

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

Sl.No.	Name of the organization	Address	Aims	Functions
1	Animal Husbandry Division of BBMP	Zonal Office BBMP Yelahanka Bangalore-92	Implimenting Animal Husbandry Activities	1. Street dog birth control & Anti Rabies Vaccination 2. Stray Cattle Management 3. Licence to Trades Pertaining to Animal Husbandry Dept 4. Pet Licence

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

Sl. No.	Designation of the official/employee	Duties allotted	Powers
1	Assistant Director (AH)	1. Discharging all the duties of drawing & Disbursing Officer 2. Discharging duties as a Zonal Head of the Department 3. All the programmes of Street dog birth control & Anti Rabies Vaccination 4. Managing Stray Cattle control activities 6. Issual of Licence to Trades pertaining to Animal Husbandry Dept. 7. Issual of Pet Licences	All the Powers vested with the Drawing Officer
2	Senior Veterinary Inspector (At Ward Level)	1. Supevision of Street Dog Catching Unit 2. Supervision of ABC/ARV Programme 3. Receiving Complaints & Attending them 4. Supervising Stray Cattle control activities 5. Assisting Assistant Director (AH) in implementing AH activities	-
3	Senior Veterinary Inspector / Senior Health Inspector (At Ward Level)	1. Supevision of Street Dog Catching Unit 2. Supervision of ABC/ARV Programme 3. Receiving Complaints & Attending them 4. Supervising Stray Cattle control activities	-

		5. Assisting Assistant Director (AH) in implementing AH activities	
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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
Animal Birth Control	Catching street dog neutering, giving ARV & releasing the dog to its place	Senior Veterinary Inspector to Assistant Director (AH) 1 to 7 days depending on the no. of complaints/ward vist	Joint Director (AH)
Stray Cattle Management	Catching Street Cattle & leaving at cattle pound	1 to 7 days depending on the no. of complaints Senior Veterinary Inspector/Senior Health Inspector to Assistant Director (AH)	Joint Director (AH)
Trade Licence	Issual of Licence to Trades pertaining to Animal Husbandry Dept.	Senior Health Inspector/Senior Veterinary Inspector to Assistant Director (AH) 1 to 7 days	Assistant Director (AH)
Pet Licence	Licence to pet dogs	Senior Health Inspector/Senior Veterinary Inspector to Assistant Director (AH) 1 day	Assistant Director (AH)

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, ect)
1	Stray Animal Management and Trade Licence & Pet Licence	As per ABC Dog Rules 2001 & KMC Acts	1-7 days	As per ABC Dog Rules 2001 & KMC Acts

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

Sl.No.	List of Acts, rules, regulations, instruction, manuals	Gist of Act, rules, etc.
1	ABC Rules 2001	Regarding street dog population control by Animal Birth Control Programme
2	KMC Act 1976	-

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

Sl. No.	Category of the document	Title of the document	Custodian of the documents
1	A	Sevice Registers License Registers Transfers/Deputation files Circular file	Assistant Director (AH)
2	B	Stock Books File of Judicial matters Audit reports	Assistant Director (AH)
3	C	Cash Book Aquittance Register Remittance Registers DCB files	Assistant Director (AH)
4	D	PR Books Tappal Books Attendance Register DC Bill Register Log Book	Assistant Director (AH)
5	E	Complaints file RTI file CL file	Assistant Director (AH)

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
-	-	Policy formulation matters are dealt by Joint Director (AH) BBMP Bangalore	-

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 meetings accessible for public
BBMP Council	All Corporaters, All MLA`s representing BBMP limits Standing Committies of BBMP	Policy making & giving directions	Yes

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	Dr.Ramesh.V	Assistant Director (AH)	9480683606	Basic Pay- 25050/-
2	Nityananda.P.V	Senior Veterinary Inspector	9480684503	Basic Pay- 9500/-

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

Agency	Plan/programme/scheme/project/activity.purpose for which budget is allotted	Proposed expenditure as on last year	Expected outcomes	Report of disbursements made or where such details are available (website, reports, notice board)
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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
	NIL	NIL	NIL	NIL

b. Describe the manner of execution of the subsidy programme

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

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 & designation of granting authority
	NIL	NIL	NIL	NIL

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)
	NIL	NIL	NIL	NIL

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
ABC/ARV Programme		
Stray Cattle Management		

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/administrative unit	Name & designation of PIO	Office tel. No. Residence Tel. No. Fax	E-mail
1	BBMP,Bangalore	Deputy Director (AH)	9480683608	

b. Asst public information officer

Sl. No.	Name of the office/administrative unit	Name & designation of APIO	Office tel. No. Residence Tel. No. Fax	E-mail
1	BBMP,Yelahanka Zone Bangalore	Assistant Director (AH)	9480683606	

c. Appellate authority

Sl. No.	Name of the office/administrative unit	Name & designation of Appellate Authority	Office tel. No. Residence Tel. No. Fax	E-mail
1	BBMP,Bangalore	Joint Director (AH)	9480683010	jdhus@bbmp.gov.in

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

Shifting of street dogs: Shifting of street dogs from their original habitat is not permissible under law

Can Soiling & Barking of street dogs at night be controlled-It is not possible

Why can't all the street dogs be killed: Rules do not permit any body to put all the dogs to permanent sleep. Only Terminally ill , Fatally injured and Rabied dogs can be put to sleep