

**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.	R.O (Advertisement-Yelhanka)	Bellary Road, Bytarayanapura, Bangalore-92	To earn revenue to BBMP through different types of advertisements	19. To permit the agency for advertising 20. Inspection of sites 21. To co-ordinate with different organisation 22. Issue of licenses from the office

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

Sl. No.	Designation of the official/employee	Duties allotted	powers
19.	R.O (Advertisement-Yelhanka)	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	To discharge all the duties regarding advertisement matters.
20.	Revenue Inspector	Inspection of sites, calculation of fees regarding advertisement etc.,	
21.	Second divisional clerk	Maintenance of files of individual organisation checking of calculation regarding advertisement tax and other details. daily collection register, maintenance service registers of official preparation of salary bills of staff, telephones bill and contingency bill	
22.	Tax Inspector	Collection of advertisement tax and remittance to bank. Maintenance of D.C.B. Records, Maintenance of Receipts books, Kerdhi books. Giving assistance to revenue inspector in spot verification and removal of unauthorise banners buntings and cutouts.	
23.	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
To perform the duties as per the orders and instructions given by joint commissioner (advt) and additional commissioner west advt per KMC act of 1976 sec:134 to 138.	To perform the duties as per the orders and instructions given by joint commissioner (advt) and additional commissioner west advt per KMC act of 1976 sec:134 to 138.	To perform the duties as per the orders and instructions given by joint commissioner (advt) and additional commissioner west advt per KMC act of 1976 sec:134 to 138. and time limit as per rules.	commissioner

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

Sl. No.	Fuction/service	Norms/Standards of performance set	Time-frame	Reference document prescribing the norms (Citizens Charter, service charter, etc.)
1.	To to furnish reports regarding renewal/permission/ licence to hoardings	Advertisement Bye-law 2006	45days	KMC Act 1976 Section 423 (24)
2.	To issue permission to temporary banners buntings cutouts etc.	Advertisement Bye-law 2006	15days	As per KMC Act 1976 Section 134 to 138 and advt bye law 2006

**Section (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.	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 occupation 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	Stock Book	Manager
2.	A	Government. orders/ circulars	Manager
3.	A	Advertisement assessment register	Manager
4.	B	Advanced register	Manager
5.	B	Court cases files	Manager
6.	B	Audit follow up register	Manager
7.	C	Cash Book	Manager
8.	D	P.R Books	Manager
9	D	Tappal Books	Manager
10	D	Declaration of probationary period files	Manager
11	D	Record of receipt register	Manager
12	D	Receipt books	Manager
13	E	Right to information act files	Manager

**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**

The staff working in advertisement section have to receive application form the general public for advertisement of hoardings, banners, bunting and cutouts in BBMP area and to issue permission for the same as per KMC act 1976 and advertisement bye laws 2006.

**Section 4 (1) (b) (viii) - Boards, 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 meeting accessible for public
Town planning committee		Approval of tenders before calling and places of work where to be taken and time limit.	Meetings are closed for public proceedings will be accessible to 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
29.	Sir, P. Dayanand	RO	Revenur Officer, Advt, Yelahanka, Bellary Road, Bytarayanapura, Bangalore-92,080-22975938/22975936.	
30.	Sir, C. Yatish	Manager	Revenur Officer, Advt, Yelahanka, Bellary Road, Bytarayanapura, Bangalore-92,080-22975938/22975936.	20300
31.	Vaccant	Revenue Inspector	Revenur Officer, Advt, Yelahanka, Bellary Road, Bytarayanapura, Bangalore-92,080-22975938/22975936.	
32.	Vaccant	Tax Inspector	Revenur Officer, Advt, Yelahanka, Bellary Road, Bytarayanapura, Bangalore-92,080-22975938/22975936.	
33.	Sir, B.K. Kantharaj	Peon	Revenur Officer, Advt, Yelahanka, Bellary Road, Bytarayanapura, Bangalore-92,080-22975938/22975936.	
34.	Vaccant	Peon	Revenur Officer, Advt, Yelahanka, Bellary Road, Bytarayanapura, Bangalore-92,080-22975938/22975936.	

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

NIL

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

- g. 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				

- h. 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	<a href="http://www.bbmp.gov.in">www.bbmp.gov.in</a>

**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	<a href="http://www.bbmp.gov.in">www.bbmp.gov.in</a>	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
1.	Revenue officer (Yelahanka Advt.,)	Sri P. Dayanand	22975938

C. Appellate authority

Sl. No.	Name of office / administrative unit	Nature & designation of Appellate authority	Office tel No
1.	Joint Commissioner Advt, Yelahanka, Bellary Road, Bytarayanapura, Bangalore-92, 080-22975938/ 22975936.	Sri. Y.M. Ramachandra Murthy	22975942

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.

Revenue Officer  
Advertisement Yelahanka  
Bruhat Bangalore Mahanagar Palike