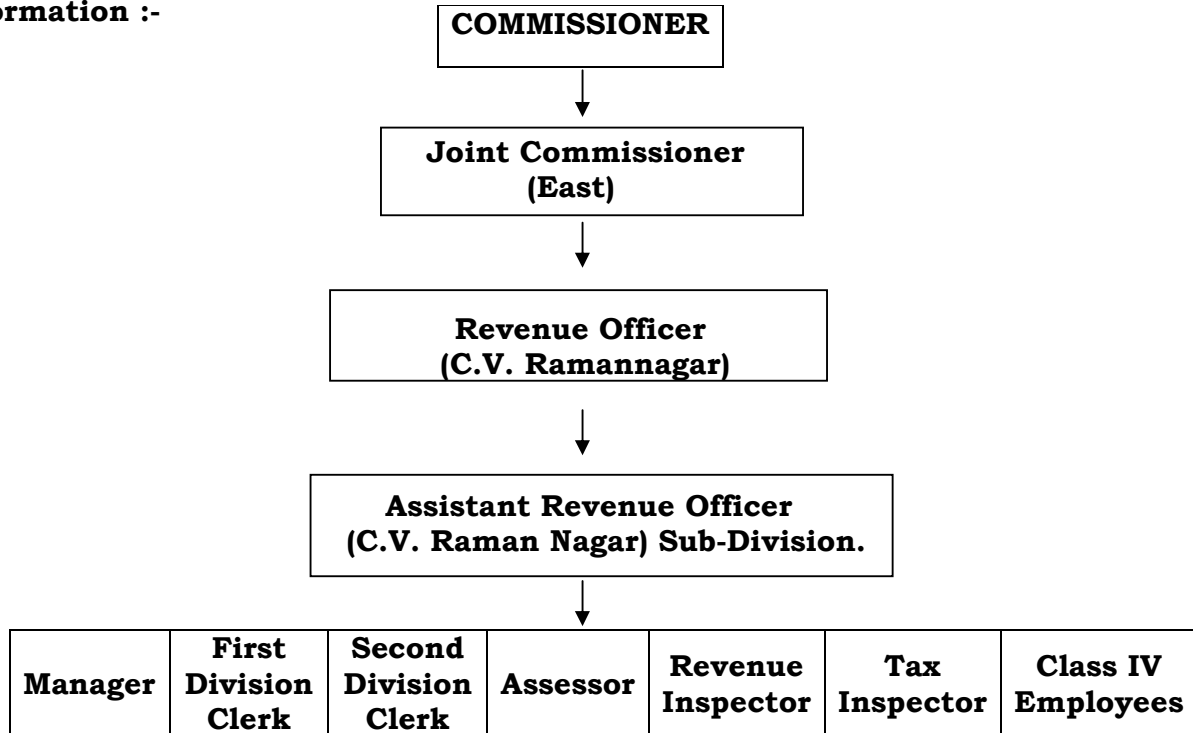


RIGHT To INFORMATION (CENTRE) CELL
Right to Information Act 2005 as per section 4

1. DUTIES & RESPONSIBILITIES OF ASSISTANT REVENUE OFFICER, C.V. RAMAN NAGAR SUB-DIVISION.

A) Name of the Office : Office of the Assistant Revenue Office,
C.V. Raman Nagar Sub-Division,
Dispensary Road, Bangalore 560001
Phone: - 080-22975843

B) Formation :-



C) Duties & Responsibilities

Revenue department in B.B.M.P. is one of the most important and essential department which consists of ward No. 50(Benniganahalli), Ward No:57(C.V. Raman Nagar), Ward No: 58(New Thippasandra) & Ward No. 79 (Sarvagnanagar). It works under KMC Act Rules 1976 and it plays an important role. The main function of ARO (C.V. Raman Nagar) which falls within the jurisdiction limit of BMP is dealing with properties which belong to an individual citizen and it renders its service to the public by processing the transfer of Katha Bifurcation, Registration, Clubbing of Khatha and collecting taxes from the properties owners. After verifying & scrutinizing the properties it issues Khata certificate, Khatha Extract, Residential Certificate. Properties which are leased and rented by the B.M.P. are well and preserving the information ensured and the election work.

II) Duties & Responsibilities of Officer & Staff :

SRI. K.R. SATISH KUMAR, ASSISTANT REVENUE OFFICER,

- **DUTIES AND RESPONSIBILITIES OF ASSISTANT REVENUE OFFICER,
PERTAINING TO C.V. RAMAN NAGAR SUB-DIVISION**

The important duties of A.R.O. is to fix the tax of properties below range measuring 2000 sft. Further for the properties measuring above 2000 Sq. ft he has the power to recommend to the higher authorities for sanction. He exercises general supervision and control over the staff under him and is responsible for seeing that the members of the staff do the work allotted to them efficiently and expeditiously. He has the power to change the Katha for Bifurcation and Registration of Katha verification of assessment & reducing the tax in appeal under his limit. For above appeal we can able to recommend. He holds and controls the maintenance of lease properties of B.M.P. She works and reports The Commissioner, Deputy Commissioner (East), (Revenue), Revenue Officer (C.V. Ramannagar).

- **Duties & responsibilities of Manager :-**

Smt. M. SURYA KUMARI, Manager

The manager is primarily responsible for the general efficiency of the section in her charges and is directly responsible to the officer under A.R.O. (C.V. Raman Nagar) for the efficient and expeditions dispatch of work. And maintenance of office administration work by adopting proper measures for progressing and timely submission of arrears statement and other periodical returns. General supervision over his section in regard to dispatch of work done. Ensuring that the case worker maintains his personal registers properly and up-to date. Maintenance of files and noting on the file, dealing personally with complicated cases. Inspecting the work of every case worker and displaying in the section and maintenance of Attendance and Casual Leave Register, Movement Control Register, Audit report, Right to Information act, verification of Kridhi and scrutinizing the papers put up by the official staff. And then and there to obey the orders of the higher authority and maintain the office neat and tidy.

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

Sri. M.R. ASHOKA , First Division Assistant

The First Division Assistant of this Sub-Division has to work as per the instruction of Assistant Revenue Officer (C.V. Raman Nagar) and Higher Officers, receiving complaints, letters and receiving bills pertaining to the works of this sub-Division and registering them. Recording the facilities availed by the Officers and staffs in the service registers. Maintaining the inward register, from and to Register & Cash book, submitting these records to the Higher Officer and providing all information for Auditors. Collection of 2% stamp duty, salary disbursement, maintenance of Cash book, Cheque register, Recovery register, P.R. register, Furniture register, Telephone register, Maintaining of receipt stock book of receipts and furniture and office stationary, Maintenance of service register, Increment register and Compensation register & Other register, dishonoured cheque register, Budget, Administration report, A.C. and D.C. bills, Daily collection, statistical information of tax collected. Following the orders passed by the higher authorities and performing the duties according to their advice and

helping to Manager. In generally assist the Head of the section in what-ever manner desire in the proper functioning of the section.

• **Duties & responsibilities of Second Division Clerk :-**

The Second Division Clerk has to work as per the instructions of Higher Officer. The papers and files received from receiving section regarding Katha Transfer / Bifurcation / Registration and other Miscellaneous papers has to be numbered in P.R. register and forward to concerned Revenue Inspector & Assessor for to take further action. Files and prescribed registers has to be maintained properly and in order. Maintenance of D.C.B. work/ Appeal / BMP lease and rent properties/ Court cases/ Right to information act, Special notice / Reply letters/ Endorsement and other file to be get signature by the officer and sent to concerned Revenue Inspector, Assessor and General Public and keep all the files and records in order.

Name	Ward No	Area
Sri. N.P. Narahari Rao, S.D.C.	Ward No. 50	Benniganahalli
Sri. H.M. Mallesh, S.D.C Kum. S. Kavitha, S.D.C.	Ward No. 57	C.V. Raman Nagar
Sri. M.R. Ashoka, F.D.C.	Ward No. 58	New Thippasandra
Sri. V. Karthik, S.D.C.	Ward No. 79	Sarvagnanagar

• **Duties & responsibilities of Revenue Assessor & Revenue Inspector.**

Each Revenue Inspector and Assessor has responsible for to put up proposal for Katha Transfer / Bifurcation / Clubbing / Appeal / Registration and other miscellaneous papers. Supervision over the work of Tax Inspector, regarding collection of property tax, verifying of Khridhi so has to ensure that collection has been remitted to Banks. Survey of the area, maintenance of lease properties. And collection there by and verification of escape of assessments and fixing the tax in the interest Revenue collection.

• **Duties & responsibilities of Tax Inspector's**

Collection of house taxes, maintenance of Khirdhi, Hand Book, Baki Patti, Etc., The collected amount has to be remitted to the Bank after verification by concerned Revenue Inspect / Assessor and the manager and information along with chalan has to be furnished to the concerned case worker. He has to assist Election work and other works instructed by the higher officer. Serving demand notice for collection of house taxes. And also ensure to collect the Dishonored cheques which as been default in payment of tax.

• **Duties & responsibilities of class IV Employees**

Class IV Employees has to work as per the instructions of Higher Officer and carryout the work attached to the officers and office, the Tapal Duty and other works.

III) Guidelines followed during supervision and responsibilities: -

Receiving the applications forms from the public's and forwarding same to the Sub-ordinate Officers concerned. Reminding them within the stipulated time and verifications of replies, attention to give proper information to the general public.

IV) Criterieas followed while Executing :-

The Criteria's 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 general public under KMC Act 1976.

V) The Hand book, Annexure, Exchanges rules followed by employees which are comes under the Control or having implementation 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 Register. | 16. Audit register |
| 2. C.L. Register, | 17. A.C., D.C. & N.D.C. Bill register |
| 3. Late attendance register | 18. K.T.R./ P.R register |
| 4. Movement control register | 19. Assessment register |
| 5. Acquaintance register | 20. Mutation register |
| 6. Cash Book | 21. Appeal register |
| 7. Cheque Book | 22. Tax Remission register |
| 8. Employees Service Registers | 23. Daily collection register |
| 9. Advance register | 24. Khirdhi Book / Hand Book |
| 10. Receiving and Dispatching register | 25. Baki Patti Book |
| 11. Stationery register | 26. Office Dairy |
| 12. Furniture register | 27. Lease & Rent Book |
| 13. Receipt issued register | 28. Lease D.C.B. Book |
| 14. Increment register | 29. BMP properties Register |
| 15. Telephone Register | 30. Right to Information Register. |
| | 31. 2% Stamp duty collection & Misc., collection register. |
| | 32. Government Properties Register. |

IX) Information Officer and Staff

Sl. No.	Name & Designation	Address	Phone No.
1	Sri. K.R. SATISH KUMAR Incharge Assistant Revenue Officer,	Office of the Assistant Revenue Office, C.V. Raman Nagar Sub-Division, Dispensary Road, Bangalore - 560001.	22975843
2	Smt. M. SURYA KUMARI, Manager	-do-	-do-
3	Vacant, Assessor	-do-	-do-
4	Sri. K.R. SATISH KUMAR, Assessor	-do-	-do-
5	Sri. M.R. ASHOKA, F.D.A	-do-	-do-
6	Sri. NARAHARI RAO, S.D.C	-do-	-do-
7	Sri. MALLESH H.M., S.D.C	-do-	-do-
8	Kum. S. KAVTIHA, S.D.C	-do-	-do-

9	Sri. V. KARTHIK, S.D.C	-do-	-do-
10	Sri. GURUMURTHY T.S., Revenue Inspector	-do-	-do-
11	Sri. S. MOHAN, Revenue Inspector	-do-	-do-
12	Sri. H.K. PRABHAKARA CHAR, Revenue Inspector	-do-	-do-
13	Sri. S.G. JAYARAMAIAH, Revenue Inspector	-do-	-do-
14	Sri. D.B. SRIDHAR, Revenue Inspector	-do-	-do-
15	Sri. V. KUMAR DAS, Revenue Inspector	-do-	-do-
16	Sri. VENKATESH A.N., Tax Inspector	-do-	-do-
17	Sri. K.V. KAMAL, Tax Inspector	-do-	-do-
18	Sri. I.C. GANGADHAR, Tax Inspector	-do-	-do-
19	Sri. SATISH, Tax Inspector	-do-	-do-
20	Sri. V. ANIL KUMAR Tax Inspector	-do-	-do-
21	Smt. A. HASEENA BANU, Tax Inspector	-do-	-do-
22	Sri. C. CHANDRA MOHAN, Tax Inspector	-do-	-do-
23	Smt. RACHEL R, Peon	-do-	-do-
24	Sri. YOGESH M., peon	-do-	-do-
25	Sri. KEMPAIAH, peon	-do-	-do-
26	Sri. M.M. NARESH, Dafedar	-do-	-do-

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

Sl. No.	Name of the Official	Pay Scale	Basic Pay
1	Sri. K.R. SATISH KUMAR Incharge Assistant Revenue Officer,	11400-21600	10800
2	Smt. M. SURYA KUMARI, Manager	10000-18150	10800
3	Vacant, Assessor	10000-18150	
4	Sri. K.R. SATISH KUMAR, Assessor	10000-18150	10800
5	Sri. M.R. ASHOKA, F.D.A	7275-13350	7625
6	Sri. NARAHARI RAO, S.D.C	5800-10500	7800

7	Sri. MALLESH H.M., S.D.C	5800-10500	7800
8	Kum. S. KAVTIHA, S.D.C	5800-10500	5900
9	Sri. V. KARTHIK, S.D.C	5800-10500	5900
10	Sri. GURUMURTHY T.S., Revenue Inspector	6250-12000	11400
11	Sri. S. MOHAN, Revenue Inspector	6250-12000	7625
12	Sri. H.K. PRABHAKARA CHAR, Revenue Inspector	7275-13350	10800
13	Sri. S.G. JAYARAMAIAH, Revenue Inspector	7275-13350	11700
14	VACANT, Revenue Inspector	6250-12000	
15	Sri. V. KUMAR DAS, Revenue Inspector	7275-13350	10800
16	Sri. VENKATESH A.N., Tax Inspector	5800-10500	5800
17	Sri. K.V. KAMAL, Tax Inspector	5800-10500	5800
18	Sri. I.C. GANGADHAR, Tax Inspector	5800-10500	6000
19	Sri. SATISH, Tax Inspector	5800-10500	6000
20	Sri. V. ANIL KUMAR Tax Inspector	5800-10500	5900
21	Smt. A. HASEENA BANU, Tax Inspector	5800-10500	6000
22	Sri. C. CHANDRA MOHAN, Tax Inspector	5800-10500	6000
23	Smt. RACHEL R, Peon	5200-8200	8000
24	Sri. YOGESH M., peon	5200-8200	7100
25	Sri. KEMPAIAH, peon	5200-8200	9200
26	Sri. M.M. NARESH, Dafedar	5200-8200	5300

XI) **Details of grants reserved under the Head of Account budgeted for the year 2005-06 :-**

NOT APPLICABLE.

XII) **Details of Beneficiaries 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 :-**

Details of all properties owner name and other details has computerized pertaining to the Assistant Revenue Office (C.V. Raman Nagar) Sub-Division.

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. FRANCIS, Revenue Officer (C.V.Raman Nagar) – Appeal Officer
Sri. K.R. SATISH KUMAR, Assistant Revenue Officer (C.V. Raman Nagar)
Public Grievance Officer.

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

Regarding the Revenue Department ordinary and other information have been installed in the **Web-site (www.bbmp.gov.in)**

**Assistant Revenue Officer
C.V. Raman Nagar Sub-Divison,
Bruhat Bangalore Mahangara Palike**