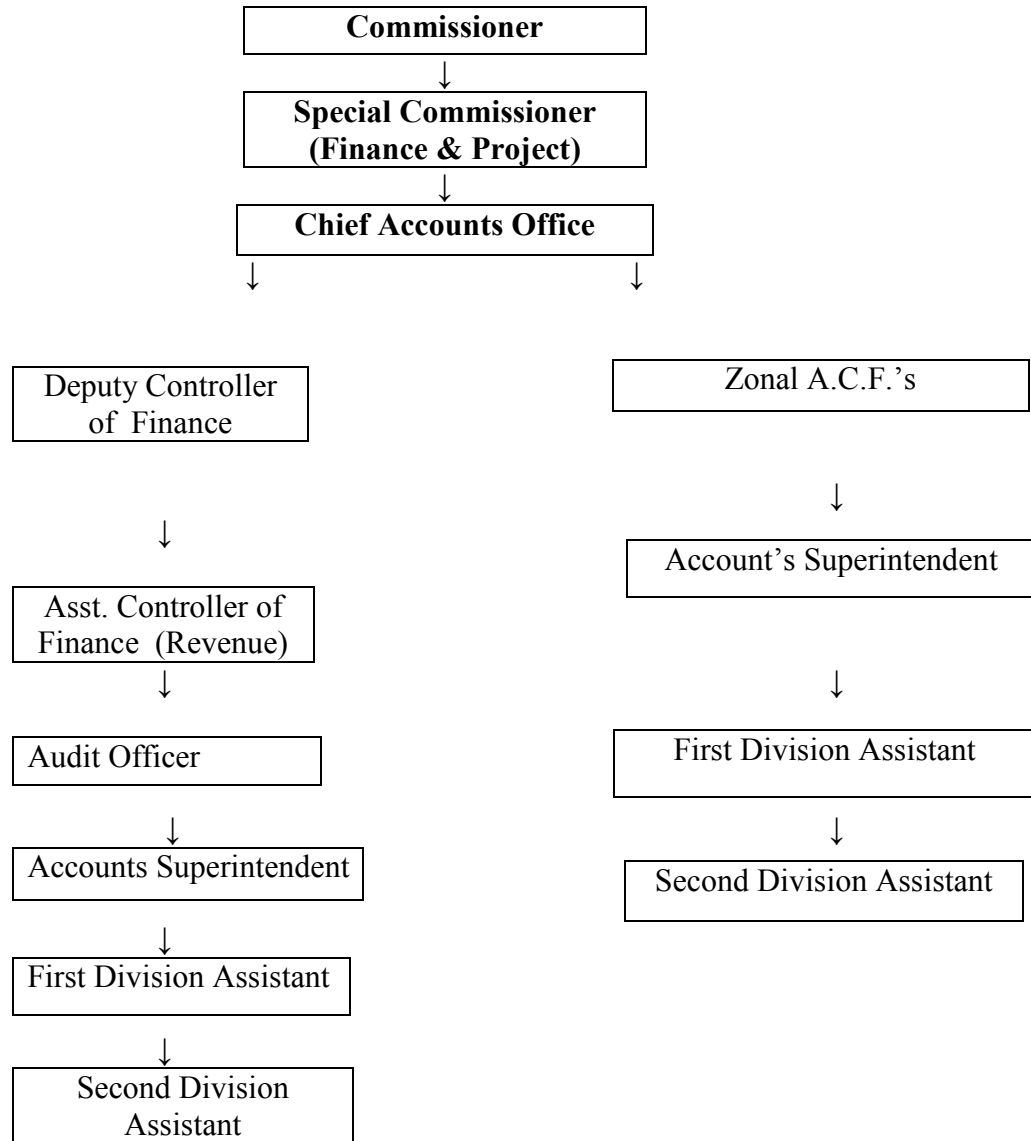


INFORMATION ON 4(1) (b) OF ACCOUNTS SECTION BBMP

Section 4(1) (b)(i)-Organisational structure, aims and functions.

ORGANISATIONAL STRUCTURE



INFORMATION ON 4(1) (a) OF CHIEF ACCOUNTS OFFICE, BBMP

Template for Section 4(1)(a) – Indexing and cataloguing of all information.

Sl. No.	Date on which opened (Files to be listed chronologically)	Category A,B,C,D,E, etc., (Files to be listed alphabetically according to category)	File No.	Subject of file	Location of File: Room /cupboard/ Shlef numbers	Date on Which File can be destroyed/ custodian of file
This information is furnished in separate Annexure						

INFORMATION ON 4(1) (b) OF CHIEF ACCOUNTS OFFICE, BBMP

Section 4 (1) (b) (i) Organisational structure, aims and functions.

Sl. No.	Name of the Organisation	Address	Aims	Functions
	Office of the Chief Accounts Officer	Bruhat Bangalore Mahanagara Palike, Central Office, N.R. Square, Bangalore - 560002	1. Preparation and submission of Annual Budget of the Corporation 2. Preparation of Income and Expenditure 3. Preparation of Financial Statement 4. Monitoring of Bank Accounts of BBMP	1. Collecting the information from the unit offices for preparation of Annual Budget. 2. Collecting the information from the unit offices in respect of income and expenditure. 3. Monitoring of Bank Accounts, (Receipts and Payments)

Section 4(1)(b)(ii) – Powers and duties of Officers and employees

Sl. No.	Designation of the Official/plye	Duties allotted	Powers
01	Chief Accounts Officer	Preparation of Income and Expenditure statement preparation of draft budget of BBMP and submission. to the T & F Standing Committee, through Commissioner. Reconciliation of Bank Accounts (Receipts & Expenditure) Submission of bi-monthly accounts, replies to the Audit reports.	Preparation of Income and Expenditure preparation of draft budget of BBMP and submission. to the T & F Standing Committee, through Commissioner. Reconciliation of Bank Accounts (Receipts & Expenditure) Submission of bi-monthly accounts, replies to the Audit reports.
02	Deputy Controller of Accounts	Performing of duties authorised by the CAO & higher authorities, signing of cheques up to Rs.50,000/- passing of salary bills of gazetted & non gazetted of central office & issual of cheques. Sanction of House Building & Vehicle Advance and supervision of recoveries, supervision of salary deductions & remittance to the concerned department	Performing of duties authorised by the CAO & higher authorities, signing of cheques up to Rs.50,000/- passing of salary bills of gazetted & non gazetted of central office & issual of cheques. Sanction of House Building & Vehicle Advance and supervision of recoveries, supervision of salary deductions & remittance to the concerned department.

03	Assistant Controller of Finance – Head Office	<ol style="list-style-type: none"> 1. Monitoring of Revenue Accounts. 2. Preparation of draft budget. 3. Verification of EMD & FSD claims. 4. Supervision of Payments pertains to Welfare Schemes. 	<ol style="list-style-type: none"> 1. Monitoring of Revenue Accounts. 2. Preparation of draft budget. 3. Verification of EMD & FSD claims. 4. Supervision of Payments pertains to Welfare Schemes.
04	Audit Officers/Accounts Superintendents:	<ol style="list-style-type: none"> 1. Assisting for Preparation of Draft budget. 2. Verification of fund releasing files. 3. Verification and Supervision of A.C. & D.C. bills. 4. Supervision of Employees Establishment files . 	<ol style="list-style-type: none"> 1. Assisting for Preparation of Draft budget. 2. Verification of fund releasing files. 3. Verification and Supervision of A.C. & D.C. bills. 4. Supervision of Employees Establishment files .
05	First division accounts assistant	<ol style="list-style-type: none"> 1. Verification of files received from unit offices for releasing of grants. 2. Collecting the data from different unit offices and put up the same for preparation of annual budget. 3. Assisting for verification of receipts and expenditure BBMP account. 4. Assisting for reconciliation of bank receipt and payment account 5. Verification of salary bills. remittance of salary deduction to the concerned departments 6. Verification and submission of AC/ DC bills from different Offices 7. Maintenance of AC/DC bill register 8. Maintenance of salary deduction registers 9. Preparation of monthly accounts. 10. Issue of TDS Certificates to the concern department respect of IT. 11. Maintenance of FSD/EMD LOC releasing registers 12. Maintenance of LOC registers respect of LOC released for the payment of divisional pending bills. 13. Maintenance of grants received from Govt. and releases there on. 14. Maintenance of head of account vise cash book 15. Reconciliation of receipts and payment of bank accounts 	<ol style="list-style-type: none"> 1. Verification of files received from unit offices for releasing of grants. 2. Collecting the data from different unit offices and put up the same for preparation of annual budget. 3. Assisting for verification of receipts and expenditure BBMP account. 4. Assisting for reconciliation of bank receipt and payment account 5. Verification of salary bills. remittance of salary deduction to the concerned departments 6. Verification and submission of AC/ DC bills from different Offices 7. Maintenance of AC/DC bill register 8. Maintenance of salary deduction registers 9. Preparation of monthly accounts. 10. Issue of TDS Certificates to the concern department respect of IT. 11. Maintenance of FSD/EMD LOC releasing registers 12. Maintenance of LOC registers respect of LOC released for the payment of divisional pending bills. 13. Maintenance of grants received from Govt. and releases there on. 14. Maintenance of head of account vise cash book 15. Reconciliation of receipts and payment of bank accounts
6	Second division accounts assistant	<ol style="list-style-type: none"> 1. Receiving of tappal, maintenance of BR and Despatch registers 2. Assisting for verification of DC bills Pertaining to Electricity Water Supply Bills. 3. Assisting for disposal of R.T.I. files 	<ol style="list-style-type: none"> 1. Receiving of tappal, maintenance of BR and Despatch registers 2. Assisting for verification of DC bills Pertaining to Electricity Water Supply Bills 3. Assisting for disposal of R.T.I. files

Section 4 1(1) (b) (iii) Procedure followed in decision – making process

Activity	Description	Decision – Making process/time limit for taking decision/channels of supervision and accountability	Designation of final decision authority.
Preparation and submission of Annual Budget	Obtaining the requirement from different zonal Office for preparation of Annual Budget.	On the direction of the concerned standing committee the budget will be prepared. The necessary opinion and suggestion will be furnished to the Committee through the Commissioner.	Govt. decision is final after approval of the Council, presented by the Tax and Finance Committee. Which is submitted by the Commissioner.

Section 4 (1) (b) (iv) – Norms set for the discharge of functions:

Sl. No.	Function/service	Norms/standards of performance set	Time – frame	Reference document prescribing the norms (Citizens’ charter, service charter, etc.,)
01	Preparation of Annual Budget	As per KMC Act. 1976	As per KMC Act. 1976	
02	Financial Control	As per KMC Act. 1976	As per KMC Act. 1976	

Section 4 (1) (b) (v) – Rules, regulations, instructions, manuals and records held/used:

Sl. No.	List of Acts, rules, regulations, instructions manuals	Gist of Act rules etc.
1	1. As per KMC Act. 1976 Chapter XI Finance, Accounts and Audit. 2. Orders Circulars & Instructions issued by the Commissioner from time to time	As per KMC Act. 1976 Chapter XI Finance, Accounts and Audit.

Section 4 (1) (b) (vi) – Categories of documents held

Sl. No.	Category of the document	Title of the document	Custodian of the document
01	A	Cash Book, Grant Register, D.C. Bill Register, Advance Register.	Chief Accounts Officer
02	B	Acquittance Register, LOC files, Scale Register, EMD/FSC Register.	Deputy Controller of (Finance)
This information is furnished in separate Annexure			

Section 4 (1) (b) (vii) – Arrangement for consultation with, or representation by the members of the public in relation to the formulation of policy or implementation thereof

Sl. No.	Function/Service	Arrangements for consultation with or representation of public in relation with policy formulation	Arrangements for consultation with or representation of public in relation with policy implementation
01	Not applicable		

Section 4 (1) (b) (viii) – Board, Councils, Committees and other bodies constituted as part of the public authority.

Name of board, Council, Committee, etc.,	Composition	Powers and functions	Whether its meetings are open to the public/Whether minutes of meetings accessible for public.
BBMP Council	198 Caporators, All MLA's representing BBMP limits.	Policy making	Yes
Standing Committees	Chairman and members of the Standing Committees	Recommendations	Yes.

Section 4 (1) (b) (ix) & Section 4(1)(b)(x)– Directory of officers/employees and their monthly remuneration.

Name of the Officers/employees		Designation	Office address/contact number/e-mail ID	Monthly remuneration etc.
1	SRI. ASHOK KUMAR M	Chief Accounts Officer	Chief Accounts Office, BBMP Central Office. N.R. Square. Bangalore - 560002 Phone No.22975572	53995
2	KANAKARAJA	Dy.Controller Finance		33197
3	SUSHEELAMMA	Asst.Controller Finance		28875
4	SIDDANANJARADHYA, N.C	Audit Officer		28050
5	SHASHIDHAR. BR.	Audit Officer		23229
6	RAMESH. R.	Audit Officer		23304
7	PRASANNAKUMAR PRAVEEN A.	Audit Officer		23229
8	BASAVARAJU,	Accounts Supdt.		23554

9	RAJASHEKAR S.C.	Accounts Supdt.	25966
10	KENCHARANGAIAH. KN.	Accounts Supdt.	20419
11	NAGARAJ R	Accounts Supdt.	21163
12	PRASHANTH M.C.	Accounts Supdt.	19875
13	ANITHA M,	Accounts Supdt.	20419
14	KUMUDINI,	Accounts Supdt.	20419
15	KEMPEGOWDA	Accounts Supdt.	19950
16	SRINIVASA. M.	Manager	19925
17	SRINIVAS. T.	Stenographer	19274
18	AROKYA RAJ. D.	First Division Asst.	14688
19	RADHAMMA. LN.	First Division Asst.	14688
20	RAMAIAH D	First Division Asst.	17436
21	NARASIMHA PRASAD B.R.	First Division Asst.	17769
22	ANJANEYA. N.	First Division Asst.	17794
23	MANJUNATHA. S.V.	First Division Asst.	14020
24	NAGAMMA. V.	First Division Asst.	17161
25	SHILPA S. BARADWAD	First Division Asst.	14020
26	SURESH BABAU C	First Division Asst.	14488
27	VENKATARAMANAIAH	First Division Asst.	18929
28	RAVIKUMAR B	First Division Asst.	15213
29	SRINIVASA. M.	First Division Asst.	13386
30	SANJEEVA MURTHY	First Division Asst.	13461
31	BORAIAH	First Division Asst.	13386
32	SUMITHRA N.S.	First Division Asst.	15288
33	PRASHANTH R	First Division Asst.	13386

34	SRINIVAS G	First Division Asst.	13704
35	ANITHA C	First Division Asst.	14020
36	ANANTHA V	Second Division Asst.	11075
37	KANAKARAJ	Second Division Asst.	11529
38	KRISHNA MURTHY H.	Second Division Asst.	21466
39	SARVAMANGALA	Second Division Asst.	12525
40	VENKATESHAMURTHY J	Second Division Asst.	11301
41	SURESH M	Second Division Asst.	11529
42	DHANALAKSHMI S	Second Division Asst.	11075
43	SHASHIKUMAR B	Second Division Asst.	17161
44	CHOWDAPPA	Second Division Asst.	17161
45	DHANANJAYA R	Driver	12415
46	KONDAIAH G	Driver	14509
47	VENKATESH M	Driver	17785
48	DASAPPA K	Driver	21198
49	MADURAI	Driver	17378
50	KODANDARAM D.S.	Group D	11144
51	MUNIYAPPA M	Group D	9694
52	RAMAKKA	Group D	14270
53	SHANKAR RAO B	Group D	11325
54	SHARADAMMA	Group D	17275
55	SYED MALLANG SHAH	Group D	10600
56	VENKATE GOWDA T.	Group D	19450
57	RAJAMMA M	Group D	9150
58	KAMALAKSHI	Group D	15100

Section 4(1)(b)(xi)-Budget allocated to each Agency including Plans, Etc.,

Agency	Plan/Programme/Scheme/Project/Activity/Purpose for which budget is allocated	Proposed Expenditure as on last year	Expected Outcomes	Report of disbursements made are where such details are available(website , reports, Notice board)
BBMP	Council	1753.48	1277.00	
	GAD – Management	15010.76	20717.00	
	Finance & Accounts	3354.00	17025.00	
	Public Relations Cell	542.49	791.00	
	Legal Cell	173.88	122.00	
	Estates & Asset Management	1144.69	2429.00	
	Statistics	39.64	9.00	
	Revenue	11306.30	6198.00	
	Market	1543.11	208.00	
	Advertisement	214.35	93.00	
	Horticulture & Environmental Management	15249.95	10644.00	
	Urban Forestry & Environment Management	11316.60	1967.00	
	Health – General	4150.86	2857.00	
	Health – Medical	2715.20	2072.00	
	Engineering – solid waste management	2593.15	756.00	
	Town Planning	583.57	205.00	
	Engineering – Public works (Zonal)	87734.10	161190.00	
	Engineering – Multi purpose Engineering Division Works	985.74	494.00	
	Engineering – projects	70917.42	39253.00	
	Engineering – Road Related Infrastruction	52016.36	26168.00	
	Engineering – Storm Water Drains	20323.49	14671.00	
	Engineering – Traffic Engineering Cell	5702.25	2136.00	
	Engineering – Electrical	26786.75	13570.00	
	Culture & Sports	4688.10	1343.00	
	Education	3299.33	2702.00	
	Welfare	57331.12	16250.00	
	Public Health Engineering – Zonal	22365.27	13054.00	
	Engineering – Capital Investment Plan			

Section 4(1)(b)(xii)-Manner of execution of subsidy programmes

- a. Information on the nature of subsidy, eligibility criteria for accessing subsidy and Designation of officer competent to grant subsidy under various programmes /Schemes

Sl No	Name of Program/Activity	Nature/Scale Of subsidy	Eligibility criteria for grant of subsidy	Designation of officer for grant of subsidy
This subject pertains to Welfare Department				

b. Describe the manner of execution of the subsidy programme

Sl No	Name of Program/Activity	Application Procedure	Sanction Procedure	Disbursement Procedure
This subject pertains to Welfare Department				

Section 4(1)(b)(xiii)-Particulars of Recipients of concessions, Permits or authorizations granted by the public authority

Sl No	Name And Address of Recipient institutions	Nature / Quantum of Benefit Granted	Date Of Grant	Name and designation of granting authority
This subject pertains to Welfare Department				

Section 4(1)(b)(xiv)- Information available in electronic form

Sl No	Electronic Data	Description(Site address /Location where available etc.,	Contents Or Title	Designation and address of the custodian of information (held by whom)
1		website: http://www.bbmp.gov.in	<ul style="list-style-type: none"> • Introduction and objectives • Duties and Responsibilities. 	I.T. Advisor, BBMP

Section 4(1)(b)(xv)- Particulars Of facilities available to citizens for Obtaining information

Facility	Description (location of facility/name, etc.,)	Details of information available
	website: http://www.bbmp.gov.in	<ul style="list-style-type: none"> • Introduction and objectives • Duties and Responsibilities.

Section 4(1)(b)(xvi)- Names, designations and other particulars of public information officers

a. Public information Officer(PIO)

Sl No	Name of the Office /Administrating Unit	Name and Designation of PIO	Office Tel No Residence Tel No Fax	Email
01	Chief Accounts Officer Section	Deputy Controller (Finance)	(O)/(F) 22975572 (M) 9243811161	KNR yahoo.com

b. Appellate Authority

Sl No	Name of the Office /Administrating Unit	Name and Designation of Appellate Authority	Office Tel No Residence Tel No Fax	Email
01	Chief Accounts Officer Section	Chief Accounts Officer	(O) 22975572 (M) 9480683661	caobbmp @ Gmail.com