

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

Sl.no.	Name of the organization	Address	Aims	Functions
	Bruhat Bangalore Mahanagara Palike, Bangalore			
1	Chief Engineer (Project-1)	N.R.Square, Bangalore-02	To achieve good quality of work and speedy completion of work as per schedule.	Distribution of works, inspection of works, approval of contract licence, instruction to the lower officer regarding works.Administrative / Technical sanctions
2	Technical assistant	N.R.Square, Bangalore-02	To achieve good quality of work and speedy completion of work as per schedule.	Estimate scrutiny, rate analysis, tender processing, Administrative / Technical sanction processing for CE's approval,
3	Executive Engineer (Project)	N.R.Square, Bangalore-02	To achieve good quality of work and speedy completion of work as per schedule.	Division office work, tendering, submitting status of work to Higher officer, site inspection, instruction to the contractor regarding works, instruction for AEE, AE regarding office works and site works, checking measurement book with reference to the work, discussion with higher officer regarding works.
4	Asst.Executive Engineer	N.R.Square, Bangalore-02	To achieve good quality of work and speedy completion of work as per schedule.	office work, submitting status of work to Higher officer, site inspection, instruction to the contractor regarding works, instruction for AE regarding office works and site works, checking measurement book with reference to the work, discussion with higher officer regarding works, maintainance of sub divisional bill register.
5	Assistant Engineer	N.R.Square, Bangalore-02	To achieve good quality of work and speedy completion of work as per schedule.	office work, preparation of estimate, daily site visit, discussion with higher officer regarding works, informing status of work to Higher officer, instruction to the contractor regarding works, record measurement book with reference to the work & preparation the bill.

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

Sl.no.	Designation of the official / employee	Duties allotted	Powers
1	Chief Engineer (Project-1)	Distribution of works, inspection of works, approval of contract licence, instruction to the lower officer regarding works.Administrative / Technical ,sanctions.Extension of time of tenders,Approval to the modified estimates.Attending to RTI applications	Sanctioning / approval,
2	Technical assistant	Estimate scrutiny, rate analysis, tender processing, Administrative / Technical sanction processing for CE's approval,Attending to RTI applications	Processing
3	Executive Engineer (Project)	Division office work,Processing of Estimates, tendering, submitting status of work to Higher officer, site inspection, instruction to the contractor regarding works, instruction for AEE, AE regarding office works and site works, checking measurement book with reference to the work, discussion with higher officer regarding works.Attending to RTI applications	Sanctioning / approval,

	4	Asst.Executive Engineer	office work, submitting status of work to Higher officer, site inspection, instruction to the contractor regarding works, instruction for AE regarding office works and site works, checking measurement book with reference to the work, discussion with higher officer regarding works. maintenance of sub divisional bill register.Attending to RTI applications	Bill Check measurement
	5	Assistant Engineer	office work, preparation of estimate, daily site visit, discussion with higher officer regarding works, informing status of work to Higher officer, instruction to the contractor regarding works, record measurement book with reference to the work & preparation the bill. Attending to RTI applications	measurement book recording

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
Development of Infrastructure in BBMP limit	Construction of flyovers, roads, footpaths, incinerator, etc.,	As per PWD code vol-1&2, KTPP Rules, PWD accounts code-Vol-1& 2 Karnataka Land acquisition act KFC, KTC KCSR CCA rules	Govt of karnataka, council BBMP ,Standing committes and Commissioner, BBMP

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, etc)
1	Execution of works as per tender conditions specifications from the contractors and PMC services and as directed be Higher officers	As per standard tender documents and KTPP rules	As per agreement and prevailing conditions	service charter

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

Sl. no.	List of acts, Rules, regulations, instructions, manuals	Gist of Act, rules, etc
1	PWD code vol-1&2,	Tender works
2	KTPP Rules,	Transparency act
3	PWD accounts code-Vol-1& 2	Works
4	Karnataka Land acquisition act	Land acquisition rules
5	KFC,	Financial delegation
6	KTC	Karnataka tressury rules
7	KCSR	Service rules
8	CCA rules	Service rules
9	Schedule of rates	Works specifications
10	Approved budget copy	

	11	Orders of the higher officers BBMP & Govt.	
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4(1)(b) (vi)-Categories of documents held

Sl.No.	Category of the document	Title of the document	Custodian of the document
1	B	Tender Register	CE(P) / EE (Project)
2	B	Agreement Register	CE(P) / EE (Project)
3	B	Work order Register	CE(P) / EE (Project)
4	B	Administrative approval Register	CE(P) / EE (Project)
5	B	Technical sanction Register	CE(P) / EE (Project)
6	B	P.R.Register	CE(P) / EE (Project)
7	B	Tappal Book	CE(P) / EE (Project)
8	B	Attendance Register	CE(P) / EE (Project)
9	B	Acquittance register	CE(P) / EE (Project)
10	B	Stock register	CE(P) / EE (Project)
11	B	DC Bill register	CE(P) / EE (Project)
12	B	Indent book	CE(P) / EE (Project)
13	B	Contractor register book	CE(P) / EE (Project)
14	B	S.R.Book	CE(P) / EE (Project)
15	B	RTI Register	CE(P) / EE (Project)
16	B	Measurement books	CE(P) / EE (Project)
17	B	Movement register	CE(P) / EE (Project)

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
NIL	NIL	NIL	NIL

Section 4(1)(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

Council, Major works committee, Health committee, Tax & finance committee	Chairman and Members (10 Nos for each committee)	Administrative sanction: 1) Standing committee: between 300 to 400 lakhs. 2) BBMP Council: upto 500 lakhs	Yes, Meetings are open to public / minutes of meetings accessible for public
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Designation	Office address/contact number / e-mail ID	Monthly remuneration etc.(basic)
Chief Engineer (project)	BBMP, Head office, N.R.Square, Bangalore-02	26925.00
Technical assistant	BBMP, Head office, N.R.Square, Bangalore-02	25050.00
Executive Engineer	BBMP, Head office, N.R.Square, Bangalore-02	18150.00
Executive Engineer	BBMP, Head office, N.R.Square, Bangalore-02	18150.00
Asst.Executive Engineer	BBMP, Head office, N.R.Square, Bangalore-02	15600.00
Asst. Engineer	BBMP, Head office, N.R.Square, Bangalore-02	13000.00
Asst. Engineer	BBMP, Head office, N.R.Square, Bangalore-02	13000.00
Manager	BBMP, Head office, N.R.Square, Bangalore-02	10800.00
FDC	BBMP, Head office, N.R.Square, Bangalore-02	OOD
Stenographer	BBMP, Head office, N.R.Square, Bangalore-02	8825.00
Typist	BBMP, Head office, N.R.Square, Bangalore-02	8200.00
SDC	BBMP, Head office, N.R.Square, Bangalore-02	5900.00
Peon	BBMP, Head office, N.R.Square, Bangalore-02	5600.00

Peon	BBMP, Head office, N.R.Square, Bangalore-02	5900.00
Peon	BBMP, Head office, N.R.Square, Bangalore-02	6000.00
Peon	BBMP, Head office, N.R.Square, Bangalore-02	6375.00

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)
K.C.Shivram	Crematorium at Beggars colony		useful civic amenity for the public	Chief Accounts officer, BBMP
Agency not fixed	Development of playground at Begur	NIL	After getting approval from Government of karnataka, tender will be invited	NIL
Agency not fixed	Development of playground in RBI layout	NIL	After getting approval from Government of karnataka, tender will be invited	NIL
File under process	Flyover at the junction of Kanakapura road - Ring road integrating Banashankari temple	NIL	Detailed Project Report under preparation	NIL
M/s NPCC	Grade separator at Yeshwanthpur		work completed	Chief Accounts officer, BBMP
work dropped	Underpass along Ringroad at Nagwara juncton	NIL	work dropped	NIL
M/s PJB Constructions	Underpass along Ringroad at Hennur Banasawadi		work completed	Chief Accounts officer, BBMP
File under process	Additional loops to Central silk board flyover	NIL	Detailed Project Report under preparation	NIL
File under process	Construction of corridor from Okkalipuram to fountain circle (Traffic free)	NIL	pre qualification tenders are under process	NIL
G.Jayaram	Construction of service road along to Ring road from Mysore road to Hosakerehalli road Ch: 0.00 to 1.70km L/s	NIL	work completed	Chief Accounts officer, BBMP
G.Jayaram	Construction of service road along to Ring road from Mysore road to Hosakerehalli road Ch: 0.00 to 1.70km R/s	NIL	work completed	Chief Accounts officer, BBMP
File under process	Elevated road using structural steel along Lalbagh road	NIL	Detailed Project Report under preparation	NIL
File under process	Grade separator integrating Rajajinagar chord road and Vattal nagaraj road junction / 41st cross and Shivanagar 8th main / Basaveshwaranagar main road	NIL	After getting approval from Government of karnataka, tender will be invited	NIL
File under process	Construction of grade separator at Kittur rani chennamma circle	NIL	work will be commenced after getting approval from Government of karnataka,	NIL

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

SI.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	NIL

a. 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	NIL

Section 4(1)(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	NIL

Section 4(1)(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		http://www.bbmp.gov.in		I.T Advisor ,BBMP

Section 4(1)(xv)-Particulars of facilities available to citizen for obtaining information

Facility .	Description (location of facility/name, etc.)	Details of information available
on line	http://www.bbmp.gov.in	Information pertaining to different departments of BBMP

Section 4(1)(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,Chief Engineer (Project-1)	Chief Engineer (Project-1)	22975575	
2	BBMP,Executive Engineer (Project-1)	Executive Engineer (Project-1)	22975576	
3	BBMP,Assistant Executive Engineer (Project-1)	Assistant Executive Engineer (Project-1)	22975578	

a. 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	Chief Engineer (Project-1)	Technical Assistant	22975575	
2	Executive Engineer (Project-1)	Assistant Executive Engineer	22975576	
3	Assistant Executive Engineer (Project-1)	Assistant Engineer	22975578	

a. 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	Engineer in chief	Engineer in chief	22223305	
2	Chief engineer (project-1)	Chief engineer (project-1)	22975575	
3	Executive Engineer (Project-1)	Executive Engineer (Project-1)	22975575	

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

The publics are complaining for getting change of Katha / building plan approvals / Birth & Death certificates from BBMP. To speed up the process, BBMP has taken action to issue change of katha certificates / Building plan approvals through online. This action is yielded good response from public