3**  
**Procedure Followed in Decision –making process**  
**( Section 4(1) (b) (iii) )**

3.1 Describe the procedure followed in decision – making by the public authority.

S.No	Activity	Description	Decision-making process	Designation of final decision – making authority
1	2	3	4	
1	Goal-setting & Planning	1. Preparation of the district wise action plan comprising year wise Targets.	After the approval of the action plan by the Directorate, necessary planning will be made for achieving the targets, according to the budget availability.	Action plan will be approved by the Director, GWD, Hyderabad and execution of works according to action plan will be taken up by the DGWO's.
2	Budgeting	Budget proposals will be submitted to the Directorate in accordance with the requirement every year, keeping in view of action plan approved by the Directorate.	Budget releases will be made by the Directorate through Director of Works & Accts, Hyd.	Proposals of Budget requirements will be prepared by District Ground Water Officer at District Level and sanctions and releases will be made at Directorate level.
3	Formulation of programmes, schemes and projects	Special programmes will be proposed at District level as per need and suggestion of the District Administration, representatives of people and other Government organization.	Special programmes will be taken up on the approval of the Director, GWD, Hyderabad.	Director, Ground Water Department, Hyderabad will accord approval for taking up special programs at District level, in addition to the normal programmes.
4	Recruitment/Promotions of the personal	Assistant Director's, Deputy Director, Joint Director and Director posts	Recruitment through Promotions	Promotions to be made by Director and Government.
5	Recruitment and promotions / Hiring of personnel	Field Staff and 1 <sup>st</sup> level Gazetted posts	Recruitment and promotions will be made by the Director, GWD, Hyderabad, Telangana State through Department Promotional Committee and TSPSC, Hyderabad.	Director, GWD, Hyderabad, Telangana State.
6	-do-	Non- Gazetted posts	Recruitment will be made by the Director, through TSPSC and District selection committee.	Director, GWD, Hyderabad, TS/ District Collector and consent of district Collector
7	-do-	Attendees & Other class-IV employees.	Through District Selection Committee/Deputy Director, through Employment Officer.	District Selection Committee / Deputy Director, through Employment Office
8	Release of funds	Funds requirements will be submitted to Directorate, GWD, Hyderabad.	Funds will be released by the Directorate, Ground Water Department, Hyderabad, according to action plan approved for the year	Director, Ground Water Department, Hyderabad Telangana State.
9	Implementation/ Delivery of service / utilization of funds	Implementation of programmes will be planned according to the action plan set for the year by the Deputy Director's/District Ground Water Officer's at District level, by utilization the funds released under respective programmes.	Proper planning for executing of targeted programmes will be planned and executed by the Deputy Director, with the staff available in the office, with in the time frame and budget availability.	DGWO's/ Deputy Director's, Ground Water Department, Director.
10	Monitoring & Evaluation	Monitoring of water levels covering all geological formations in the district will be taken up by the Deputy Director Director's/District Ground Water Officer's in the District.	Water levels are being monitored from observation wells, Piezometers & key observation wells, Stream Flow check points by the District Offices.	DGWO's/ Deputy Director's, Ground Water Department, Director.
11	Gathering feedback from public	Feedback is being collected from the public meetings conducted in different parts of the district, by the District Office.	Director, Ground Water Department, Hyderabad.	GWD, Director, Ground Water Department, Hyderabad

Chapter – 4
Norms set for the Discharge of Functions.
{{Section 4(1) (b) (iv)}}
4.1 Please provide the details of the norms/ standards set by the public authority for the
Discharge of its functions / delivery of services

#### **TGWALTA (TELANGANA STATE WATER, LAND & TREES ACT -2002):**

- “An Act (TGWALTA) to promote Water Conservation and Tree cover and regulate the exploitation and use of Ground and Surface water for protection and conservation of water source, Land and environment and matters connected there with or incidental there to”
- Accordingly, the TELANGANA STATE WATER, LAND & TREES ACT -2002 was formulated in the year 2002 and subsequently, govt. made rules in 2004 & 2023 for effective implementation.

#### **TG-GWRMS PORTAL:**

- online application system for issuing NOC to Domestic, Agriculture, Commercial, Infrastructure, Packaged Drinking Water Units Bulk Water Tankers and Registration of Drilling Rigs (including unauthorized existing wells for regularization under TGWALTA Act, developed under Ease of Doing Business (EODB) through TGiPASS.
- Web portal for issuing permission for new bore wells for various purposes of Agriculture, Domestic, Industrial, Bulk Water Suppliers, Commercial Packaged Drinking Water, Residential Apartments and Housing Societies & Infrastructure Projects is

(URL: <http://gwrms.telangana.gov.in>).

As per SGWA Rules few conditions have been framed for drilling any type of bore well, where in obtaining NOC is made mandatory for any Ground Water Abstraction/ Extraction. Among them the Mandatory Conditions (from CGWA) are:

- a) No additional ground water abstraction and/or de-watering structures shall be constructed for this purpose without prior approval of the Ground Water Department.
- b) The proponent shall seek prior permission from Ground Water Department for any increase in quantum of groundwater abstraction (more than that permitted quantity in NOC for specific period).
- c) The project proponent shall take all necessary measures to prevent contamination of ground water in the premises failing which the firm shall be responsible for any consequences arising there upon.
- d) In case of industries that are likely to contaminate the ground water, no recharge measures shall be taken up by the firm inside the plant premises. The runoff generated from the rooftop shall be stored and put to beneficial use by the firm.
- e) Wherever feasible, requirement of water for greenbelt (horticulture) shall be met from recycled / treated waste water.

#### **TGWALTA (TELANGANA STATE WATER, LAND & TREES ACT -2002):**

- “An Act (TGWALTA) to promote Water Conservation and Tree cover and regulate the exploitation and use of Ground and Surface water for protection and conservation of water source, Land and environment and matters connected there with or incidental there to”
- Accordingly, the TELANGANA STATE WATER, LAND & TREES ACT -2002 was formulated in the year 2002 and subsequently, govt. made rules in 2004 & 2023 for effective implementation.

#### **TG-GWRMS PORTAL:**

- online application system for issuing NOC to Domestic, Agriculture, Commercial, Infrastructure, Packaged Drinking Water Units Bulk Water Tankers and Registration of Drilling Rigs (including unauthorized existing wells for regularization under TGWALTA Act, developed under Ease of Doing Business (EODB) through TGiPASS.
- Web portal for issuing permission for new bore wells for various purposes of Agriculture, Domestic, Industrial, Bulk Water Suppliers, Commercial Packaged Drinking Water, Residential Apartments and Housing Societies & Infrastructure Projects is

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- f) No additional ground water abstraction and/or de-watering structures shall be constructed for this purpose without prior approval of the Ground Water Department.
- g) The proponent shall seek prior permission from Ground Water Department for any increase in quantum of groundwater abstraction (more than that permitted quantity in NOC for specific period).
- h) The project proponent shall take all necessary measures to prevent contamination of ground water in the premises failing which the firm shall be responsible for any consequences arising there upon.
- i) In case of industries that are likely to contaminate the ground water, no recharge measures shall be taken up by the firm inside the plant premises. The runoff generated from the rooftop shall be stored and put to beneficial use by the firm.
- j) Wherever feasible, requirement of water for greenbelt (horticulture) shall be met from recycled / treated waste water.
- k) In case of violation of any NOC conditions, the applicant shall be liable to pay the penalties as per the provisions and Rule- 26 of TGWALTA and terms of G.O.Ms.No.15.
- l) The NOC does not absolve the proponents of their obligation / requirement to obtain other statutory and administrative clearances from appropriate authorities.
- m) In case of change of ownership, new owner of the industry will have to apply for incorporation of necessary changes in the No Objection Certificate with documentary proof within 60 days of taking over possession of the premises.
- n) Proponents, who have installed/constructed artificial recharge structures, shall continue to regularly maintain artificial recharge structures.

#### **GWER (Ground Water Extraction Rules):**

- Telangana State Ground Water Extraction Rules-2023, certain rules designed to regulate and control the ground water extraction in the state, by levying charges as fixed to specific categories such as Industrial, Commercial, Mining, Bulk Water Supply and Infrastructure projects.
- It is decided to exempt few categories of consumers of ground water such as Domestic, Agriculture activities, Rural Drinking Water Supply.

#### **Registration of Private Geologist by Ground Water Department:**

- The individual must possess M.Sc. or M.Sc. (Tech) or MTech. in Geology, or Applied Geology or Hydrogeology or Diploma of Associate ship in Applied Geology of the Indian Institute of Technology, Dhanbad.
- Based on the qualification criteria the, individual is issued ID card with a validity period of 1 year from the date of issue of the card.
- The fee for registering as Private Geologist with Ground Water Department for New ID Card is Rs.1000/- for initial registration and Rs. 500/- for Renewal.

#### **Penalties:**

1. Penalty shall be imposed on the proponents for Non-Compliance of No Objection Certificate Conditions issued by the TS ground Water Authority.
2. Whoever contravenes Conditions of NOC shall be Punishable with Fine Mentioned in Annexure-III to G.O.Ms. No.15 I & CAD (WRG-GRC) Department dated 27/5/2023 and Penal provisions of TGWALTA act,2004.
3. The Telangana State Ground Water Department is Designed as nodal Department for dealing with offences related to Ground water extraction. Designated officers of Ground water Department are Delegated the power to seal illegal wells, disconnect electricity supply to the energized well, launch prosecution against the offenders.

<u>Chapter – 5</u>			
Rules, Regulations, Instructions, Manual and Records, for Discharging Functions			
{Section 4 (1) (b) (v)}			
S.No	Description/Name of the document	Gist of con- tents/Brief of the document.	Price of the publica- tion if Priced.
	Rules and Regulations.		
Not this section			

<b><u>Chapter – 6</u></b>				
<b>A Statement of the Categories of Documents that are held by it or under its control Functions</b>				
<b>{Section 4 (1) (b) (vi)}</b>				
<b>S. No</b>	<b>Category of the Document</b>	<b>Name of the Document and its introduction in one line.</b>	<b>Procedure to obtain the document</b>	<b>Held by/under Control of</b>
<b>1</b>	Registration	1.Details of Registered rig owners	Application through online portal	Approval of Director, GWD
		2.Registered Private geologists.	Application through concerned DGWO	Approval of DGWO, GWD of concerned District.
<b>2</b>	NO OBJECTION CERTIFICATE for	Ground Water Extraction for Industries, Mining Projects, Infrastructure/ Bulk Water Suppliers, Packaged Drinking Water Units.	Application through online portal	Approval of Director, GWD
<b>3</b>	Ground Water Resources Assessment (Village Wise) as per GEC Methodology 2015 (Annual)	GW Resources & Over Exploited Villages falls in Mandal's and basins	Application through online portal	Approval of Director, GWD
<b>4</b>	Accounts	Accounts details on NOC Application fee, Penalties, Ground Water Extraction Charges	Application through concerned DGWO	Approval of Director, GWD

<b><u>Chapter – 7</u></b>
<b>Particulars of any arrangement that exist for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof</b>
<b><u>{Section 4(1)(b)(7)}</u></b>
<b>7.1 formulation of Policy</b>
<b><u>Not this Section</u></b>
<b>7.2 Implementation of policy</b>
<b><u>Not this Section</u></b>

<b><u>Chapter – 8</u></b>
<b>A Statement of Boards, Councils, Committees and other Bodies constituted as its part</b>
<b><u>{Section 4(1) (b) (Viii)}</u></b>
<b><u>Not This Section</u></b>



<b>Chapter-9</b>
<b>/o Director, Ground Water Department, Hyderabad</b>
<b>[Section 4(1)(b)(ix)]</b>
<b>Directory of Officers</b>

<b>S.No</b>	<b>Name</b>	<b>Designation</b>	<b>Phone Numbers</b>
1	<b>Sri K. Laxma</b>	<b>Director</b>	7032982001
2	Sri. K. Venkateswara Rao	Joint Director	7032982002
3	Sri. P. Jyothi Kumar	Deputy Director (Hg)	7032982008
4	Dr. K. Mahesh Kumar	Deputy Director (H)	7032982023
5	Sri. C. Seetharam	Deputy Director (Gp)	7032982005
6	Sri. R.S. Narasimha Rao	Deputy Director (Hg)	7032982010
7	Smt. S. Samatha	Executive Engineer (Mech)	7032982003
8	Smt B. Jyothi	Deputy Executive Engineer (Mech)	8074257168
9	Smt.A.Shobha Rani	Assistant Director (Hg)	7337395801
10	Dr. G. Deepa Reddy	Assistant Director (Hg)	7032982012
11	Sri G. Narsimulu	Assistant Director (H)	7032982009
12	Dr. G. Mohan	Assistant Director (Hg)	9154299824
13	Sri K. Srinivasa Rao	Assistant Director (Hg)	9154299819
14	Smt V. Surekha	Assistant Director (WM)	7337395804
15	Smt P. Krishna Kumari	Assistant Director (Stat)	-
15	Smt. C. Sujatha	Assistant Accounts Officer	7337395805
16	Sri E. Goverdhan	Assistant Hydrologist	7032982013
17	Kum P. Ravali	Assistant Hydrologist	7032982011
18	Sri T. Kurumaiah	Assistant Hydrogeologist	-
19	Sri S. Srikanth	Assistant Hydrogeologist	-
20	Smt B. Shoba Rani	Assistant Hydrogeologist	-
21	Smt G. Pavithra	Assistant Chemist	-
22	Kum Rhea Ann Rarichen	Assistant Chemist	-

**Chapter-10**  
**O/o Director, Ground Water Department, Hyderabad**  
**[Section 4(1)(b)(x)]**  
**For Monthly Remuneration**

S.No	Name	Designation	Present Basic Pay in Rs/-	The procedure to determine the remuneration as given in the regulation
1	<b>Sri K. Laxma</b>	<b>Director</b>	<b>Rs. 154690/-</b>	<b>As per Govt.rules in force</b>
2	Sri. K. Venkateswara Rao	Joint Director	Rs. 169450/-	As per Govt.rules in force
3	Dr. K. Mahesh Kumar	Deputy Director (H)	Rs. 94470/-	As per Govt.rules in force
4	Sri. P. Jyothi Kumar	Deputy Director (Hg)	Rs. 165760/-	As per Govt.rules in force
5	Sri. C. Seetharam	Deputy Director (Gp)	Rs. 158380/-	As per Govt.rules in force
6	Sri. R.S. Narasimha Rao	Deputy Director (Hg)	Rs. 143890/-	As per Govt.rules in force
7	Sri T. Sudhakar Reddy	Deputy Director (Hg)	Rs. 162070/-	As per Govt.rules in force
8	Dr. P. Ashok Yadav	Deputy Director (WA)	Rs. 71000/-	As per Govt.rules in force
9	Smt. S. Samatha	Executive Engineer (Mech)	Rs. 92050/-	As per Govt.rules in force
10	Smt B. Jyothi	Deputy Executive Engineer (Mech)	Rs. 74840/-	As per Govt.rules in force
11	Sri. G. Narsimulu	Assistant Director	Rs. 154690/-	As per Govt.rules in force
12	Dr. G. Mohan	Assistant Director	Rs. 130470/-	As per Govt.rules in force
13	Smt. A .Shobha Rani	Assistant Director	Rs. 92050/-	As per Govt.rules in force
14	Sri. K. Srinivasa Rao	Assistant Director	Rs. 92050/-	As per Govt.rules in force
15	Dr. G. Deepa Reddy	Assistant Director	Rs. 92050/-	As per Govt.rules in force
16	Smt V. Surekha	Assistant Director (WM)	Rs. 101870/-	As per Govt.rules in force
17	Smt P. Krishna Kumari	Assistant Director (Stat)		As per Govt.rules in force
18	Smt. C. Sujatha	Assistant Accounts Officer	Rs. 94470/-	As per Govt.rules in force
19	Sri. E. Govardhan	Assistant Hydrologist	Rs. 76830/-	As per Govt.rules in force
20	Kum. P. Ravali	Assistant Hydrologist	Rs. 74840/-	As per Govt.rules in force
21	Sri T. Kurumaiah	Assistant Hydrogeologist	Rs. 76830/-	As per Govt.rules in force
22	Sri S. Srikanth	Assistant Hydrogeologist	Rs. 54220/-	As per Govt.rules in force
23	Smt B. Shoba Rani	Assistant Hydrogeologist	Rs. 54220/-	As per Govt.rules in force
24	Sri. U.P. Mathur	Superintendent	Rs. 83100/-	As per Govt.rules in force
25	Smt. I.V. Sujatha	Superintendent	Rs. 83100/-	As per Govt.rules in force
23	Sri R. Ravi Kiran	Superintendent	Rs. 65570/-	As per Govt.rules in force
24	Smt. K.V. Kalyani	DM-1	Rs. 124150/-	As per Govt.rules in force
25	Smt K. Vuzwala	Analyst	Rs. 62110/-	As per Govt.rules in force
26	Smt. B.Venkata Ratnamma,	Senior Assistant	Rs. 83100/-	As per Govt.rules in force
27	Smt. P. Prabhavathi	Senior Assistant	Rs. 57220/-	As per Govt.rules in force
28	Sri. P. Gopi	Senior Assistant	Rs. 55720/-	As per Govt.rules in force
29	Sri. R. Kishan	Senior Assistant	Rs. 57220/-	As per Govt.rules in force
30	Sri M. Srikanth	Senior Assistant	Rs. 47240/-	As per Govt.rules in force
31	Smt. S.B. Deepthi	Senior Assistant	Rs. 38890/-	As per Govt.rules in force
32	Sri. K. Sreekanth	Senior Assistant	Rs. 37780/-	As per Govt.rules in force
33	Smt S. Kavitha	Senior Assistant	Rs. 33750/-	As per Govt.rules in force
34	Sri. G. Krishna	Typist	Rs. 71000/-	As per Govt.rules in force

<b>S.No</b>	<b>Name</b>	<b>Designation</b>	<b>Basic Pay in Rs/-</b>	<b>The procedure to determine the remuneration as given in the regulation</b>
35	Sri. V. Srinivas	Junior Assistant	Rs. 58850/-	As per Govt.rules in force
36	Sri. M. Madhusudhan	Junior Assistant	Rs. 48520/-	As per Govt.rules in force
38	Sri S. Rajesh Kumar Reddy	Junior Assistant	Rs. 31040/-	As per Govt.rules in force
39	Sri A. Sai Kiran	Junior Assistant	Rs. 34690/-	As per Govt.rules in force
40	Sri. G.Suresh,	Record Assistant	Rs. 62110/-	As per Govt.rules in force
43	Sri. K.Bhadra Singh	Roneo Operator	Rs. 55720/-	As per Govt.rules in force
44	Sri B. Srinivas	Office Subordinate	Rs. 76830/-	As per Govt.rules in force
45	Sri B. Narsing Rao	Office Subordinate	Rs. 76830/-	As per Govt.rules in force
46	Sri B. Ramaiah	Office Subordinate	Rs. 57220/-	As per Govt.rules in force
47	Smt K. Jyothi	Office Subordinate	Rs. 31870/-	As per Govt.rules in force
48	Smt S. Suryakala	Office Subordinate	Rs. 72850/-	As per Govt.rules in force
49	Sri K. Naresh	Office Subordinate	Rs. 36750/-	As per Govt.rules in force
51	Smt K. Kasthuri	Office Subordinate	Rs. 43490/-	As per Govt.rules in force
52	Sri B. Shivakumar	Office Subordinate	Rs. 76830/-	As per Govt.rules in force
53	Smt N. Vani	Sweeper	Rs. 32810/-	As per Govt.rules in force
54	Smt G. Sulochana	Sweeper	Rs. 21580/-	As per Govt.rules in force
55	Smt P. Bhaskaramma	Office Subordinate	Rs. 48520/-	As per Govt.rules in force
56	Smt K. Saritha	Office Subordinate	Rs. 19000/-	As per Govt. rules in force
56	Sri G. Naveen Babu	Driver	Rs. 45960/-	As per Govt.rules in force
57	Sri M. Anand Kumar	Watchman	Rs. 76830/-	As per Govt.rules in force

## Chapter-11

Budget Allocated in Each Agency

Including plans etc...

{ Section 4(1) (b) xi }

11.1 Provide Information about the details of the plans. Programmes and schemes

Undre taken by the public authority for each agency (2014-23)

S.no	Name of the Scheme Head	Activity drilled bore wells/Tube wells	Starting date of the activity	Planned end date of the activity	Amount pra-poused B.E.Rs.in Lakhs.	Amount Sac-tioned Rs.in Lakhs	Amount Re-leased/disbursed (no.of instal-ments)Rs.in lakhs	Actual ex-penditure for the last year Rs.in Lakhs
1	SCP	86	01.04.2014	30.03.2015	-	75.00	73.96	59.66
	TSP	91				95.00	93.50	83.80
2	SCP	148	01.04.2015	31.03.2016	105.00	110.00	108.55	66.92
	TSP	161			130.00	130.00	180.00	80.48
3	SCP	207	01.04.2016	31.03.2017	175.00	175.00	174.98	160.63
	TSP	269			302.00	302.00	226.50	216.28
4	SCP	471	01.04.2017	31.03.2018	550.00	550.00	490.32	350.06
	TSP	609			575.00	575.00	575	420.01
5	SCP	380	01.04.2018	31.03.2019	674.00	674.00	570.18	38.06
	TSP	276			796.00	796.00	735.43	150.38
6	SCP	107	01.04.2019	31.03.2020	600.00	289.00	288.61	225.36
	TSP	85			700.00	341.00	340.68	305.27
7	SCP	50	01.04.2020	31.03.2021	178.00	120.00	120.08	111.65
	TSP	0			260.00	120.60	79.32	69.05
8	SCP	53	01.04.2021	31.03.2022	120.00	120.00	77.91	5.76
	TSP	100			120.60	120.60	120.29	22.85
9	SCP	29	01.04.2022	31.03.2023	120	0	0	48.26
	TSP	0			121	0	0	40.98
10	SCP	16	01.04.2023	30.11.2024	120	120	28.80	20.01
	TSP	0			121	121	29.80	25.63
11	SCP	157	01.04.2024	30.11.2025	5.00	2.50	2.50	0
	TSP	134			5.00	2.50	2.50	0

<b>Chapter – 12</b>			
<b>Manner of Execution of Subsidy Programmes{Section 4 (1) (b) XII}</b>			
12.1 Describe the activities/Programmes/ Schemes being implemented by the public authority for which subsidy is provide.			
12.2 Provide information on the nature of subsidy, eligibility criteria for accessing subsidy and designation of officer competent to grant subsidy under various programmes / schemes.			
Name of programme/ activity	Nature/ scale of subsidy.	Eligibility criteria for grant of subsidy	Designation of officer to grant subsidy
Not Applicable			
12.3 Describe the manner of execution of the subsidy programme:			
Name of programme / Activity.	Application procedure.	Sanction Procedure.	Disbursement Procedure.
Not Applicable			

### **Chapter – 13**

#### **Particulars of Recipients of Concessions, Permits of Authorization**

Granted by the Public Authority.				
{Section 4 (1) (b) xiii}				
Provide the names and Addresses of recipients of benefits under each programme / schemes separately in the following format.				
<b>Instructional Beneficiaries.</b>				
<b>Name of Programme/Schemes</b>				
S.No.	Name and Address of recipient institutions.	Nature / quantum of benefit granted.	Date of grant.	Name & Designation of granting authority.
Not Applicable.				
<b>Name of Programme/Schemes</b>				
S.No.	Name and Address of recipient institutions.	Nature / quantum of benefit granted.	Date of grant.	Name & Designation of granting authority.
Not Applicable.				
<b>Name of Programme/Schemes</b>				
S.No.	Name and Address of recipient institutions.	Nature / quantum of benefit granted.	Date of grant.	Name & Designation of granting authority.
Not Applicable.				
<b>Name of Programme/Schemes</b>				
S.No.	Name and Address of recipient institutions.	Nature / quantum of benefit granted.	Date of grant.	Name & Designation of granting authority.
Not Applicable.				

<b>Chapter – 14</b>			
<b>Information Available in Electronic Form {Section 4(1) (b) XIV}</b>			
<b>Please provide the details of information related to the various schemes of the Department</b>			
<b>Which are available in electronic formats (Floppy, CD, VCD Web site, Internet etc.).</b>			
Electronic format.	Description (site address/ location Where available etc.,)	Contents or title	Designation and address of the custodian of information (held by whom?).
Ground Water Levels Data.	Available in CDs/ Floppies/ Hard Copies.	Water Levels collected from the OB Wells, Piezometer wells.	Deputy Director(NHP)
Water Quality reports, Ob wells and piezometers.	Available in / CDs / Hard Copies/Pen drive.	Ground Water quality of samples collected during pre-Monsoon (May) and Post Monsoon (Nov).	Deputy Director(NHP)
GEC – 2016-17.	Available in CD/ Pen drive/ Hard Copies	Village Wise ground water potential details according to GEC-2015 methodology calculated for the year 2016-17 (As per the collected data available in CPO and Irrigation Departments, Transco, Agriculture Department etc.).	Deputy Director(HG-I)
WALTA, Survey reports.	Available in Reports in the Respective districts.	Ground Water Surveys reports in respect of the investigations taken up under AP WALTA.	Deputy Director's / District Ground Water Officer's in the respective 33 districts.

<b>Chapter – 15</b>		
<b>Particulars of Facilities available to Citizens for Obtaining Information (Section 4 (1) (b) xv)</b>		
Describe the particulars of information dissemination mechanisms in place/facilities		
Available to the public for accessing of information.		
Facility.	Description (Location of Facility. Name etc.).	Details of Information made available.
Notice Board.	Available in the Office.	Ground Water Surveys etc.,
News Paper Reports.	Available in the Office.	Nil
Public Announcements.	Available in the Office.	Nil
Information Counter	Available in the Office.	Information about Ground Water department activities
Publications.	Available in the Office.	Nil
Office Library	Available in the Office.	Technical Reports, Maps & Topo-sheets etc.,
Websites.	Available in the Office.	Official website of Ground Water Department activities <a href="http://www.gwd.telangana.gov.in/">www.gwd.telangana.gov.in/</a>
Other facilities (name).	Ground Water Surveys/Investigations	Technical Suggestions.

Chapter – 16				
Names, Designations and other particulars of Public Information Officers Information {Section 4 (1) (b) xvi)}				
Please provide contact information about the Public Information Officers and Assistant Public Information Officers designated for various offices/ administrative units and appellate Authority/Officers) for the public authority in the following format.				
Public Information Officer (s).				
S.No.	Name of Office	Name & Designation of APIO.	Office Tel:	Email.
	Administrative Unit.		Residence Tel:	
			Fax:	
1	Office of the Director, Assistant Accounts Officer Ground Water Department, Hyderabad	Smt C.Sujatha	7032982004	<a href="mailto:ts.gwd.rtiact2005@gmail.com">ts.gwd.rtiact2005@gmail.com</a>
Assistant Public Information Officer (s).				
S.No	Name of Office	Name & Designation of PIO.	Office Tel:	<a href="mailto:ts.gwd.rtiact2005@gmail.com">ts.gwd.rtiact2005@gmail.com</a>
	Administrative Unit.		Residence Tel:	
			Fax:	
1	Office of the Director, Deputy Director(GP) Ground Water Department, Hyderabad,	Sri C.Seetharam,	7032982005	
Appellate Authority.				
S.No.	Name, Designation & Address of Appellate Officer.	Jurisdiction of Appellate Officer (Officer/administrative units of the authority).GWD, Telangana.	Office Tel: 040-23314979	<a href="mailto:director.tgsgwd@gmail.com">director.tgsgwd@gmail.com</a>
			Residence Tel:	
			Fax: 23314950	
1	Director Ground Water Department HO, Hyderabad.	Sri K.Laxma	7032982001	

Chapter – 17		
Other Useful Information		
{Section 4 (1) (b) xvii}		
17.4 WITH RELATION TO CERTIFICATE, NO OBJECTION CERTIFICATE ARE ISSUED BY THE PUBLIC AUTHORITY NOT INCLUDED IN MANUAL-13		
1	Name and description of the certificates and NOC's	RIGS REGISTRATION
2	Eligibility for applying	Registration with RTA
3	Contact information for applying	DGWO at District Head Quarter
4	Application Fee (wherever applicable)	Rs10000/-
5	Other Fee (wherever applicable)	NA
6	Application form	Form -17 TGWALTA
7	List of Enclosures/Documents	Rig Insurance, Fitness
8	Format of enclosures/documents	Online
9	Procedure of Application	Online GWRMS to DGWO
10	Process followed in the public authority after the receipt of application	DGWO authority to issue
11	Normal time taken for issuance of certificate	15 days
12	Validity period of certificate	Two Years
13	Process of renewal (if any)	Monthly drilling sites progress, Before Expiry to apply