

Bruhat Bangalore Mahanagara Palike**Office of the Executive Engineer****Road Infrastructure - SOUTH****Template for Section 4 (1) (a)- indexing and cataloging of all information**

Sl. No.	Date on which Opened (Files to be listed Chronologically)	Category A,B,C,D,E,	File No.	Subject of file	Location of file	Date on which file can be destroyed/ custodian of file (Nanjundappa, FDA)
1	29-08-2008	A-Preserved indefinitely	EE/MR-S/PR/278/10-11	Rehabilitation & Strengthening of roads from Gangondanahalli 4th cross to Siddaganga School Ch:0.0 to 0.675KM.	Wardrobe	First Division Assistant
2	15/07/2009	A-Preserved indefinitely	EE/MR-S/PR/78/09-10	Improving existing drain on Veerabhadra nagar Main road.	Wardrobe	First Division Assistant
3	15/07/2009	A-Preserved indefinitely	EE/MR-S/PR/07/09-10	Rehabilitation & Strengthening of roads of 17th cross road, 4th B main road and 8th main road in Agrahara Dasarahalli.	Wardrobe	First Division Assistant
4	15/07/2009	A-Preserved indefinitely	EE/MR-S/PR/286/10-11	Improvements to Footpath in chord road Vijaynagar	Wardrobe	First Division Assistant
5	15/07/2009	A-Preserved indefinitely	EE/MR-S/PR/278/10-11	Rehabilitation and strengthening of Kadapaswamy matta road from K.P.Agrahara Railway Station to Chalavappa Garden and 5th main road Bhuvaneshwari nagara	Wardrobe	First Division Assistant
6	15/07/2009	A-Preserved indefinitely	EE/MR-S/PR/278/10-11	Rehabilitation & strengthening of Pattanagere main road from Mysore road to BHEL Lay out 2nd stage	Wardrobe	First Division Assistant
7	25/06/2009	A-Preserved indefinitely	EE/MR-S/PR/277/10-11	Strengthening and Asphaltting of Arvind Marg 11th main road Jayanagar Ch: 0.0 to 900m	Wardrobe	First Division Assistant
8	25/06/2009	A-Preserved indefinitely	EE/MR-S/PR/277/10-11	Strengthening and Asphaltting of 39th Cross road Thilaknagar Block Jayanagar	Wardrobe	First Division Assistant
9	25/06/2009	A-Preserved indefinitely	EE/MR-S/PR/279/10-11	Strengthening and Asphaltting of 41st cross road Jayanagar (Thilak Nagar)	Wardrobe	First Division Assistant
10	25/06/2009	A-Preserved indefinitely	EE/MR-S/PR/282/10-11	Strengthening and Asphaltting of 36th Cross road, 4th Block Jayanagar	Wardrobe	First Division Assistant
11	25/06/2009	A-Preserved indefinitely	EE/MR-S/PR/275/10-11	Strengthening and Asphaltting of 38th 'A' cross road 30th cross road 27th and 21st cross road from R.V Road to Kanakapura road	Wardrobe	First Division Assistant
12	25/06/2009	A-Preserved indefinitely	EE/MR-S/PR/281/10-11	Strengthening and Asphaltting of Service road Parallel to R.V.Road Western side	Wardrobe	First Division Assistant
13	25/06/2009	A-Preserved indefinitely	EE/MR-S/PR/278/10-11	Strengthening and Asphaltting of 27th Cross road 7th Block Jayanagar and Anebande Road South end circle to 3rd block circle Jayanagar	Wardrobe	First Division Assistant

14	25/06/2009	A-Preserved indefinitely	EE/MR-S/PR/283/10-11	Strengthening and Asphaltting of 37th Cross road 4th Block Jayanagar	Wardrobe	First Division Assistant
15	25/06/2009	A-Preserved indefinitely	EE/MR-S/PR/280/10-11	Strengthening and Asphaltting to 10th cross(Jayanagar 3rd block East) 14th main 16th A main and 14th main -pavilion road (Jayanagar)	Wardrobe	First Division Assistant
16	25/06/2009	A-Preserved indefinitely	EE/MR-S/PR/276/10-11	Strengthening and Asphaltting to 14th main ,16th main and 22nd main Tilaknagar block Jayanagar	Wardrobe	First Division Assistant
17	25/06/2009	A-Preserved indefinitely	EE/MR-S/PR/278/10-11	Strengthening and Asphaltting of 11thAmain, 38th A cross, 20th main, 10th Main and 31st Cross road.	Wardrobe	First Division Assistant
18	25/06/2009	A-Preserved indefinitely	EE/MR-S/PR/275/10-11	Strengthening and Asphaltting of 11th A main, 15th main, 19th Main and 31st Cross, Thilak Nagar Block Jayanagar	Wardrobe	First Division Assistant
19	25/06/2009	A-Preserved indefinitely	EE/MR-S/PR/278/10-11	Strengthening and Asphaltting of 38th Cross Tilak nagar Block Jayanagar	Wardrobe	First Division Assistant
20	9/12/2010	A-Preserved indefinitely	EE/MR-S/PR/243/10-11	Improvements to drain,footpath to 2nd main and 32nd cross road 7th block Jayanagara in front of Neharu smark vidya kendra.	Wardrobe	First Division Assistant
21	3/6/2011	A-Preserved indefinitely	EE/RI-S/PR/74-1/11-12	Improvements to Drain and Asphaltting to Hoskere Halli Road and Ittamadu Main Road , Ward 161, Hoskerehalli.	Wardrobe	First Division Assistant
22	3/6/2011	A-Preserved indefinitely	EE/RI-S/PR/74-2/11-12	Improvements to Drain and Asphaltting to Roads in Dattatreya Nagara, Ward 161, Hoskerehalli.	Wardrobe	First Division Assistant
23	23/03/2011	A-Preserved indefinitely	EE/MR-S/PR/368/10-11	Improvements to Drains and footpath to roads in Vidyanaganara adjacent to Vijayanagara -Ward 123.	Wardrobe	First Division Assistant
24	23/03/2011	A-Preserved indefinitely	EE/MR-S/PR/368/10-11	Improvements to Drains and footpath to roads in N R Garden, Malligetota Road and Ambedkar Pipe Line Road in Ward 123.	Wardrobe	First Division Assistant
25	10/3/2011	A-Preserved indefinitely	EE/MR-S/PR/356/10-11	Providing Asphaltting to Subbarama chetty road and Road from SSM School Vidyapita in ward no.154.	Wardrobe	First Division Assistant
26	23/02/2011	A-Preserved indefinitely	EE/MR-S/PR/328/10-11	Rehabilitation of footpath & road widening of Attiguppe area, ward 132	Wardrobe	First Division Assistant
27	26/03/2011	A-Preserved indefinitely	EE/MR-S/PR/370/10-11	Improvements and Streingthning of Road side Drain & Asphaltting at 11th Main Jayanagar 4th Block (From Cool Joint Signal to 39th Cross 18th Main Junction Road)	Wardrobe	First Division Assistant
28	26/03/2011	A-Preserved indefinitely	EE/MR-S/PR/370/10-11	Improvements and Streingthning Eastern side of Road side drain at 9th Main Jayanagar (From 3rd Block Signal to Ring Road)	Wardrobe	First Division Assistant

29	26/03/2011	A-Preserved indefinitely	EE/MR-S/PR/370/10-11	Improvements and Strengthening of Road side Drain & Asphaltting at 11th Main J.P.Nagar (From 39th cross 18th main junction to RV Dental College) (Improvements and Strengthening of Road side Drain and Asphaltting at 11th main Jayanagar 4th block)	Wardrobe	First Division Assistant
30	26/03/2011	A-Preserved indefinitely	EE/MR-S/PR/370/10-11	Improvements and Strengthening of road side drain and asphaltting at 9th main (From 13th cross to 15th cross outer ring road JP Nagar) (Improvements and Strengthening of Road side Drain & Asphaltting at 11th Main Jayanagar 4th Block)	Wardrobe	First Division Assistant
31	26/03/2011	A-Preserved indefinitely	EE/MR-S/PR/370/10-11	Improvements and Strengthening of road side drain and asphaltting at 11th main (from RV Dental college to 13th cross JP Nagara (Improvements and Strengthening of Road side Drain & Asphaltting at 11th Main Jayanagar 4th Block (2nd Main Road	Wardrobe	First Division Assistant
32	3/6/2011	A-Preserved indefinitely	EE/RI-S/PR/71/11-12	Improvements to Drain and Footpath to Subramanyapura Main road from Kadarenahalli underpass to Gowdanapalya Petrol Bunk in ward No. 181	Wardrobe	First Division Assistant

Section 4 (1) (b) (i)- Organisational Structure, aims and functions

Sl. No.	Name of the Organisation	Address	Aims	Functions
1	Office of the Executive Engineer, Road Infrastructure -South	Bruhat Bangalore Mahanagara Palike Offices, N.R.Square, Bangalore - 560002	To build quality roads	Widening and Rehabilitation of Roads

Section 4 (1) (b) (ii)- Powers and duties of Officers and employes

Sl. No.	Designation of the Official/employee	Duties allotted	Powers
1	M.C.Lakshmeesha, Executive Engineer	Road Infrastructure, Road Infrastructure (South)	Duties and financial responsibilities as per PWD Departmental Code, VOL -1 Rule 31 to 41
2	N.C. Udayakumar, Assistant Executive Engineer-1	Works pertaining to Padamanabhanagara, Basavangudi, Chamarajpete, Vijayanagara	Duties and financial responsibilities as per PWD Departmental Code, VOL -1 Rule 42 to 47
3	V. Chandramohan, Assistant Executive Engineer-2	Works pertaining to Jayanagara, Chikkapete and BTM layout	Duties and financial responsibilities as per PWD Departmental Code, VOL -1 Rule 42 to 47
4	H. Shivabasappa, Assistant Engineer-2	Handling works under AEE-1 and AEE-2	

Section 4 (1) (b) (iii) -Procedure followed in decision -making process

Sl. No.	Activity	Description	Decision- making process/time limit for taking decision/Channels of Supervision and accountability	Designation of final decision authority
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1	Preparation of Estimates , DPR and Sanctioning of Estimates	Preparing estimates for new roads or rehabilitation and widening of roads	<p>Preparation of estimates for new roads or rehabilitation and widening of roads</p> <pre> graph TD A["A.E-15 days"] --> B["A.E.E-3 days"] B --> C["E.E-3 days"] C --> D["S.E-3 days"] C --> E["A.E-3 days"] E --> F["Account superintendent-3 days"] F --> G["A.E-3 days"] D --> H["C.E-3 days"] H --> I["D.C.E-3 days"] H --> J["TA-3 days"] J --> K["A.E-3 days"] I --> L["P.P.E.D-3 days"] I --> M["T.V.C.C-3 days"] L --> N["Special Comm.-3 days"] M --> N N --> O["Commissioner-3 days"] O --> P["Major works committee-10 days"] P --> Q["Council-30 days"] Q --> R["Council-30 days"] </pre>	<p>1. Commissioner upto Rs. 50.00 lakhs 2. Works Committee = 50.00 to 200.00 lakhs 3. BBMP council = 200.00 to 500.00 lakhs 4. Government = above 500.00 lakhs</p>
2	Appointment of Agency to Execute the work / Consultancy services	Preparing tender document, Agreement, work order	<p>Preparing tender document, Agreement, work order</p> <pre> graph TD A["E.E-3 days"] --> B["S.E-3 days"] B --> C["C.E-3 days"] C --> D["Special Comm.-3 days"] D --> E["Commissioner-3 days"] E --> F["Major works committee-10 days"] F --> G["Council-30 days"] G --> H["Government of Karnataka-60 days"] H --> A H --> B H --> C H --> D H --> E H --> F H --> G </pre>	Government of karnataka

3	Payment of bills	Preparing bills and payment of bills	Preparing bills and payment of bills		Commissioner
			<pre> graph TD A["A.E.E - 3days"] --> B["E.E - 3days"] B --> C["Account Superintendent - 3 days"] C --> D["C.A.O - 3days"] D --> E["Special Comm. - 3 days"] E --> F["T.V.C.C - 3days"] F --> G["Special Comm. - 3 days"] G --> H["Commissioner - 3 days"] C --> B D --> C E --> D G --> E H --> G </pre>		

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 (Citizen's Charter, Service Charter, etc.)
Not applicable - (This format may be treated as Citizen's Charter)				

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

Sl. No.	List of Acts, rules, regulations, instructions,	List of Act, rules, etc.
1	PWD code 1 and PWD code 2	All applicable rules and acts
2	PWD Accounts code 1 and PWD Accounts code 2	All applicable rules and acts
3	Land Acquisition act	All applicable rules and acts
4	Karnataka civil service rules	All applicable rules and acts
5	Karnataka financial code	All applicable rules and acts
6	Karnataka treasury code	All applicable rules and acts
7	KTPP act	All applicable rules and acts

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

Sl. No.	Category of the document	Title of the document	Custodian of the documents
1	E-Preserved for one year	Progress report	Executive Engineer/ A.E.E
2	E-Preserved for one year	PWD Scheduled rates 10-11	Executive Engineer/A.E.E
3	A-Preserved indefinitely	Agreement register	Assistant Engineer
4	A-Preserved indefinitely	Workorder register	Assistant Engineer
5	A-Preserved indefinitely	B.R.Register	A.O/A.S
6	E-Preserved for one year	Attendance register	S.D.A
7	D- Preserved for five years	Inward register	S.D.A
8	D- Preserved for five years	Outward register	S.D.A

Section 4 (1) (b) (vii)-Arrangement for consultation with, or representation by the members of the public in

Sl. No	Function/Service	Arrangments for consultation with or	Arrangments for consultation with or representation of public in relation with policy implementation
Not Applicable			

Section 4 (1) (b) (viii)-Boards, councils, commities and other bodies constituted as part of the public authority

Name of board, council,	Composition	Powers and functions	Whether its meeting are open
Not Applicable			

Section 4 (1) (b) (ix)-& Section 4 (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	M.C.Lakshmeesha	Executive Engineer	N.R.Square, BBMP, Bangalore 02	9480685814 Rs46,152.00