

DETAILS OF CHIEF ACCOUNTS OFFICER

SPECIAL COMMISSIONER (FINANCE)



CHIEF ACCOUNTS OFFICER



DEPUTY CONTROLLER OF FINANCE

ASSISTANT CONTROLLER



ACCOUNTS OFFICER (REVENUE)

- Sri Srinivas Steno – PA to CAO
 - Smt. Lakshmi K. Steno – PA to CAO
1. Sri. Siddananjaradhya – Audit Officer (Budget)
 - Smt Vasantha Kumari, FDA
 - Smt. Netra Prakash, FDA
 2. Smt Anita , Accounts Superintendent (Establishment)
 - Sri. K. Hanumanthaiah, FDA
 - Smt. Shakunthala, FDA
 - Sri. N. Mahesh Kumar, SDA
 - Sri G.Vasudevamurthy SDA
 - Sri. Kanakaraj, SDA
 3. Sri Basavaraj , Accounts Superintendent (New Zone)
 - Smt. Radha , FDA
 4. Sri. Kencharanraiah, Accounts Superintendent (Revenue)
 - Sri. Ajith Prasad Jain, FDA
 - Sri Manjunatha, FDA
 - Smt. Silpa Bharadvad , FDA
 - Sri M Suresh, SDA
 5. Sri Harish, Accounts Superintendent (Cheque section)
 - Sri Boraiah , SDA
 - Sri Venkatesh , SDA

6. Sri. Annadanaiah , Audit Officer (Project)
 - Sri. Ramachandra Rao Syndhe FDA
 - Sri. Nagaraju, FDA
 - Sri. N. Thandava Raju, FDA (Cashier)
 - Sri Jayaram FDA
7. Sri. Nagaraj Karanth, Audit Officer (Pension)
 - Sri. Shivashankar , SDA
 - Sri. B. Shashikumar, SDA
 - Sri Prasanth , SDA
8. Sri Shasidhar, Audit Officer (Spl Cell)
 - Sri Manjunath FDA

DUTIES

SPECIAL COMMISSIONER (FINANCE)

To attend the duties assigned by the Commissioner as per KCSR (CCA) 1957 rule 8 (as per TA to TAA) having disciplinary proceeding on C & O Group employees applicate authority as per KCS (CCA) rule 1957 rule 8 and also supervision on Accounts Branch.

Sri. S.S. MOOLGI, CHIEF ACCOUNTS OFFICER

1. Controlling of all kinds of Receipts and Payments
2. To present annual Budget of BBMP to Committee
3. To present supplemental Budget and to advise palike in financial matters
4. Supervision of Various Bank Accounts and Re – appropriate accounts
5. To submit Financial position to Government and superiors
6. To act as a financial advisor to Commissioner
7. To release LOC to Ex Engineer and Zonal office with approval of Competitive Authority
8. To take action on pending bills submitted by Ex engineer and make payments through “HUNDI”
9. To take action on Honorable Mayor and Deputy Mayor’s fund
10. To take action to funds released from Government
11. To give opinion relating to financial matters
12. To take action on orders of commissioners and Special Commissioner

SRI. G.P. RAGHU, DEPUTY CONTROLLER OF FINANCE

1. To sign the cheques upto Rs. 50,000/- on expenditure on BBMP
2. To pass the salary bills of GO & Admin staff and issue cheques
3. To sanction HBA and Motor Vehicle advances to BBMP staff and watching the recoveries
4. To take action to release LOC, DC Bill, Other payments of BBMP
5. To issue cheques towards recoveries made in salary bills relating to LIC, Professional Tax, K.G.I.D, G.P.F, E.W.F, F.B.A, etc.,
6. To take action on audit reports and replying of Audit report
7. To take action on Adjustments bills and issue clearance of advances on AC bills
8. To submit Quarterly accounts / funds to committee
9. To give opinion on administrative matters and to attend the orders of the Commissioner / special commissioner and chief Accounts officer.

SRI SIDDARAMAIAH ACCOUNTS OFFICER (REVENUE)

1. To collect the details of Revenues & Royalties received from 3 zones working under control of central office and to submit to the CAO
2. To scrutinize the payments of revenue files deal with Sri Kencharangaiah, Accounts Superintendent
3. To scrutinize the bills of Honorable mayor and Deputy Mayor funds,
4. Collection of Royalties & loans deal with FDA working in Accounts branch (Revenue) attended and signed
5. To observe the accounts on receipt of accounts no 22 and to observe the consolidation file
6. To attend the audit reports attended by Section Superintendent
7. To attend the file of payments and Hired vehicles to central office
8. To attend the files of Payments to Office Telephones, Fuel & Repairs
9. To attend the files relating to DC, Bills of Education and welfare department
10. To attend the files commencing from KMRP office and for payments and accounts files in addition to above to attends the orders of Commissioner / Special Commissioner / CAO etc.,

Sri. SIDDANANJA ARADHYA, AUDIT OFFICER (BUDGET)

Preparation of Budget of BBMP & clear RTI files. Supervision of work attended by Smt Vasantha Kumari, FDA, and Nethra Prakash, FDA, and Review in addition to work entrusted by Chief Accounts Officer, and Deputy Controller Finance.

SMT. ANITHA - ACCOUNTS SUPERITENDENT (ESTABLISHMENT)

Supervision and Scrutinize of work attended by Smt. Shakunthala , Sri Hanumanthappa FDA, Sri Vasudeva murthy, SDA and to give suitable opinion to Establishments matters.

To attend the work entrusted by Chief Accounts Officer and Deputy Controller Finance

SRI BASAVARAJU, - ACCOUNTS SUPERITENDENT (NEW ZONE)

Preparation of Budget & Accounts Recosilation of New Zone . supervision of work attended by Smt Radha FDA & review in addition to work entrusted by Chief Accounts Officer, and Deputy Controller Finance.

SRI KENCHARANGAIAH- ACCOUNTS SUPERITENDENT

Preparation to be made for funds released by Government to BBMP & To supervision of work attended by Sri. Ajit Prasad Jain FDA , Sri Manjunatha FDA, Smt. Silpa Bharadvad, FDA & M. Suresh , SDA

Sri. HARISH, ACCOUNTS SUPERITENDENT

Supervision of Cash Branch, Bank Reconciliation work to attend the funds transfer etc.,

supervision of work done by Sri Boraiah, SDC, Sri Venkatesh SDC., in addition to work entrusted by CAO and DCF.

Sri Srinivas Steno & PA to CAO
Smt Lakshmi Steno & PA to CAO

Sri . NAGARAJ KARANTH- AUDIT OFFICER (PENSION)

To Scrutinize & make payments to the Bills submitted by Ex – Engineer S.W.D, T.E.C, S.W.M (except the J.N.N.U.R.M works) preparation of monthly accounts grant and out lay statements maintenance of EMD reg / SFD refund release of LOC replying to the Audit Reports.

Correspondence and issue of PPO to BBMP staff and payment and pension to ECS and sanctioning of family pension to retired B.B.M.P. staff.

To attend the work entrusted by Chief Accounts Officer and Deputy Controller Finance

Sri. ANNADHANIAH, AUDIT OFFICER (PROJECT)

Supervision of accounts branch in project section supervision and scrutiny of files attended by accounts staffs and payments of loan accounts, Preparation of monthly accounts preparation of grants and outlay statements, preparation detailed accounts of J.N.N.U.R.M, Submission of Replies to Audit reports, attending the work entrusted by Chief finance officer J.N.N.U.R.M and Chief accounts officer to attend the works relating to Accounts Branch and Project section. Correspondence with central state Government regarding J.N.N.U.R.M To, attend the work entrusted by Chief Accounts Officer and Deputy Controller Finance.

STAFF DUTIES DETAILS

Sl.no	Name and Designation	Work distributed
1	Sri Siddananja aradhya Audit Officer (Budget)	Supervision of work done by 1) Smt. Vasantha Kumari, FDA 2) Smt Netra Prakash, FDA 3) Letter correspondence with Government in respect of grants and Budget etc., 4) Reply to the Letter received in respect of Right to Information Act 5) In addition to work entrusted by CAO & DCF
2	Smt Anitha Accounts Superintendent (Establishment)	1) Smt. Shakunthala 2) Sri Hanumanthappa 3) Smt Netra Prakash Supervision & scrutinize of work done by them 4) To supervising files relating to opinion for establishment 5) To give opinion for GO's salary and allowance bills To submit the replies to the audit objection in respect of AC bills and DC bills submitted by Chief Auditor
3.	Sri Kencharangaiah Accounts Superintendent	To supervising of work done by Sri 1) Sri. Ajith Prasad Jain FDA 2) Sri Manjunatha FDA 3) Smt. Silpa Bharadvad 4) Sri M. Suresh SDA 4) Receipts and expenditure preparation of fort night accounts 5) To scrutinize the opinions in respect of establishment submitted by establishment 6) preparation of Replies to Audit objection furnished by Chief Auditor 7) Letter correspondence with respect to Honorable Mayor and Deputy Mayor's fund.
4	Sri. Harish, Accounts Superintendent	1) Supervision of all works in Cash Branch consolidation of all bank accounts exercised by BBMP central office with reference to bank pass sheet 2) Funds transfer etc., 3) Replying to Audit objection furnished by Chief Auditor with respect to recoveries and submitted to CAO

		4) Preparation & recoveries statement with respect to Royalty, Income Tax etc., and remitted to the concerned Department and also send them to the concerned sections to issue TDS to the concerned
5	Sri Srinivas, Stenographer	1) To work as a personal assistant to CAO 2) To issue LOC to civil works, Electrical Work, and also mayor fund and TCE in addition to 3) Attend daily typing work, passing make payment to grant in aid bills 4) Purchase of stationeries and maintain relevant records in addition to other works entrusted by the higher authorities
6	Smt Lakshmi, Stenographer	1) To work as a personal assistant to CAO 2) To issue LOC to New Zones civil works, Health, 3) Purchase of stationeries and maintain relevant records in addition to other works entrusted by the higher authorities
6	K. Hanumanthaiah , FDA	1) Audit and passing of Health Department DC bills, sanction of HBA /HPA bills. Audit and passing of TA bills medical bills, Incentive bills, payment of Legal charges 2) Passing of DC bill of Horticulture Department of South & Yelahanka Zones 3) Maintenance of Recovery of Registers of General Administration and Preparing pro form bills, and obtain such salary deduction cheques and send them to concerned department. 4) Preparation of recovery statement of Income Tax and issue circular to submit form NO. 16 to concerned Department. 5) To take action to issue TDS of Income Tax recovered in DC Bills
7	Smt. Netra Prakash FDA	1) Passing of BBMP Gezeted & Health Dept. salary bills 2) Maintenance of motor vehicles advances register 3) To prepare statement Proform bill of recoveries like LIC, GPF, KGID, GIS etc& got cheque before 15 th of Every month send them to concerned dept. 4) Maintenance of files relation to work bills and of electrical TEC, SWM and Preparation of LOC file 5) Preparation of recovery statements of Income Tax recovered from salary bills of GO's and to obtain form no 16 well in advance from the concerned Department in addition to work entrusted by the higher officers
8	Smt. Vasanthakumari, FDA	1) Preparation of LOC statement to Relating to work of all divisions ward wise 2) To obtain list of pending bills from division and to issue LOC 3) To make letter correspondence relating to preparation of Budget from the subordinate offices in addition to attend work entrusted by the Higher officers
9	Smt. Shakunthala, FDA	1) Passing of GAD DC Bills 2) To passing of AC Bills and NDC bills. Issue clearance certificate for NDC Bills

		<ul style="list-style-type: none"> 3) Payment of DC bills of Horticulture Department to East Zone , Dasarahalli & Rajarajeswari nagar zone & issue of LOC letters to above zones of Civil works 4) Payment of salary bills of computer operators 5) Audit and Submission of Xerox bills stationery bills, News paper bills, and other DC bills 6) To prepare TDS for the Income Tax recovered in DC bills in addition to work entrusted by Higher Officers
	Sri Vasudevamurthy SDA	<ul style="list-style-type: none"> 1) Maintenance of DC bills of all office except Personal Relation Officer Cell 2) Payment of DC bills of Mahadevapura Horticulture Department to preparation of LOC letters 3) Passing of salary bills of deputed Gezeted Officer Salary Bill and consolidation of recoveries from above bills preparation of proforma bills and obtain cheques and send them to Concerned Department. 4) Preparation of recovery statement relates to salary bills, LIC, GPF, KGID, GIS, preparing proforma bills and obtain cheque every month before 15th and maintain register for above recoveries
11	Sri Manjuntha, FDA	<ul style="list-style-type: none"> 1) Maintenance of Register for the funds received from central / state government and forward them to FBAS and to prepare monthly statement and submitted to CAO Every month. 2) To collect details of pending bills relating to project and multi purpose division and issue LOC 3) To prepare bank Account and monthly account 4) Refund of EMD amounts 5) Passing of salary bills of deputed GOS's Engineers and consolidation of recoveries from above bills preparation of proforma bills and obtain cheques and send them to Concerned Department. 6) Preparation of recovery statement relates to salary bills, LIC, GPF, KGID, GIS, preparing proforma bills and obtain cheque every month before 15th and maintain register for above recoveries
12	Sri Ajith Prasad Jain	<ul style="list-style-type: none"> 1) Passing Salary bills of Engineering Department SWM, Quality control, Sub division no. 01 & 02 CE DEC and other works, Ex Engineer planning chef Engineer project etc., 2) Consolidating salary recoveries and preparation of proforma bill, receiving cheques and preparing accounts 3) Passing of petrol and Diesel bills and also repairs of vehicle bills 4) Passing telephone bills of Council Secretary office and Hotel bills 5) Passing of Travels bills 6) Maintenance of family welfare files 7) Mayor funds grant in aid bills 8) Preparation of Salary bills of statement and maintenance of SR Books 9) Maintaining CAO staff and officers recovery statement.

		10) Preparation of salary recovery bills like LIC, GPF, KGID, GIS, and also recoveries relating to palike and to prepare Performa bill for recovered amount receipt and cheque every month positively before 15 th
13	Sri Boraiah, SDA	Writing cheque relating to General Administration, Revenue, Engineering and Education and also writing and cheque to general LOC and also reconciliation maintenance of Bank pass sheet in addition to other works Entrusted by higher officers.
14	Sri G.Venkatesh SDA	Writing of Cheques to welfare Department, 18%, Horticulture Department, Council, Health section and also reconciliation of Bank pass sheet with cash book in addition to the work entrusted by the higher officers
15	Sri Mahesh Kumar, SDA	Bill registering , receipt and Tapals also maintaining receipt of Tapals and Dispatch in addition to work entrusted by Higher officers
16	Sri. Kanaka Raju, SDA	<ol style="list-style-type: none"> 1) Passing the DC bills of Electricity 2) Passing the DC bills of Water supply 3) Passing and submitting Telephone bills of House and Mobiles phones 4) To attend the dispatch work with dispatch case worker in addition to the work entrusted by Higher officer
17	Sri. Suresh, SDA	<ol style="list-style-type: none"> 1) Passing of EMD bills relating to Un – successful Tenders 2) To obtain list of pending 18% new zone works bills from new zone and to issue LOC
19	Sri. Ramachandra Rao Syndhe, FDA	<ol style="list-style-type: none"> 1) Passing of work bills of Ex – Engineers project and audit letter correspondence of above work 2) Audit of work bills Hebbal vally renovation and attend to letter correspondence 3) Replying to the Audit objection of Chief Auditor with the help of other CW and submitted to Chief Accounts Officer 4) Preparation of monthly accounts of every month and preparation of grant and outlay statement letter correspondence of above work 5) To Assist the CAO and COF also audit office in respect of J.N.N.U.R.M project 6) Audit and passing of work bill related to Ex – Engineer infrastructure and letter correspondence 7) Passing of FSD & EMD bills relating to all project works and maintenance of corresponding registers (Except Bank Guarantee) related EMD and letter correspondence
20	Sri Nagaraj , FDA	<ol style="list-style-type: none"> 1) Works relates to all CMC Zones audit of Work bills, writing of cheques, maintenance of Cash book, Registers of Bank Guarantee, EMD preparation of Grant and out lay statement, preparation of progress reports of all (CMC (Zone) works letter correspondence with Government in respect of funds release etc., bank reconciliation with Pass Book with AO Pension 2) Audit of works relating to Land Army

		3) IT / BT works roads of rain damaged works passing of all above bill and letter correspondence with AO project.
21	Sri Jayaram , FDA	<p>1) Audit and passing of bills relates to TEC / SWM / Widening of Road works, writings of cheques, maintenance and EMD register, Bank guarantee register, preparation of Accounts Preparation of grant and out lays statements preparation of progress or works reports every month, letter correspondence with Government relates to release funds replying to Audit objections maintenance BR Register and Bank Reconciliation with Bank pass sheet</p> <p>2) Audit and work bills Ex – Engineer (Project East) and passing of bills and letter correspondence with Government maintained of BR register and list of Pending bills</p> <p>3) Auditing and passing of work bills of Ex – Engineers Project (South) and letter correspondence with relating To above division</p> <p>4) Maintenance of Register AO Project</p>
23	Sri. N. Tandava Raj	<p>1) Auditing passing of work bills relating to Ex – Engineer Project (West) and letter correspondence</p> <p>2) Writing of cheques of Ex – Engineer (Project and infrastructure) and maintenance of cash Book</p> <p>3) Maintenance of Bank guarantee register, Refund of Security Deposit (Except CMC, TEC. SWM, and Widening of Roads)</p> <p>4) Auditing of work bills relating to Koramangala and Chalagata vally, Rain water Drainage and letter of Correspondence.</p> <p>5) Maintenance of Loan Account Register and HUDCO, KUIDFC, and other Financial corporation with letter correspondence</p> <p>6) Reconciliation of Loan accounts and with letter correspondence</p> <p>7) Maintenance of Repayments of Loan and Other accounts (Except HUDCO, KUIDFC)</p>