

BRUHATH BANGALORE MAHANAGARA PALIKE

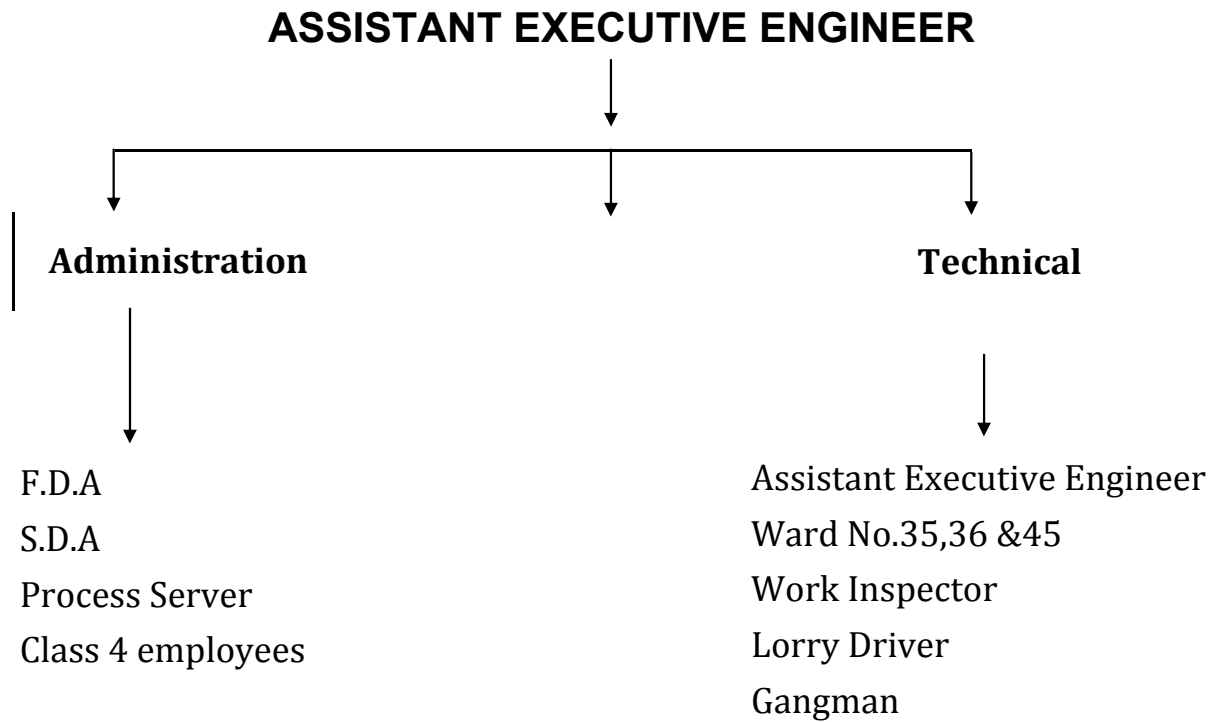
ASSISTANT EXECUTIVE ENGINEER

RIGHT TO INFORMATION ACT -2005

Section 4(1)(B)

1. Duties and responsibilities of Asst., Executive Engineer, Pertaining to Mathikere Sub-division

Name of the Sub-Division : A.E. E. (Mathikere)



II Duties & responsibilities of officers and staff :

Sri. Y.M. Muniraju Asst., Executive Engineer,

Duties and responsibilities of Asst., Executive Engineer, Pertaining to Mathikere Sub-division :-

Executing as Sub-division officer & Information Officer pertaining to Mathikere sub-division, Ward – 35, 36 & 45. Granting permission to cut the road to have Electricity, Water Supply and Sanitary Connections to the Buildings, and issuing notices as per K.M.C Act 1976 to the plan violation/unauthorized constructions also implementing Court Orders and reporting the connected reports. Preparing & submitting the annual Programme of works. Preparing estimates for approved Programme of Works and then to submit for approval after getting the approval and works order. The works will be executed as per the approved estimates. Inspection of actual measurements and recommending bills for payment. Controlling of Asst. Engineer of wards and work Inspector. Inspecting the spots and submitting the reports for public Complaints / public grievances pertaining to the wards.

Working as per the instructions of the Executive Engineer and all Higher Officers and reporting and submitting the relevant reports periodically.

Providing all information to the officers pertaining to this Sub-division regarding all Officers Salary, Annual Increments and Information regarding works.

Duties & responsibilities of Assistant Engineers:-

Ward No.35, Sri. G.L. Keshav Murty	Asst., Engineer
Ward No.36, Sri.Harish M.K.	Asst., Engineer
Ward No.45, Sri.Parashuramappa	Jr. Engineer

The Assistant Engineer/Junior Engineer of the concerned wards are the Supervisors for the works & maintenance of all the roads, drains and footpath pertaining to Engineering Department. Preparation of estimates and submitting for approval for all the works pertaining to the wards also submitting the reports regarding works periodically. Attending to Public complaints and Grievances and to report to the Higher Officers. Executing all works according to the sanctioned estimate and to prepare the bills for payment. Supervising Maintaining the works of work Inspector and Gangmen. Identifying all unauthorized building/building violations and to take action as per KMC Act 1976 and submitting the pertaining reports periodically, also submitting parawise replys for the Court matters. Identifying the penalizing events & putting penalty to such things pertaining to the wards. Executing and following all the instructions issued by Higher Officers.

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Duties & responsibilities of First Division Assistant:-

The First Division Assistant of this Sub-division has to work as per the instruction of Asst., Executive Engineer and Higher Officers. Receiving complaints, letters and receiving bills pertaining to the works of this Sub-division & registering them, Recording the facilities availed by the Officers and staffs in the service registers. Maintaining the inward register, maintaining Right to Information Records, To & From Register & Cash book, submitting these records to the Higher Officer and providing all information for Auditors. Preparing & submitting the payment bills of Establishments.

Duties & responsibilities of Second Division Assistant:-

The Second Division Assistant has to work as per the instructions of Higher Officer. Receiving all the Tappal entering and issuing the concerned Officers pertaining to this Sub-division also submitting the road cutting and recording permissions. Maintaining the service register of Gangmens and recording Annual Increments & other bills.

Duties & Responsibilities of Work Inspectors

Working as per the instructions of Asst., Engineer / Junior Engineer of the ward concerned and supervising the Gangmen. Identify unauthorise & building violations, the works required by public to the knowledge of the concerned ward Asst. Engineer. Accompanying the Asst. Engineer/Junior Engineer during the supervision of all works.

Duties & responsibilities of Gangmen

Gangmens has to work instructions of Higher Officer and carryout the works like filling up pot holes, road cuttings, desilting of drain, formation of footpath as per direction of Ward Engineer & Work Inspector.

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IV) Criterieas followed while Executing: -

The Criterias prescribed in the right to information Act 2005 and following the guidelines issued by the Higher Officers time to time and furnishing the information to the public.

V) The Hand book, Annextures, Exchanges rules followed by employees which are comes under the Control or having implementation of actions.

Proposed works to be maintained and implementation of directions issued by Higher Officer.

VI) List of Office Records in Departments:-

1. Attendance Register.
2. Road Cutting Permission Book.
3. Khirdi Book.
4. Personal Register Book
5. M.A.S Account Book
6. Road History book.
7. Gangmen Attendance book
8. Tools and plant book
9. Salary payment book

VII Preparation of Working rules or its Implementation concerned public and discussion or its representative making the system details :-

Receiving the application from information center form public and informing the concerned Asst. Executive Engineer to give information and to submit the same to the concerned Officer and action to be taken.

VII) Boards, Legislatures, Commities and other bodies, and its parts or suggestions purpose of framed for having two or more persons of boards, Legislature Commitees and other bodies, Meeting completed for publics or functions and its Agendas available for publics and details list pertains.

Not applicable

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IX. Information Officer and staff

Sl. No.	Name and Designation	Office Address	Telephone Number
1.	Sri.Y.M. Muniraju Asst., Executive Engineer	Office of the Assistant Executive Engineer, Mathiker Sub-Division, Netaji Circle, Mathikere, Bangalore-54	(off) 23602215
2.	Sri. G.L. Keshavamurthy Assistant Engineer, Ward No.35	-----"-----	..do..
3.	Sri.M.K.Harish Assistant Engineer, Ward No.36	-----"-----	..do..
4	Sri. Parshuramappa Junior Engineer, Ward No.45	-----"-----	..do..
5	S.Nagendra Work Inspector, Ward No.36	-----"-----	..do..
6	K.Ramachandra Work Inspector, Ward No.45	-----"-----	..do..
7	Sri.S.Hombe Gowda First Division Assistant	-----"-----	..do..
8	Sri.C.N.Narasimhaiah Driver	-----"-----	..do..
9	Sri.T.Srinivasa Peon	-----"-----	..do..
10	B.P. Ravi Peon	-----"-----	..do..
11	Venkatesh, Cleaner	-----"-----	..do..

Gangmans:

1	Mayanna	-----"-----	..do..
2	Papareddy	-----"-----	..do..
3	Padmanabha	-----"-----	..do..
4	Gagadoddiah	-----"-----	..do..
5	S. Ramaiah	-----"-----	..do..
6	Thangaraj	-----"-----	..do..
7	Ramanna	-----"-----	..do..
8	Shashikumar	-----"-----	..do..

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X. Details of Monthly Payment drawn of Official and Staff as per rules: -

Sl. No.	Name and Designation	Pay Scale	Basic Pay
1	Sri.Y.M. Muniraju Asst., Executive Engineer	14050-25050	25050.00 +3000.00
2.	Sri. G.L. Keshavamurthy Assistant Engineer, Ward No.35	11400-21600	16000.00
3.	Sri.M.K.Harish Assistant Engineer, Ward No.36	11400-21600	14050.00
4	Sri. Parshuramappa Junior Engineer, Ward No.45	10800-20025	12300.00
5	S.Nagendra Work Inspector, Ward No.36	5800-10500	9050.00
6	K.Ramachnadra Work Inspector, Ward No.45	5800-10500	6000.00
7	Sri.S.Hombe Gowda First Division Assistant	8825-16000	10800.00
8	Sri.C.N.Narasimhaiah Driver	6250-12000	11100.00
9	Sri.T.Srinivasa Peon	5200-8200	6800.00
10	B.P. Ravi Peon	4800-7275	5200
11	Venkatesh, Cleaner	4800-7275	5900.00
	<u>GANGMANS</u>		
1	Mayanna	5200-8200	8000.00
2	Papareddy	5200-8200	8200.00+400
3	Padmanabha	4800-7275	5300.00
4	Gagadoddiah	5200-8200	8200.00
5	Ramaiah	5200-8200	6500.00
6	Thangaraj	4800-7275	6950.00
7	Ramanna	4800-7275	6375.00
8	Shashikumar	4800-7275	5400.00

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XI. Details of Grants reserved under the Head of Account budgeted for the Year 2011-12

- Not applicable -

XII. Details of Benefisheries such programmes and method of implementation of amount distributed involved and intensives programme.

- Not applicable -

XIII. Details of holders of authority letter, permission letter & Exemption letter given to those:

- Not applicable -

XIV. Details Pertains to information available with them or having electronic media conversion:-

- Not applicable -

XV. Details of facilities available to get information for publics with in the working hours, library & reading rooms, Maintained for public purpose.

XVI. Details of Designation & name of the Officer of Public information:-

Sri. Y.M.Muniraju, A.E.E. (Mathikere) Sub-division

XVII) Revision of Notification up to date, every year further and publishing other proposed information:-

All revised information are to be published every year.

**ASSISTANT EXECUTIVE ENGINEER,
MATHIKERE SUB-DIVISION,
BRUTH BANGALORE MAHANAGARA PALIKE.**