

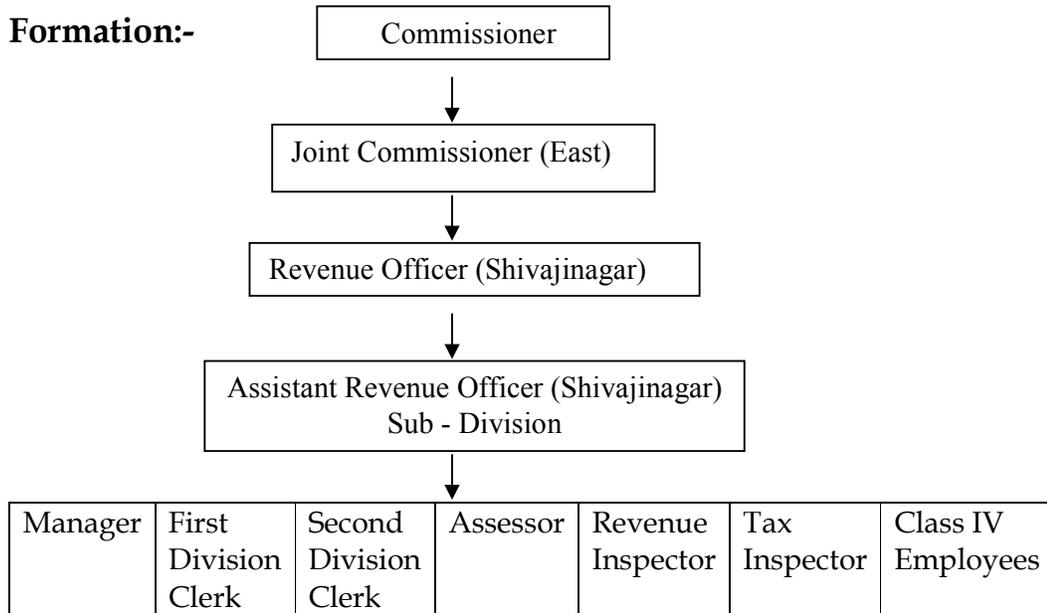
RIGHT TO INFORMATION (CENTRE) CELL

Right to Information Act- 2005 as per section 4

1. Duties & Responsibilities of Asst. Revenue Officer, Shivajinagar Sub-Division

A) Name of the Office : Office of the Assistant Revenue Office
Shivajinagar Sub - Division
Dispensary Road,
Bangalore - 5600051
Ph:22975842

B) Formation:-



C) Duties & Responsibilities:-

Revenue Department in BMP is one of the most important and essential department which consists of ward No.90- Ulsoor, Ward No.91-Bharathinagar and Ward No.92-Shivajinagar. It works under KMC Act Rules 1976 and it plays an important role. The main function of ARO (Shivajinagar) which comes 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 Khatha Bifurcation, registration, clubbing of Khatha and Collecting taxes from the properties owners after verifying & scrutinizes the properties it issues Khata Certificate, Khata Extract, Residential Certificate. Properties which are leased and rented by the BMP are well and preserving the information ensured and the election work.

II) Duties & Responsibilities of Officer & Staff

Smt. VARALAKSHMAMMA, Assistant Revenue Officer, Duties and responsibilities of Assistant Revenue Officer, pertaining to Shivajinagar Sub - Division:-

The important duties of ARO are to fix the tax of properties below range measuring 2000 Sq.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 or 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 vivificating 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 BMP. He work and reports to the Commissioner, Joint Commissioner (East), (Revenue), Revenue Officer (Shivajinagar)

Duties & responsibilities of Manager:-

Sri. T.V. Nagaraju In-charge Manager

The manager is primarily responsible for the general efficiency of the section in his charges and is directly responsible to the officer under ARO (Shivajinagar) for the efficient and expeditious dispatch of work and maintenance of office administration work by adopting proper measure 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 Kirdhi and scrutinizing the put up papers by the official staff. And than and there to obey the orders of the higher authority and maintain the office neat and tidy.

Duties & responsibilities of First Division Assistant:- Sri. T.V. Nagaraju

The First Division Assistant of this sub division has to work as per the instruction of Assistant Revenue Officer (Shivajinagar) and higher Officers, receiving complaints, letters and receiving bills pertaining to the works of this sub-division and registers. Maintaining the inward register, to register & cash book, submitting these records to the higher officer and providing all information for Auditors. Collection of 2% stamp duty, salary disrobement, maintenance of service register, Budget, Administration report, A.C. and D.C. bills, daily collection, statistical informing 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 whatever manner desire in the proper functioning of the section.

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Duties & responsibilities of Second Division Assistant:

The Second Division Assistant has to work as per the instruction of Higher Officer. The papers and files received from receiving section Katha Transfer/Bifurcation/Registration and other miscellaneous papers has to be numbered in the P.R. register and submit to concerned Revenue Officer for further action. Maintaining prescribed registers maintaining the files in proper way. 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 the concerned Revenue Officer, Assessor and Khathadar and to maintain the records and files in proper way.

NAME	WARD NO.	AREA
H.C. Jayaram	90	Ulsoor
Rajeswari	91	Bharathinagar
A.A. Subramani	92	Shivajinagar

Duties & responsibilities of Assessor & Revenue inspector, Tax Inspectors

Each Revenue inspector and Assessor has responsibility 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 properties, verification of Khirdhi 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 fix the tax in the interest of revenue collection.

Duties & responsibilities of Tax-Inspectors

To collect the property tax both in field and office, the same has to be maintained in the Kiradhi Book and remitt the amount to the concerned bank.

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 or replays, attention to give information to the public.

IV) Criteria's 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 public.

V) The Hand book, Annexures, 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. Assessment Register.
2. Maintains of DCB Register
3. Mutaion Register
4. Appeal Register
5. Remission Register
6. Cheque Register
7. Dis Cheque Register
8. Date to Day cash book
9. Supervision on hand book and Khiradhi Register
10. Lease Register
11. Sale Register
12. Ward Wise Corporation Property Register
13. Court litigation register
14. Distrat warrant issued and executed register

ADMINISTRATIVE WING

1. Attendance registers.
2. Casual Leave Sanction register
3. Late Attendance register
4. Movement Register
5. Acquaintance Register
6. Cash Book (Establishment)
7. Cheque Register (Establishment)
8. Service Register
9. Advance Recovery Register
10. KTR and PR Register
11. Furniture account register
12. Stationary receipt and issued register
13. Receipt Books issue register
14. Increment Register
15. Telephone Register
16. Audit replies follow of register
17. A.C. Bill/D.C. Bill Register.

VII) INFORMATION OFFICER AND STAFF:-

Sl.No.	Name & Designation	Address	Phone No.
1	Smt. Varalakshamma	Office of the Assistant Revenue Officer	22975842
2	Manager (Vacant)	- DO -	- DO -
3	Sri. T.V. Nagaraju FDA	- DO -	- DO -
4	Sri. H.C. Jayaram SDA	- DO -	- DO -
5	Sri. A.A. Subramani SDA	- DO -	- DO -
6	Smt. M.G.Rajeswari SDA	- DO -	- DO -
7	Smt. Valarmathi Typist	- DO -	- DO -
8	B.R. Rajendra Prasad Assessor	- DO -	- DO -
9	C. Srinivas Revenue Inspector, 1 st Grade	- DO -	- DO -
10	Srinivas C.V. Revenue Inspector, 1 st Grade	- DO -	- DO -
11	Mirza Ali Raza Revenue Inspector, 1 st Grade	- DO -	- DO -
12	Narayan Revenue Inspector, 2 nd Grade	- DO -	- DO -
13	Siddaramaiah Revenue Inspector, 2 nd Grade	- DO -	- DO -
14	R. Manojkumar Tax Inspector	- DO -	- DO -
15	Rajanna Tax Inspector	- DO -	- DO -
16	H.V. Krishna Murthy Tax Inspector	- DO -	- DO -
17	Ramesh Tax Inspector	- DO -	- DO -
18	M. Ravi Kumar Tax Inspector	- DO -	- DO -
19	Abdul Pyaru Process Server	- DO -	- DO -
20	H. Boraiah Driver	- DO -	- DO -
21	Kodandapani Peon	- DO -	- DO -
22	Shamraj Peon	- DO -	- DO -
23	Smt. N.S. Lavanya Bai Peon	- DO -	- DO -

VIII) Details of Monthly Payment drawn of official and Staff as per rules

Sl.No.	Name of the Official	Pay Scale	Basic Pay
1	Smt. Varalakshamma		11700/-
2	Manager (Vacant)		
3	Sri. T.V. Nagaraju FDA	7275-13350	10000/-
4	Sri. H.C. Jayaram SDA	5800-10500	7625/-
5	Sri. A.A. Subramani SDA	5800-10500	7625/-
6	Smt. M.G. Rajeswari SDA	5800-10500	7800/-
7	Smt. Valarmathi Typist	7275-13350	12300/-
8	B.R. Rajendra Prasad Assessor	10000-18150	10250/-
9	C.V. Srinivas Revenue Inspector, 1 st Grade	8200-13350	13350/-
10	C. Srinivas Revenue Inspector, 1 st Grade	8200-13350	8200/-
11	Mirza Ali Raza Revenue Inspector, 1 st Grade	8200-13350	9750/-
12	Narayan Revenue Inspector, 2 nd Grade	7275-13350	10000/-
13	Siddaramaiah Revenue Inspector, 2 nd Grade	7275-13350	7800/-
14	R. Manojkumar Tax Inspector	5800-10500	5800/-
15	Rajanna Tax Inspector	5800-10500	7625/-
16	H.V. Krishna Murthy Tax Inspector	5800-10500	9750/-
17	Ramesh Tax Inspector	5800-10500	5800/-
18	M. Ravi Kumar Tax Inspector	5800-10500	6375/-
19	Abdul Pyaru Process Server	6250-12000	12000/-
20	H. Boraiah Driver	6250-12000	8600/-
21	Kodandapani Peon	5500-9500	6650/-
22	Shamraj Peon	5500-9500	6250/-
23	Smt. Lavanya Bai	5500-9500	5000/-

IX) Details of grants reserved under the Head of Account budgeted for the year 2008-09:-

Not Applicable.

X) Details of Beneficiaries such programmes and method of implementation of amount distributed involved and intensives programme.

Not Applicable

XI) Details of holders of authority letter, permission letter and Exemption letter given to those:-

Not Applicable.

XII) Details pertains to information available with them or having electronic media conversion:-

Not Applicable.

XIII) Details of facilities available to get information for publics with in the working hours, Library and leading rooms, Maintained for public purpose:-

Not Applicable.

XIV) Details of Designation and name of the officer of public information:-

Smt. Vedavathi (Revenue Officer) -Appeal Officer.

Smt. Varalakshamma(ARO Shivajinagar) - Public Information Officer

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

All revised information is to be published Web site www.bbmp.gov.in