

CHAPTER – VI

RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS, FOR DISCHARGING FUNCTIONS [SECOND 4 (1) (B) (V) & (VI)]

Sl. No.	Description	Gist of Content	Price of the publication if priced
Rules & Regulations			
1.	(The A.P, Municipal Corporations Act 1994 (Act No.25/94) read with the provisions and rules stipulated in G.H.M.C Act 1955, which is transitionally applicable to Warangal Municipal Corporation) as amended from time to time by the Govt.	Contains Acts general conditions of Service rules and code of conduct and Bye-laws etc.	Nil
Instructions			
1.	Govt. Orders/ Memos/Job Chart/Delegations Office Orders, circulars etc.	Contains Guidelines and powers and functions of the Competent authority/ govt.	Nil
Manuals			
1.	Departmental & Functionary manual not prescribed		
Records			
2.	Assessment Records	Property tax year wise details	Assessment extract will be supplied on payment of Rs.100/- fee at Main office.
	Road Development, Plans Development Plans and Master Plan	Boundaries and limits of the city ward wise	Rs. 250/- payable in Civic service Center at Main Office and

3.	Election record	Contains information ward wise electoral rolls as furnished by the Electoral Registration Authority, Warangal rolls of I & II constituencies	Rs.100/- payable in civic service center at Main Office
4.	Records pertaining to Standing Committee/Corporation meetings	Contains Subjects and Resolution of the Standing Committee and the Corporation meetings	Rs.500/- Payable in Civic Service Center at Main Office
5.	Slum Survey Reports and BPL records	Contains data of slum people of B.P.L.	Nil
6.	Town Planning record	Contains buildings plans extracts and their related information	Rs.200/- payable in Civic service Center at Main Office
Publications			
1.	Good will Ads on WMC Developmental Activities, occasionally in News papers and Magazines	On Developmental activities of WMC	Tariff of the concerned agencies