

BRUHAT BANGALORE MAHANAGARA PALIKE

**HAND BOOK OF RIGHT TO INFORMATION ACT – 2005
SECTION 4 (1) (B)**

**EXECUTIVE ENGINEER
PADMANABHANAGARA DIVISION.**

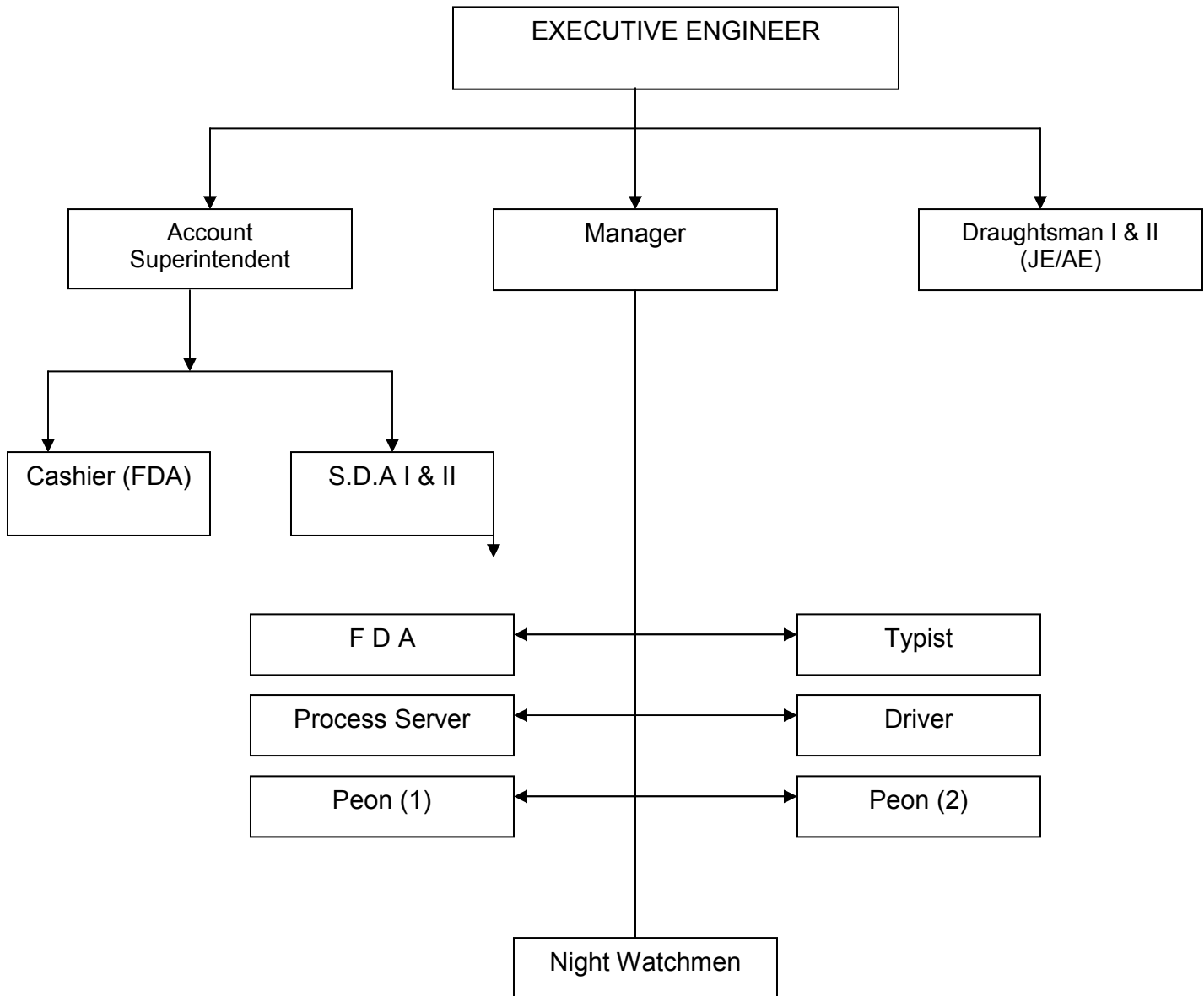
- 1 -

4 (i) . The Particulars of its organization, functions and duties:-

a) Name of the Organization: Bruhat Bangalore Mahanagara Palike.

b) Department: Executive Engineer, Padmanabhanagara Division, (Engineering Department)

c) Structure: Staff parttern



DUTIES AND FUNCTIONS

The Duties and functions of the office Padmanabhanagara Division are as follows:

Maintenance of development works of the wards attached to Padmanabhanagara Division as per the Provisions of Karnataka Municipal Corporation Act 1976 under rule 58 & 59, based on the decision of the council and directives of the commissioner in connection with Administrative and Technical services.

II. THE POWERS AND DUTIES AND FUNCTIONS OF OFFICER AND STAFF

1. EXECUTIVE ENGINEER is the head of the office of Padmanabhanagara Division and functioning the duties within the frame of rules and regulations as per directions of the Higher Authorities relating to the Correspondence of Mahanagara Palike. Inspection of works personally or submission of reports to the Chief Engineer (south) in respect of works verified and scrutinized by the Technical staff. Supervision of work of the staff of Division Office with Administrative Control. Calling Tender in respect of approved works, issuing work orders to the contractors, checking and supervision of the works of the Contractors, Passing contractors bills and issue of cheques to the contractors.

2. ACCOUNT SUPERINTENDENT : Senior member of the Establishment and equal to Sub Divisional Officer and Financial advisor to Executive Engineer, Supervision of accounts branch, Supervisions of accounts matters, verification of works bills, passing of bills, issuing cheques, furnishing replies to the audit observations, preparation of annual Budget etc.,

3. MANAGER: Supervision of office establishment. Maintenance of staff attendance and verification, Leave sanction register of the staff, obtaining replies from sub division offices in respect of questions of Legislative Assembly and Legislative Council as well as BMP Council and submission of consolidated reports, preparation of staff Budget and Appendix-B, submission of monthly reports to higher authorities. Supervision and arrange for issuance of information from the Concerned, to time to time in respect of applications received under Karnataka Information Act – 2005. Maintenance of movement register of the staff, maintenance of lists of assets and liabilities of the Staff and confidential reports etc.

4. JUNIOR / ASSISTANT ENGINEERS(DRAUGHTSMAN(1&2)): Padmanabhanagara Division is comprising of 8 wards viz. Ward No 161,181,182,183,165,166,167 & 180. Each of the Engineers has to collect and scrutiny the estimates of works of 8 wards and to submit the report to the Chief Engineer (South) for approval of the Estimates and preparation for technical sanction. Arranging for calling tenders in respect of works specified under each year Budget as approved. Arranging to get executed the agreements from the contractors in respect of works entrusted and arranging for issue of work orders, submission of any other information to the Higher Authorities as required time to time.

5. First Division Assistant: Maintenance of service registers of staff and establishment work:- such as preparation of pay bills, maintenance of acquittance register and cash books of salary disbursement of the staff. Maintenance of files personal of the Engineering staff.

Preparation of DC bills. Maintenance of stock register and other works entrusted by the higher authorities. Auditing of works bill pertaining to ward No.161,181,182,183,165,166,167 & 180 of Padmanabhanagara Sub-Division and Banashankari sub division maintenance of 'C' Register preparation of monthly schedule docket, maintenance of MB Books of concerned wards and also to work as per the directions of the higher authorities in respect of any other works.

6. Cashier (First Division Assistant): Maintenance of cash register relating to works weekly fund reports, monthly revenue receipts and preparation of monthly account statements and submit to the higher authorities. Issue of cheques to the Contractors for the works bills. Quarterly Income Tax reports. Receipts of Tender application. And DD's Issue of tender books, Report regarding yearly Sales Tax and also other reports connected to cash section. Verifications of MB scrutiny of works bills and to pass the bills, maintenance of work cash book, EMD FSD Register and remittance register.

7. Second Division Assistant (1 & (2)): Inward of daily tappals / applications received from various departments and publics and then to issue to the concerned subject case workers/ sub divisions, maintenance of movement register of files. Forwarding of tappals, receipts, Stationary receipts and issue to the staff daily maintaining register.

8. Typist: To attend typing work of the office and also to attend the works entrusted by the higher authorities.

9. Drivers: To attend the driving work of the vehicle allotted to the division and to maintain the Log-Book.

10. Tappal Dispatcher: To disperse the signed files and papers to the concerned staff and also to send tappal to the different departments concerned.

11. Class IV Employees: To open the office well in time, cleaning the office premises and to clean the table and furniture of the office. To attend the work as instructed by the office staff. They should also attend the work entrusted by the Higher Authorities.

12. Night Watchman: To attend the duties of watch and ward of the office premises during night.

(III) PROCEDURE FOLLOWING WHILE TAKING DECISION MAKING PROCESS INLCUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY .

The officer and staff working in the division office is performing their duties as described and as instructed and entrusted by the higher authorities.

Works are being taken up on essentiality and importance according to Administrative as well as supervising process as per the list of programme of works within the stipulated grants under respective heads, duly submitting proposals with recommendation to the higher authorities for approval. After completion of work the same will be recorded in the register of the Accounts section filing the concerned files.

IV) THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS

Procedure prescribed by the Govt. of Karnataka (Works and allocation) 1977, Karnataka Transparency in public procurement Act 2002 and KMC Act 1976 being followed duly observing the measures stipulated there in, besides following the orders and guidelines of the Commissioner.

V) THE RULES, REGULALATION MANUALS AND RECORDS HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGES ITS FUNCTIONS

- a) Karnataka Civil Service Rules 1958
- b) Karnataka Civil Service (General Recruitment) Rules 1977
- c) Service Manual
- d) Office Procedure
- e) KCS (Conduct) Rules 1966
- f) KCS (CCA) Rules 1957
- g) KFC
- h) Treasure Code
- i) MCE
- j) Order, Circulars issued by DPAR regarding Service matters.
- k) Delegation of powers issued by FD from time to time

VI) A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL

1. Cash Book (work and general)
2. Remittance Register
3. Deposit Register
4. Cheque Books
5. Measurement book
6. Agreement register
7. Work order Register
8. C Register
9. Inward and Dispatch Register
10. other essential register

VII) THE PARTICULARS OF ANY ARRANGEMENTS THAT EXISTS FOR CONSULTATION WITH, OR REPRESENTATION BY THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLANTATION THEREOF DOCUMENTS, BOOKLETS, ACT AND BYELAWS, RULES BEING OBSERVED BY THE STAFF WHILE MAINTAINING THE WORKS IN THE DEPARTMENT

Bruhat Bangalore Mahangara Palike is in independent body headed by the Commissioner as appointed by the Government and the palike is function with the elected representatives who have taken decision in the discussion held in the palike meeting as per KMC Act 1976 and the decision will be reviewed by the Commissioner and passed final orders

VIII) A STATEMENT OF THE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS ITS PART OR FOR THE PURPOSE OF ITS ADVICE, AND AS TO WHETHER MEETINGS OF THOSE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES ARE OPEN TO THE PUBLIC, OR THE MINUTES OF SUCH MEETINGS ARE ACCESSIBLE FOR PUBLIC

Not applicable

IX) A DIRECTORY OF ITS OFFICERS AND EMPLOYEES

Sl. No	Name of the Officer / Employee	Designation	Office Address	Tele phone	Remarks
1	Sri. N.R.Srikantaiahgowda	Executive Engineer, Padmanabhanagara Division	Office of the Executive Engineer Padmanabhanagara Division, Chennammanakere Achukattu Play ground, Near SSM School Bangalore- 560 028	080-26796434	
2	Smt. Baghyamma M.S	Junior Engineer			
3	Sri. G.S.Siddalingaiah	Account Superintendent			
4	Sri. V.T.Mahadeva	Manager			
5	Sri. Eshwara Prasannaiah	First Division clerk			
6	Sri. M.P.Shivanaga	First Division clerk			
7	Vacant	S.D.A			
8	Vacant	Typist			
9	Smt Rukmini	Peon			O.O.D to Girinagar
10	Sri Jayanand	Driver			O.O.D in Chikpete
11	Sri Gangadhar	Gangman			Process server work is doing by one of the Gangman in the O/O EE (PN)
12	Sri Revanna				
13	Vacant	Night watchman			
14	Vacant	Process server			

- 5 -

X) THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPANION AS PROVIDED IN ITS REGULATIONS

Sl. No	Name of the Officer / Employee	Designation	Pay Scale	Basic pay
1	Sri. N.R.Srikantaiahgowda	Executive Engineer, Padmanabhanagara Division	18150-26925	18150
2	Smt. Baghyamma M.S	Junior Engineer	8825-16000	9500
3	Sri. G.S.Siddalingaiah	Account Superintendent	10800-20025	11400
4	Sri. V.T.Mahadeva	Manager	10000-18150	10000
5	Sri. Eshwara Prasannaiah	First Division clerk	7725-13150	10250
6	Sri. M.P.Shivanaga	First Division clerk	7725-13150	8000

7	Vacant	S.D.A	5800-10500	--
8	Vacant	Typist	5800-10500	--
9	Smt Rukmini	Peon	5200-8200	8000
10	Vacant	Driver	5800-10500	--
13	Vacant	Night watchman	5200-8200	--
14	Vacant	Process server	5200-8200	--

XI) THE BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATING THE ARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENTS MADE

Head of Account (Ward)	161	181	182	183	165	166	167	180
Programme of Works 2009-10	130.00	181.00	127.29	120.00	155.00	25.00	15.00	196.00
Addl. Grants	678.44	1128.71	489.07	644.85	456.35	110.00	30.00	64.35
Total	969.44	1490.71	798.36	947.85	776.35	301.00	212.00	440.35

XII) THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES
Not applicable

XIII) PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATIONS GRANTED BY IT
Not applicable

XIV) DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT REDUCED IN AN ELECTRONIC FORM
Details of Engineering works etc

XV) THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION, INCLUDING THE WORKING HOURS OF A LIBRARY OR READING ROOM, IF MAINTAINED FOR PUBLIC USE
Not applicable

XVI) THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS

Public information officer:- , Executive Engineer, Padmanabhanagara Division,
Asst. Information Officer, :- Asst. Executive Engineer of namely respective Sub Divisions. Padmanabhanagara Division and Banashankari sub Division. For the benefits of the public for getting information public grievance Cell and Karnataka Right to information Act -2005, Information Centre is opened at Central office, Bruhat Bangalore Mahanagara Palike in Narasimharaj Square, Bangalore-02 from there public can file appeals and applications and get the information. Public service centre information centers are opened in ranges from have revenue, Engineer and Health Department related information are available to the public.

**XVII) SUCH OTHER INFORMATION AS MAY BE PRESCRIBED AND THEREAFTER UPDATE
THESE PUBLICATIONS EVERY YEAR**

Public relation officer / I.T. Advisor, Bruhat Bangalore Mahanagara Palike will publish the information time to time and also information if any by the, palike the same will be adopted.

Executive Engineer,
Padmanabhanagara Division
Public Information Officer
Bhruth Bangalore Mahanagra Palike