

Section 4(1)(b)(i) – Organisational structure, aims and functions

Sl. No.	Name of the organization	Address	Aims	Functions
1	Smt.B.R.Manjula , Assistant Revenue Officer	Office of the Assistant Revenue Office, J.C.Nagara Sub-Division, Queens Road Bangalore 560052	The important duties of A.R.O. is to fix the tax for properties below range to measuring 2000sq.ft. 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 rounding for Bifurcation and Registration of Katha, verification of assessment & reducing the tax in appeal under his 2000 Sq. ft limit. For the above 2000 Sq. ft cases appeal he can able to recommend. He holds and controls the maintenance of lease properties of B.B.M.P. He work and reports The Commissioner, Deputy Commissioner (East), (Revenue), Revenue Officer (Hebbal)	

Section 4(1)(b)(ii) – Powers and duties of officers and employees

Sl. No.	Designation of the official / employee	Duties allotted	Powers
<u>1</u>	<u>Manager</u>	The manager is primarily responsible for the general efficiency of the section in charges and is directly responsible to the officer under A.R.O. (J.C.Nagara) for the efficient and expeditious 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, as assistant P.I.O verification of Kridhi Remitters 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 clam and tidy	

2	<u>First Division clerk</u>	<p>The First Division Assistant of this Sub-Division has to work as per the instruction of Assistant Revenue Officer (J.C.Nagara) 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. Whenever the manager goes on leave or not existent of manager, the F.D. has to perform the duties of manager.</p>
3	<u>Second Division Clerk</u>	<p>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 K.T.R, P.R. register and forward to concerned Revenue Inspector & Assessor to take further action. Files and prescribed registers has to be maintained properly and in order. Maintenance of D.C.B. work/ Appeal / BMP leased and rented properties/ Court cases/ Right to information act, Special notice / Reply letters/ Endorsement and other file to be get signaturred by the officer and sent to concerned Revenue Inspector, Assessor and General Public and keep all the files and records in order. As custodian & files and records</p>
4	<u>Assessor & Revenue Inspector</u>	<p>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 remittances so has to ensure that collection has been remitted to Banks. Survey of the area, maintenance of BBMP leased or unleased lease properties. And collection there by and verification of escape of assessments and fixing the tax in the interest Revenue collection. Including Voters list & Election works and other tine to assigning work by the supeaias</p>

5	<u>Tax Inspector's</u>	Collection of house taxes, maintenance of Khirdhi remittances Hand Book, Baki Patti, Etc., The collected amount has to be remitted to the Bank after verification by concerned Revenue Inspector or Assessor and the manager and information along with chalan has to be furnished to the concerned case worker. manage to doty collection to He has to do 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 has been default in payment of tax.
6	<u>class IV Employees</u>	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.

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

Activity	Description	Decision-making process/time limit for taking decision/ channels of supervision and accountability	Designation of final decision authority
ತೆರಿಗೆ ಹಾಗೂ ತೆರಿಗೆಯೇತರ ಕಾರ್ಯ	ವೇತನ ಮತ್ತು ಇತರ ಭತ್ಯಗಳನ್ನು ಮಂಡಿಸುವುದು	ಖಾತಾ ವರ್ಗಾವಣೆ ಖಾತಾ ವಿಭಜನೆ ಖಾತಾ ಒಂದುಗೂಡಿಸುವಿಕೆ ಮಾಹಿತಿ ಹಕ್ಕು ಅಧಿನಿಯಮ	ಸಹ ಕಂದಾಯ ಅಧಿಕಾರಿ ಸಹ ಕಂದಾಯ ಅಧಿಕಾರಿ ಸಹ ಕಂದಾಯ ಅಧಿಕಾರಿ ಸಹ ಕಂದಾಯ ಅಧಿಕಾರಿ
ಇತರೆ ಸಾಧಿಲ್ಯವಾರು ಜಿಲ್ಲೆಗಳನ್ನು ಮಂಡಿಸುವುದು			

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 (Citizens charter, service charter, etc.,)
1	ಕೆ.ಸಿ.ಎಸ್.ಆರ್ ಹಾಗೂ ಸಾಧಿಲ್ಯವಾರು ವೆಚ್ಚ ಕೈಪಿಡಿ ಅನ್ವಯ	-	-	-

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

Sl. No.	List of Acts, rules, regulations, instructions, manuals	list of Act, rules, etc.,
1	ಕೆ.ಸಿ.ಎಸ್.ಆರ್	ಸಂಬಂಧಿಸಿದ ವಿಷಯಕ್ಕೆ ಅನುಗುಣವಾಗಿ
2	PWD Accounts 1976	ಸಂಬಂಧಿಸಿದ ವಿಷಯಕ್ಕೆ ಅನುಗುಣವಾಗಿ
3	KMC Act-1976	ಸಂಬಂಧಿಸಿದ ವಿಷಯಕ್ಕೆ ಅನುಗುಣವಾಗಿ
4	ಸಾಧಿಲ್ವಾರು ವೆಚ್ಚ ಕೈಪಿಡಿ	ಸಂಬಂಧಿಸಿದ ವಿಷಯಕ್ಕೆ ಅನುಗುಣವಾಗಿ
5	ಕೆ.ಎಫ್.ಸಿ	ಸಂಬಂಧಿಸಿದ ವಿಷಯಕ್ಕೆ ಅನುಗುಣವಾಗಿ
6	ಬೃಹತ್ ಬೆಂಗಳೂರು ಮಹಾನಗರ ಪಾಲಿಕೆ ಆಯುಕ್ತರು ಮತ್ತು ಸಂಬಂಧಿಸಿದ ಅಧಿಕಾರಿಗಳು ಕಾಲಕಾಲಕ್ಕೆ ಹೊರಡಿಸುವ ಆದೇಶಗಳು ಮತ್ತು ಸುತ್ತೋಲೆಗಳು	ಸಂಬಂಧಿಸಿದ ವಿಷಯಕ್ಕೆ ಅನುಗುಣವಾಗಿ

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

Sl. No.	Category of the document	Title of the document	Custodian of the document
1	A	Service register	Almara-1 Rack-1
2	A	Attendance	Almara-1 Rack-2
3	A	Stock register	Almara-1 Rack-2
4	A	Assessment register	Almara-1 Rack-2
5	B	Cash Book	Almara-1 Rack-2
6	B	Khirdhi Book / Hand Book	Almara-1 Rack-3
7	B	K.T.R. register	Almara-1 Rack-3
8	B	Daily collection register	Almara-1 Rack-3
9	B	Receipt issued register	Almara-1 Rack-3
10	C	P.R register	Almara-1 Rack-3
11	C	Receiving and Dispatching register	Almara-1 Rack-3
12	D	Right to Information Register	Almara-1 Rack-3
13	D	Right to Information Files	Almara-1 Rack-3
14	D	Late attendance register	Almara-1 Rack-3
15	D	Movement control register	Almara-1 Rack-3
16	D	Cash Declaration Book	Almara-1 Rack-3

Section 4(1)(b)(vii) – Arrangement for consultation with, or representation by the members of the public in relation to the formulation of policy or implementation thereof

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

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

Name of board, council, committee, etc.,	Composition	Powers and functions	Whether its meetings are open to the public / whether minutes of meetings accessible for public
Nil			

Section 4(1)(b)(ix) & section 4(1)(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.,
	Smt.B.R.Manjula	ARO	Assistant Revenue Officer, J.C.Nagara Sub-Division.Queen's Road	13350/-
	Smt.B.S.Sunanda ,	Manager	Do	10800/-
	Smt.Shubhamangala,	F.D.C.	Do	8200/-
	Smt.Padma,	S.D.C.	Do	7800/-
	Sri.M.Manjunath	S.D.C.	Do	6125/-
	Sri.Beemraj	S.D.C.	Do	7625/-
	Sri.Siddaiah,	Revenue Inspector	Do	11700/-
	Sri.Ramegowda,	Revenue Inspector	Do	8200/-
	Sri.Hanumanthaiah,	Revenue Inspector	Do	10500/-
	Sri.Harsha.B,	Revenue Inspector	Do	8000/-
	Sri.Venkataramaraju	Tax Inspector	Do	6375/-
	Sri.Bhaskar,	Tax Inspector	Do	7100/-
	Sri.Ramanna,	Tax Inspector	Do	6375/-
	Sri.Rajgopal	Tax Inspector	Do	6125/-
	Sri.Armugam	Tax Inspector	Do	6652/-
	Sri.Kenchegowda,	Peon	Do	8200/-
	Sri.Ravichandhar,	Peon	Do	6000/-
	Sri.C.K.Tammanna.	Peon	Do	6125/-
	Sri.Malinga ,	Peon	Do	5600/-

Section 4(1)(b)(xi) – Budget allocated to each agency including plans, etc.,

Agency	Plan/programme / scheme /project / activity /purpose for which budget is allotted	Proposed expenditure as on last year	Expected outcomes	Report of disbursements made or where such details are available (website, reports, notice board)
ಬೃಹತ್ ಬೆಂಗಳೂರು ಮಹಾನಗರ ಪಾಲಿಕೆ ವಾರ್ಷಿಕ ಆಯವ್ಯಯ ಪುಸ್ತಕದಲ್ಲ ಲಭ್ಯವಿರುತ್ತದೆ ಈ ಕಛೇರಿಗೆ ಪ್ರತ್ಯೇಕ ಆಯವ್ಯಯ ಅನುಮೋದನೆ ಇರುವುದಿಲ್ಲ.				

Section 4(1)(b)(xii) – Manner of execution of subsidy programmes

a. Information on the nature of subsidy, eligibility criteria for accessing subsidy and designation of officer competent to grant subsidy under various programmes / schemes

Sl. No.	Name of the programme / activity	Nature / scale of subsidy	Eligibility criteria for grant of subsidy	Designation of officer for grant of subsidy
1	Nil			

Describe the manner of execution of the subsidy programme

Sl. No.	Name of programme /activity	Application procedure	Sanction procedure	Disbursement procedure.
1	Nil			

Section 4(1)(b)(xiii)- Particulars of recipients of concessions, permits or authorizations granted by the public authority

Sl. No.	Name and address of recipient institutions	Nature / quantum of benefit granted	Date of grant	Name & designation of granting authority
1	Nil			

Section 4(1)(b)(xiv) – Information available in electronic form

Sl. No.	Electronic date	Description (Site address / location where available, etc.,	Contents or title	Designation and address of the custodian of information (held by whom)
1	ಮಾ.ಹ.ಅ.-2005 ರ ಸೆಕ್ಷನ್ 4 (1)(ಎ) ಹಾಗೂ 4(1)(ಬಿ)ಗೆ ಸಂಬಂಧಿಸಿದಂತೆ ಮಾಹಿತಿಗಳು	Bbmp.gov.in	-	ಪಾಲಿಕೆ ಎಲ್ಲಾ ಬಟವಾಡೆ ಅಧಿಕಾರಿಗಳ ಕಛೇರಿಗೆ ಸಂಬಂಧಿಸಿದಂತೆ ಮಾಹಿತಿಗಳು ಲಭ್ಯ ಇರುತ್ತದೆ.

Section 4(1)(b)(xv) - particulars of facilities available to citizens for obtaining information

Facility	Description (location of facility / name, etc.,)	Details of information available
Nil		

Section 4(1)(b)(xvi) – Names, designations and other particulars of public information officers

Public information officer (PIO)

Sl. No.	Name of the office / administrative unit	Name & designation of PIO	Office tel. No. Residence tel. No. fax	E-mail
1	Assistant Revenue Officer (J.C. Nagar) Queen's Road	B.R. Manjula, Assistant Revenue Officer	22341783	---

Asst. Public Information officer

Sl. No.	Name of the office / administrative unit	Name & designation of APIO	Office tel. No. residence tel. No. Fax	E-mail
1	Assistant Revenue Officer (J.C.Nagar) Queen's Road	B.S. Sunanda, Manager	22341783	---

.c Appellate authority

Sl. No.	Name of the office / administrative unit	Name & designation of Appellate authority	Office Tel. No. Residence Tel. No. Fax	E-mail
1	Revenue Officer (Hebbal) Queen's Road	Smt.K.B.Rathnamma Revenue Officer & Appellate Officer	080-22975836	ro158hebbal@gmail.com

Section 4(1)(b)(xvii) – Any other useful information /Information frequently asked by the public.

Any other information regarding our office will be published in bbmp.gov.in