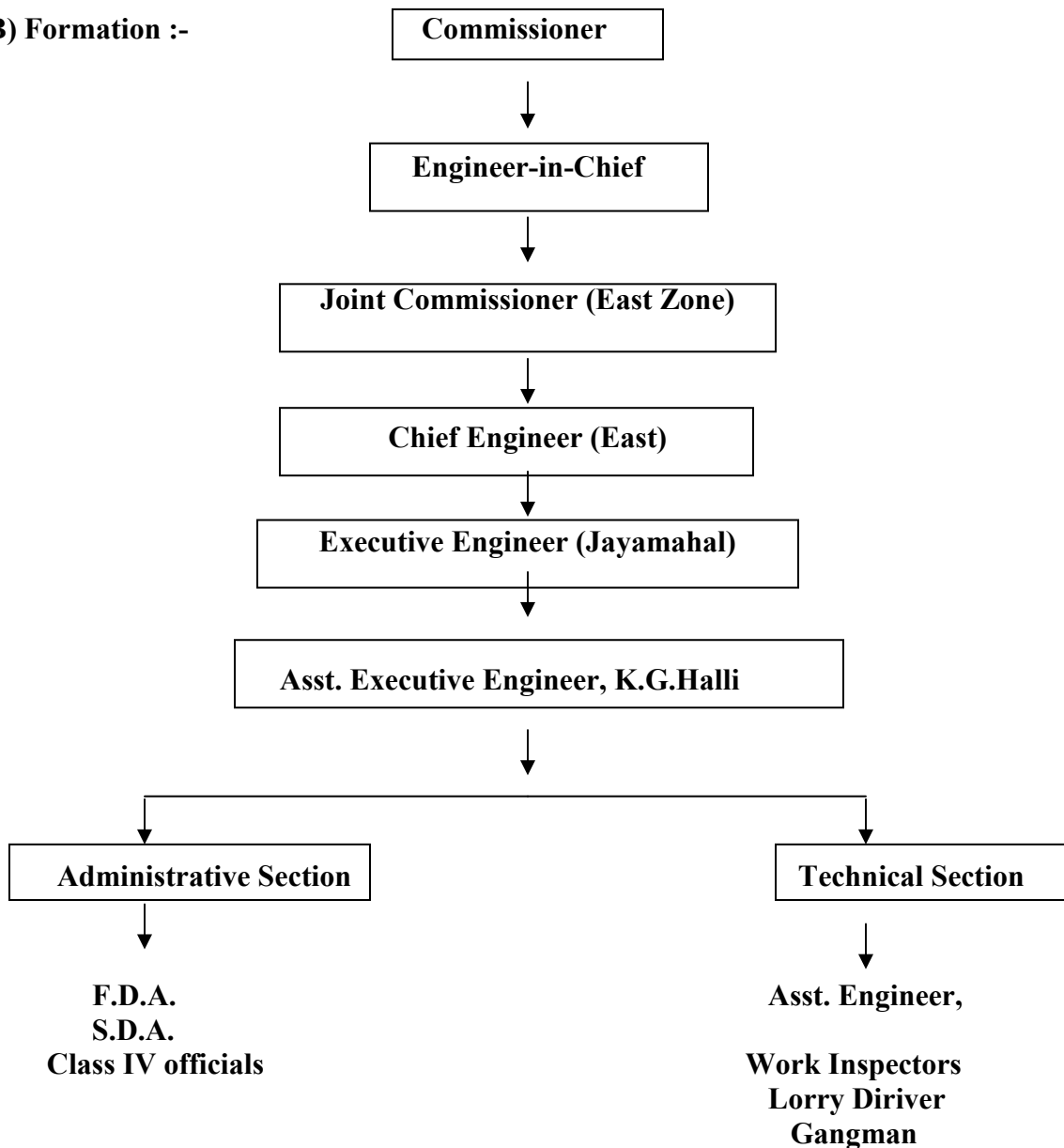


**RIGHT To INFORMATION (CENTRE) CELL**  
**Right to Information Act 2005 as per section 4**

**1. Duties & Responsibilities of Asst. Executive Engineer,  
K.G.Halli Sub-Division.**

**A) Name of the Office : Office of the Asst Executive Engineer,  
K.G.Halli Sub-Division,  
Queens Road  
Bangalore 560052  
Phone: 22340754**

**B) Formation :-**



## **II) Duties & Responsibilities of Officer & Staff :**

K.G. Halli Sub-Division ward 31, 32, 48 and 60. 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. T. Maradi Rangappa, Asst. Executive Engineer, Duties and responsibilities of Asst. Executive Engineer, pertaining to K.G.Halli Sub-Division :-**

Executing as ward Officer and Assistant Information Officer pertaining to K.G. Halli Sub-Division ward 31, 32, 48 and 60. 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 :-**

- 2) Ward No.31 & 32 Mohammed Ajmal Arif, Asst. Engineer,
- 3) Ward No. 48 & 60 Mohammed T.D.Manjunath, 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 replies 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.

**Duties & responsibilities of First Division Assistant :-**

4) K. Sathya Prema Kumari

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 permissioners. Maintaining the service register of Office Staff and Gangmens and recording Annual Increment and other bills.

**Duties & responsibilities of Second Division Assistant :-**

5) Vacant

**Duties & responsibilities of Work Inspectors**

6) Ward No.31 & 32 – Vacant

7) Ward No.48 & 60 – Vacant

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 concerned 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 (BBMP Employee)**

Sl. No.	Name of the Gangemen	Date of Joining
1.	Sri. Mohanraj	21.06.2002
2.	Sri. M.Raju	21.06.2002
3.	Sri. A.Munivenkatappa	21.06.2002
4.	Sri. Kempaiah	21.06.2002
5.	Sri. N.Prakash	21.06.2002
6.	Sri. H.Mari Hegde	21.06.2002
7.	Sri. K.Ashwath	21.06.2002
8.	Sri. S.Shanmugam	21.06.2002
9.	Sri. K.Shanmugam	21.06.2002
10.	Sri. Syed Jaffar	21.06.2002
11.	Sri. S.K.Khajauli	21.06.2002
12.	Sri. Isacbabu	21.06.2002
13.	Sri. Nagaraj	16.07.2005

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.

### **III) Guidelines followed during supervision and responsibilities :-**

Receiving the applications from the public and forwarding same to the Subordinate 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 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 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.Register.
8. M.A.S. Account book.
9. Road History book.
10. Court Case Register.
11. R.I.A. Register.
13. 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 from 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, Committees and other bodies, and its parts or suggestions purpose of framed for having two or more persons of boards, Legislature Committees 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 :-**

<b>Sl. No.</b>	<b>Name &amp; Designation</b>	<b>Address</b>	<b>Phone No.</b>
1	Sri. T.Maradirangappa, Asst. Executive Engineer, K.G.Halli Sub-Division.	Office of the Asst. Executive Engineer, K.G.Halli Sub-Division, Queens road, Bangalore-52.	22340754
2	Sri. Mohammed Ajmal Arif Asst. Engineer Ward No.31 & 32	-do-	-do-
3	Sri. T.D. Manjunath Asst. Engineer Ward No.48 & 60	-do-	-do-
4	Smt. K. Sathyaprema Kumari F.D.A	-do-	-do-
5	Sri. E.Mohan Driver	-do-	-do-
6	Sri. M.Muniswamy Pump operator	-do-	-do-
7	Sri. K. Shivakumar Peon	-do-	-do-

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

<b>Sl. No.</b>	<b>Name of the Official</b>	<b>Pay Scale</b>	<b>Basic Pay</b>
1	Sri.T.Maradirangappa Asst. Executive Engineer, K.G.Halli Sub-Division.	14050-25050	15600-00
2	Sri. Mohammed Ajmal Arif	14050-25050	15600-00

	Asst. Engineer Ward No.31 & 32		
3	Sri. T.D. Manjunath Asst. Engineer Ward No.48 & 60	14050-25050	16000-00
4	Smt. K. Sathyaprema Kumari F.D.A	7275-13350	7800.00
5	Sri. E.Mohan Driver	5800-10500	7800-00
6	Sri. M.Muniswamy Pump operator	5800-10500	8600-00
7	Sri. K. Shivakumar Peon	5200-8200	8000-00
8	Sri. Mohanraj	5200-8200	8200.00
9	Sri. M.Raju	5200-8200	8200.00
10	Sri. A.Munivenkatappa	5200-8200	8200.00
11	Sri. Kempaiah	5200-8200	5800.00
12	Sri. N.Prakash	5200-8200	5800.00
13	Sri. H.Marihegde	5200-8200	5800.00
14	Sri. K.Ashwath	5200-8200	5800.00
15	Sri. S.Shanmugam	5200-8200	8200.00
16	Sri. K.Shanmugam	5200-8200	7800.00
17	Sri. Syed Jaffar	5200-8200	7100.00
18	Sri. S.K.Khajauli	5200-8200	5800.00
19	Sri. Isacbabu	4800-7275	5300.00
20	Sri. Nagaraj	4800-7275	5400.00

**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 :-**

Sri. T. Maradirangappa, Assistant Executive Engineer (K.G. Halli) Sub-Division.

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

All revised information are to be published every year.

Assistant Executive Engineer,  
K.G.Halli Sub-Division,  
Bruhat Bangalore Mahanagara Palike.