

Information under section 4(1)(b) of RTI Act

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

Sl. No.	Name of the organisation	Address	Aims	Functions
1.	ARO(Advertisement-EAST)	17 th Floor PU Building, Mayo Hall, M.G road, Bangalore-01.	To earn revenue to BBMP through different types of advertisements	<ol style="list-style-type: none"> 1. Inspection of sites 2. To co-ordinate with different organisation 3. Renewel of ADVT Hordongs. 4. To permit shops advertisements. 5. To permit banners and Buntings. Etc... 6. Removable of unauthourised hoardings, Banners and Buntings.

Section 4 (1) (b) (ii) - Powers and duties of officers, and employees

Sl. No.	Designation of the official/employee	Duties allotted	powers
1.	Additional Commissioner (East)	To look after over all whole advertisements that are in BBMP East Zone limits and supervision of collection of advertisement tax and other works entrusted by Commissioner.	To discharge all the duties regarding advertisement matters.
2.	ARO(Advertisement-EAST)	To look after overall works regarding advertisement department and to discharge the duties pertaining to RTI-2005 and to inspect the records pertaining to administrative report, Audit report and budget estimate	
3.	Revenue Inspector	Inspection of sites, calculation of fees regarding advertisement etc.,	
4.	First Divisional Clerk	Maintenance of files of individual organisation checking of calculation regarding advertisement tax and other details.	
5.	Second divisional clerk	Maintenance of service records, Establishment, Receiving and dispatch the files.etc...	
6.	Tax Inspector	Collection of advertisement tax and remittance to bank. Maintenance of D.C.B. Records, Maintenance of Receipts books, Kerdhi books.	
7.	Peon	Dispatch of files.	

Section 4 (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
Renewal of hoarding on Pvt. land	When agencies apply for renewal of hoarding renewal will be done.	Through the direction of Honorable High Court's order, Commissioner and JC(Advertisement)	Commissioner
Permission for shops advertisements	When the application for shops advertisements are received permission will be given through this office.	Through SDC to ARO(Advertisement-East) Time limit for taking decision with in 2 days	ARO(Advertisement-East)
Permission for temporary banners and buntings.	When the application for temporary banners are received permission will be given through this office.	Through SDC to ARO(Advertisement-East) Time limit for taking decision with in 2 days	ARO(Advertisement-East)

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

Sl. No.	Fucntion/service	Norms/Standards of performance set	Time-frame	Reference document prescribing the norms (Citizens Charter, service charter, etc.)
1.	To renew permission of hoardings	Advertisement Bye-law	2006	KMC Act 1976 Section 423 (24)

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

Sl. No.	List of Acts, rules, regulations, instructions, manuals	List of act, rules, etc.
1.	Karnataka municipal Corporation Act, 1976 Section 134 to 139	134. Tax on advertisement 135. Prohibition of advertisements without written permission of commissioner 136. permission of commissioner to become void in certain places 137. Owner or person in accupation to be Deemed responsible. 138. removal of un-authorized hoardings 139. collection of tax on advertisement

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

Sl. No.	Category of the document	Title of the document	Custodian of the document
1.	A	Service register	Establishment clerk Second Divison Clerk
2.	B	Renewal files of advertisement hoardings	Second Divison Clerk
3.	C	Stock book	Establishment clerk Second Divison Clerk
4.	B	Attendence book	Establishment clerk Second Divison Clerk
5.	B	Salary Aquitance book	Establishment clerk Second Divison Clerk
6.	B	PR Book	Establishment clerk Second Divison Clerk
7.	B	Kirdi Book	Tax Inspector
8.	B	Receipt Book	Tax Inspector

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 of representation of public in relation with policy formulation	Arrangements for consultation with or representation of public in relation with policy implementation
1.	Renewal of Advertisement Hoardings	General arrangement with decisions of town planning committee, tax and finance committee and council decision.	Approval from Government for the above orders issued by the committee's and council.
2	Collection of Advertisement Tax		

Section 4 (1) (b) (viii) - Boards, councils, committees and other bodies constituted as put 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 meeting accessible for public
Tax and finance committee		Fixation of tax/rate of advertisements.	Meetings are closed for public proceedings will be accessible to public.
Council		All the matters regarding advertisements will be discussed and finalized	Publics will be allowed for council meetings and proceedings of meetings will also be available.

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

Sl. NO.	Name of the officers/employees	Designation	Office address/ contact number/ e-mail ID	Monthly remuneration etc
1.	Smt.Nagartnamma.	ARO (Advertisement-East)	17 th floor, PU building, Mayo hall, M.G road, Bangalore-01. 08025580393.	-
2.	Smt. K.Shanthi	FDC (Advertisement-East)	ACF (East) On the Basis of OOD	17,529/-
3.	Sri.M. Shrinivasa Murthy	SDC (Advertisement-East)	ARO (Advertisement-East) 08025580393.	13,470/-
4.	Sri.M.Ramesh	RI (Advertisement-East)	JC(Advertisement) On the Basis of OOD .22975571	20,403/-
5.	Sri.C.N.Lakhman	RI (Advertisement-East)	JC(Advertisement) On the Basis of OOD .22975571	18,517/-
6.	Sri.K.Thangavelu	RI (Advertisement-East)	ARO (Market) On the Basis of OOD	31,402/-
7.	Sri.Naveena Kumar.K.	TI (Advertisement-East)	ARO (Advertisement-East) 08025580393.	13,132/-
8.	Sri.S.Narasimha Murthy	TI (Advertisement-East)	ARO (Advertisement-East) 08025580393.	12,451/-
9.	Sri.Govinda.	Class 4. (Advertisement-East)	ARO (Advertisement-East) 08025580393.	20,075/-
10.	Sri.M.Mayanna	Class 4. (Advertisement-East)	ARO (Citizen Service Centre) On the basis of OOD	20,075/-
11.	Sri.N.Lokesh Nayak	Class 4. (Advertisement-East)	ARO(Market-East) Driver On the basis of OOD	10,558/-
12.	Sri.M.R.Ramakrishna	Class 4. (Advertisement-East)	AEE (Chamarajpet) On the basis of OOD	11,554/-
13.	Sri.MadhuBabu	Class 4. (Advertisement-East)	ARO (Advertisement-East) 08025580393.	10,766/-

Section 4 (1) (b) (xi) - Budget allocated to each agency including plans, etc.

Not applicable

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 Programme /activity	Nature/Scale of subsidy	Eligibility criteria for grant of subsidy	Designation of officer for grant of subsidy
No Subsidy programme				

b. Describe the manner of execution of the subsidy programme

Sl. No.	Name of Programme /activity	Application procedure	Sanction procedure	Disbursement procedure
No Subsidy programme				

Section 4 (1) (b) (xiii) - Particulars of recipients of concessions, permits or authorisations granted by the public authority

Sl. No.	Name of address of recipient institutions	Nature/quantum of benefit granted	Date of grant	Name and designation of granting authority
Not applicable				

Section 4 (1) (b) (xiv) information available to electronic form

Sl. No.	Electronic date	Description site address/location where available, etc	Contents of title	Designation and address of the custodian of information (held by whom)
1.	Website	Advertisement	Street wise list of permitted hoardings	www.bbmp.gov.in

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
Electronic data	www.bbmp.gov.in	Zone wise and street wise list of advertisement hoardings

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

a. Public information officer (PID)

Sl. No.	Name of office / administrative unit	Nature & designation of PIO	Office tel No. Residence tel. No. fax	E.mail
1.	Assistant Revenue officer (Advertisement-East)	Smt. Nagaratnamma	25580393	-

b. Appellate authority

Sl. No.	Name of office / administrative unit	Nature & designation of Appellate authority	Office tel No. Residence tel. No. fax	E.mail
1.	Additional Commissioner (East)	Sri.K.Shiva Shankar,	22975801	-

Section 4 (1) (b) (xvii) - Any other useful information/information frequently asked by the public

Please give any other information of details of publications which are of relevance or of use to the citizens or which are frequently asked by the public.

ARO (Advertisement-East)
Bruhat Bangalore Mahanagara Palike