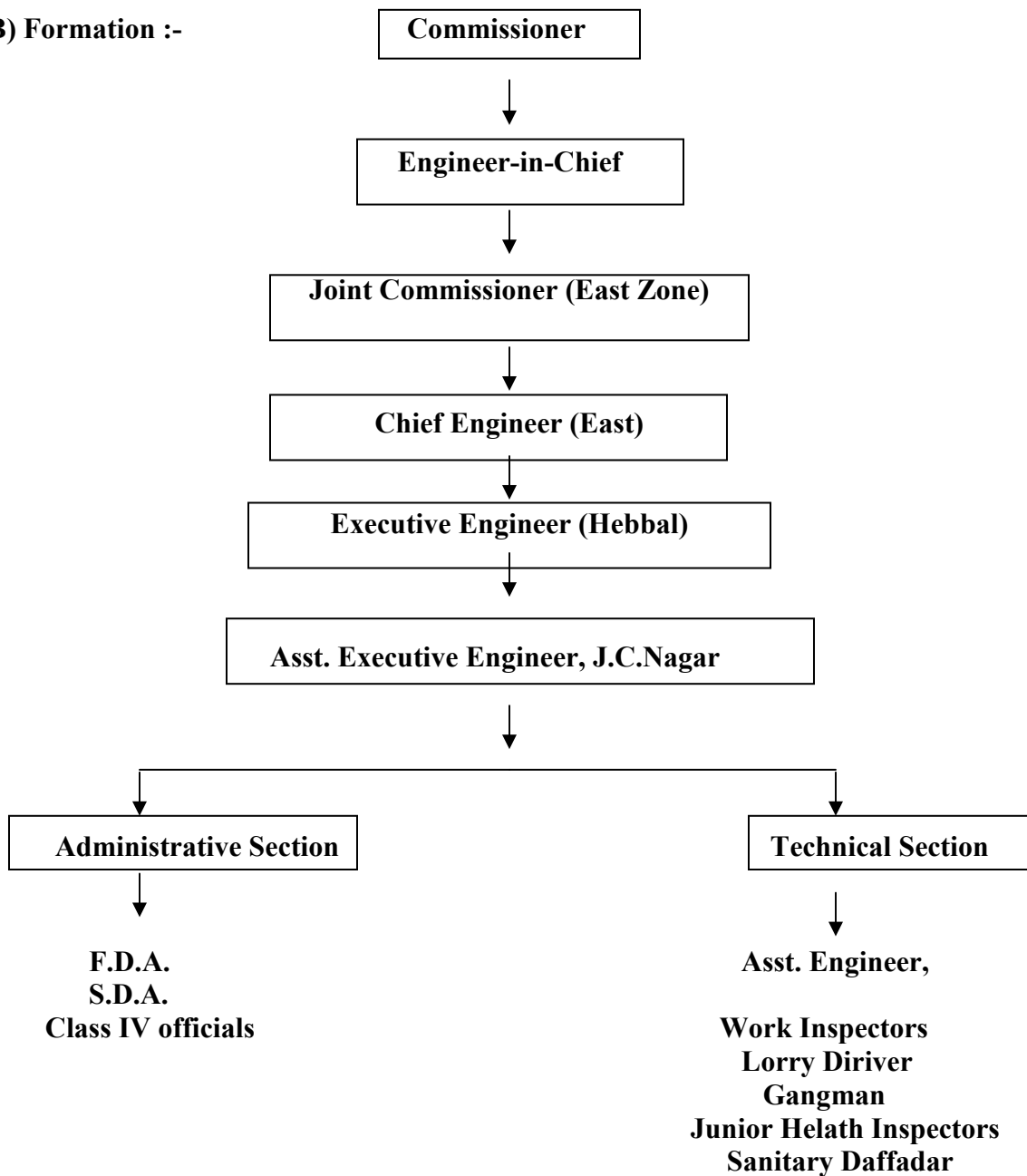


RIGHT To INFORMATION (CENTRE) CELL
Right to Information Act 2005 as per section 4

**1. Duties & Responsibilities of Asst. Executive Engineer,
J.C.Nagar Sub-Division.**

A) Name of the Office : Office of the Asst Executive Engineer,
J.C.Nagar Sub-Division,
Queens Road
Bangalore 560052
Phone: 22341615

B) Formation :-



II) Duties & Responsibilities of Officer & Staff :

J.C. Nagar Sub-Division ward 22,33,34 and46. 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 violations / unauthorized constructions also implementing Court Orders and reporting the connected reports. Preparing and submitting the annual Programme of Works. Preparing estimates approved Programme of works and then to submit for approval after getting the approval and work orders. The works will be executed as per the approved estimate.

1) Sri. K.R. Chidananda, Asst. Executive Engineer, Duties and responsibilities of Asst. Executive Engineer, pertaining to J.C.Nagar Sub-Division :-

Executing as ward Officer and Assistant Information Officer pertaining to J.C.Nagar Sub-Division ward 22, 33, 34 & 46 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 violations / unauthorized constructions also implementing Court Orders and reporting the connected reports. Preparing and submitting the annual Programme of Works. Preparing estimates approved Programme of works and then to submit for approval after getting the approval and work orders. The works will be executed as per the approved estimate. Inspection of actual measurements and recommending for letter of credit. 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 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 :-

1) Ward No.22	G. Nagabhushan,	Asst. Engineer,
2) Ward No.33	Krishnappa	Asst. Engineer
2) Ward No.34,	Mallappa Devudu	Asst. Engineer,
3) Ward No.46	Mallappa Devudu	Asst. Engineer,

The Assistant Engineers of the concerned wards are the Supervisors for all the roads, drains and footpath pertaining to Engineering Department. Preparation 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 repair the bills for payment. Maintaining the works of Work Inspectors and Gangmens. 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 and putting penalty to such things pertaining to the wards. Executing and following all the instructions issued by Higher Officers. There are the ward level public information officer. They have to provide information with respect to their consored ward to R.T.I Application

Duties & responsibilities of First Division Assistant :-

9) Sri. Marimanchaiah

The First 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 Office Staff & Gangmens and recording Annual Increment and other bills.

Duties & responsibilities of Second Division Assistant:-

Vacent

Duties & responsibilities of Work Inspectors

- 1) Ward No.22 M. Rajanna, Work Inspector,
- 2) Ward No.46 S.A. Munirathan Kumar, Work Inspector,

Working as per the instructions of Asst. Engineer / Junior Engineer of the ward concerned and supervising the gangmen. Identify unauthorise and building violations, the works required by public to the knowledge of to concered ward Asst. Engineer. Accompanying the Asst. Engineer / Junior Engineer during the supervision of all works and also work directions of the Higher Officers.

Duties & responsibilities of Gangmen

1.	Sri. Anthony	(D.O.J)	01/08/2009
2.	Sri. ChikkaMuniyappa		01/08/2009
3.	Sri. D. Kabilan		01/08/2009
4.	Sri. Nagaraj		01/08/2009
5.	Sri. Narshima		01/08/2009
6.	Sri. Mohan		21/06/2008
7.	Sri. B.Anand		28/02/2007

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.

ಕೆ. ಶಿವ ಕುಮಾರ್. ಪ್ರ.ಧ.ಸ ಪರಿಸರ:- ರವರು ಪರಿಸರ ಇಲಾಖೆಗೆ ಸಂಬಂಧಪಟ್ಟ ಟಾಪಲುಗಳ ಸ್ವೀಕರಣೆ ಹಾಗೂ ವಿಲೇವಾರಿ ಹಾಗೂ ಮಾಹಿತಿ ಹಕ್ಕು ಕಾಯ್ದೆ ಅರ್ಜಿಗಳ ಸ್ವೀಕರಣೆ ಮತ್ತು ವಿಲೇವಾರಿ ಮಾಡುವುದು ಹಾಗೂ ಮೇಲಾಧಿಕಾರಿಗಳ ಆದೇಶದಂತೆ ಕೆಲಸ ಕಾರ್ಯಗಳ ನಿರ್ವಹಣೆ.

ವಿ. ಮೋಹನ್ ಕುಮಾರ್, ಪರಿಸರ ಅಭಿಯಂತರರು

ವಾರ್ಡ್ ಸಂಖ್ಯೆ 22 ಮತ್ತು 33ರಲ್ಲಿ ಘನತ್ಯಾಜ್ಯ ವಸ್ತುಗಳ ನಿರ್ವಹಣೆ ಹಾಗೂ ಕಸ ವಿಲೇವಾರಿ ಬಗ್ಗೆ ಪೂರ್ಣ ಜಬ್ಬಾದಾರಿ

1. ನಾಗರಾಜು ರವರು ವಾರ್ಡ್ ಸಂಖ್ಯೆ 34 ವಿಭಾಗದ ಕಿರಿಯ ಆರೋಗ್ಯ ಪರವೀಕ್ಷಕರ ದಿನನಿತ್ಯ ಬೆಳಿಗ್ಗೆ 6.00 ಗಂಟೆಗೆ ಹಾಜರಿದ್ದು ಪೌರಕಾರ್ಮಿಕ ಹಾಜರಾತಿ ಪಡೆದು ನಿಗದಿ ಪಡಿಸಲಾದ ಕರ್ಯಕ್ರಮದಂತೆ ವಿಭಾಗದ ಕಸ ಗುಡಿಸುವಿಕೆ ಕಸದ ಸಂಗ್ರಹಣೆ ಹಾಗೂ ಸಾಗಾಣಿಕೆಗಳ ನಿರ್ವಹಣೆ ಮಾಡುವುದು. ವಿಭಾಗದ ಮೋರಿಗಳ ಸ್ವಚ್ಛತೆ ಮೋರಿಗಳಿಂದ ಹೂಳಿತ್ತಿಸುವುದು. ಮೋರಿಗಳ ಅಕ್ಕಪಕ್ಕದಲ್ಲಿ ಬೆಳೆದ ಗಿಡಗಳನ್ನು ಕತ್ತರಿಸಿ ನೀರು ಸರಾಗವಾಗಿ ಹರಿಯುವಂತೆ ಮಾಡುವುದು. ಪುಟ್ ಪಾತ್ ಸ್ವಚ್ಛತೆ, ಪಬ್ಲಿಕ್ ಶೌಚಾಲಯ ಮತ್ತು ಮೂತ್ರಲಯಗಳ ಸ್ವಚ್ಛತೆ ಮಾಡಿಸುವುದು. ವಿಭಾಗದಲ್ಲಿ ಸಾರ್ವಜನಿಕ ದೂರು ಅಹವಾಲುಗಳಿಗೆ ಸ್ಪಂದಿಸಿ ಪೌರಕಾರ್ಮಿಕರನ್ನು ಕರೆದೊಯ್ದು ದೂರು ನಿವಾರಿಸುವುದು. ಮೋರಿ ನೀರಿಗೆ ಸೊಳ್ಳೆ ನಿಯಂತ್ರಣಗೊಳಿಸಲು ಸೊಳ್ಳೆ ನಿವಾರಕ ಔಷಧ ಸಿಂಪಡಿಸುವುದರ ಮೇಲ್ವಿಚಾರಣೆ ವಿಭಾಗದ ಬಗ್ಗೆ ಮೇಲಾಧಿಕಾರಿಗಳು ಕೋರುವ ಮಾಹಿತಿ ಕ್ರೋಢೀಕರಿಸಿ ಒದಗಿಸುವುದು. ಸತ್ತ ಪ್ರಾಣಿಗಳ ಕಳೆ ಬರ ತೆಗೆಸಿ ಸಾಗಿಸುವುದು.

2. ಎಂ.ರಾಚಯ್ಯ ರವರು ವಾರ್ಡ್ ಸಂಖ್ಯೆ 34 ರವರು ವಿಭಾಗದ ಕೆಳ ಹಂತದಲ್ಲಿ ಎಲ್ಲಾ ಸ್ವಚ್ಛತಾ ಕಾರ್ಯಗಳು ಅಂದರೆ ಕಸ ಗುಡಿಸುವುದು, ಸಂಗ್ರಹಣೆ ಕಸವನ್ನು ಲಾರಿಗೆ ತುಂಬುವುದು. ಹಳ್ಳಗಳನ್ನು ಮುಚ್ಚುವುದು, ಸತ್ತ ಪ್ರಾಣಿಗಳ ಕಳೆಬರ ವಿಲೇವಾರಿ ಮಳೆ ನೀರು ಮೋರಿಗಳ ಸ್ವಚ್ಛತೆ, ಹುಲ್ಲು ಗಿಡಗಳನ್ನು ತೆಗೆಸಿ ಮಳೆ ನೀರು ಸರಾಗವಾಗಿ ಹರಿಯುವಂತೆ ಮಾಡುವುದು. ಮತ್ತು ಅಧಿಕಾರಿಗಳು ಸೂಚಿಸುವ ಇತರೆ ಕಾರ್ಯಗಳು.

III) Guidelines followed during supervision and responsibilities :-

Receiving the applications form the publics and forwarding same to the Sub-ordinate Officers concerned. Reminding them within the stipulated time and verifications of replays, attention to give information to the public.

IV) Criteriaeas followed while Executing :-

The Criteriaeas prescribed in the right to information Act 2005 and following the guildelines 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 implimentation of actions.

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

VI) List of Office Records in the Department :-

1. Attendance Registor.
2. Road cutting permission book.
3. Cash Registor.
4. Complaint Registor Book.
5. Remetence Registor.
6. Personal Registor.
7. G.L.Registor.
8. M.A.S. Account book.
9. Road History book.
10. Court Case Registor.
11. R.I.A. Registor.
12. 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 submitte the same to the concerened Officer and action to be taken.

VIII) 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, Meetings completed for publics or functions and its Agendas available for publics and details list pertains.

Not applicable.

IX) Information Officer and Staff :-

Sl. No.	Name & Designation	Address	Phone No.
1	Sri.K.R. Chidananda, Asst. Executive Engineer, J.C.Nagar Sub-Division.	Office of the Asst. Executive Engineer, J.C.nagar Sub-Division, Quness Road , B.lore. 52	22341615
2	Sri. Nagabhushan Asst. Engineer Ward no.22	-do-	-do-
3	Sri. Krishnappa Asst. Engineer Ward no.33	-do-	-do-
4	Sri. Mallappa Devadu Asst. Engineer Ward no. 34 & 46	-do-	-do-
5	Sri. M. Rajanna Work Inspector Ward no.22	-do-	-do-
6	Sri. Munirathna Kumar Work Inspector Ward no.46	-do-	-do-
7	Sri. MariManchaiah FDA	-do-	-do-
8	Sri. K. Shiva Kumar	-do-	-do-
9.	V.Mohan Kumar Envt Engineer	-do-	-do-
10.	Nagaraju JHI	-do-	-do-
11	C. M. Rachaiah	-do-	-do-
12.	V. Lakshmi	-do-	-do-

X) Details of Monthly Payment drawn of Official and Staff
as per rules

S. No.	Name of the Official	Pay Scale	Basic Pay
1	Sri.K.R. Chidananda, Asst. Executive Engineer, J.C.Nagar Sub-Division.	14050-25050	18600.00
2	Sri. Nagabhushan Asst. Engineer Ward no.22	11440-21600	15200.00
3	Sri. Krishnappa Asst. Engineer Ward no.33	11440-21600	12000.00
4	Sri. Mallappa Devadu Asst. Engineer Ward no. 34 & 46	11440-21600	12000.00
5	V. Mohan Kumar Envt Engineer	11400-21600	12000.00
6	Sri. M. Rajanna Work Inspector Ward no.22	5800-10500	8600.00
7	Sri. MuniRathna Kumar Work Inspector Ward no.46	5800-10500	8400.00
8	Marimanchaiah FDA	7275-13350	8400.00
9	K. ShivaKumar FDA	6250-12000	7625.00
10	Nagaraju JHI	5800-10500	8200.00
11	C.M. Rachaiah SD	5200-8200	5900.00
12	Sri. Anthony Gangman	5200-8200	8200.00
13	Sri. ChikkaMuniyappa Gangman	5200-8200	7800.00
14	Sri. D. Kabilan Gangman	4800-7275	5200.00
15	Sri. Nagaraj Gangman	4800-7275	5100.00
16	Sri. Narshima Gangman	4800-7275	5100.00
17	Sri. Mohan Gangman	5200-8200	7625.00
18	Sri. B. Anand Gangman	4800-7275	5800.00

XI) **Details of grants reserved under the Head of Account budgeted for the year 2010-11 :-**

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 and 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 and reading rooms, Maintained for public purpose :-**

Not applicable.

XVI) **Details of Designation and Name of the Officer of Public information :-** at Sub Division level

Sri. K.R. Chiddananda, Assistant Executive Engineer (J.C.Nagar) Sub-Division.

XVII) **Revising of Notification upto date, every year further and publishing other proposed information :-**

All revisied information are to be published every year.