

BRUHATH BANGALORE MAHANAGARA PALIKE

Office of the Asst. Revenue Officer

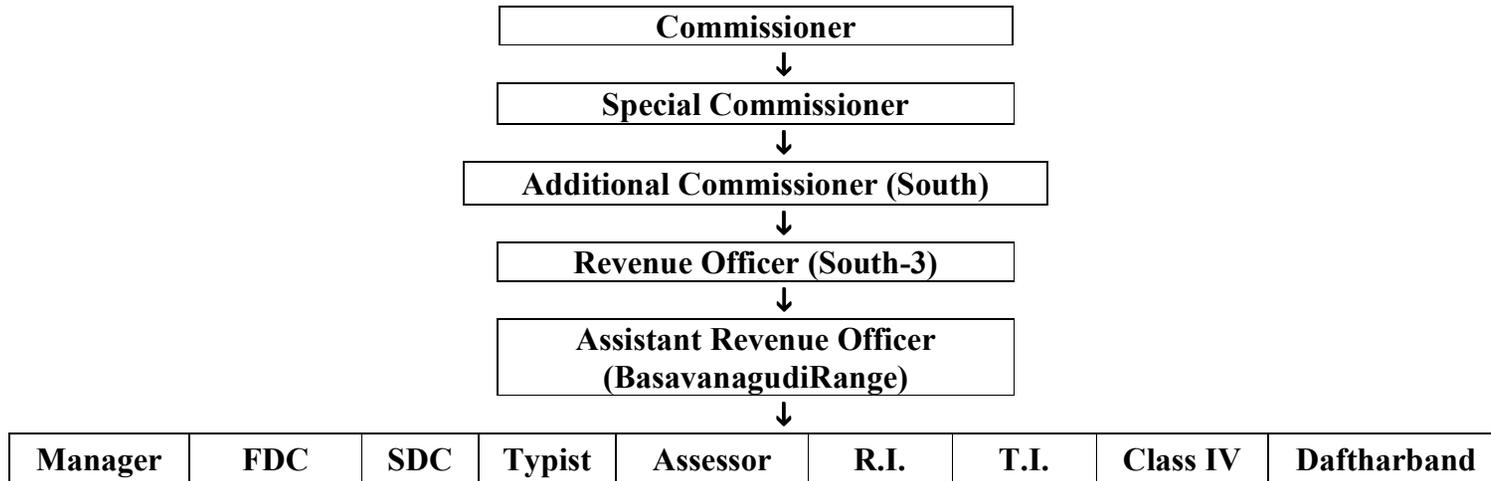
(Basavanagudi Range)

Year-2010

I. FUNCTIONS & DUTIES OF ASSISTANT REVENUE OFFICER:

(a) Name of the Office : O/o Assistant Revenue Officer,
(Basavanagudi) Range
First Floor, BMP Building,
Chennammanakere Achukatu,
Opp. S.S.M. School, Thyagarajanagara
Bangalore - 560028.
☎ Telephone : 22975734

(b) Plan:



Functions & Duties:- The Revenue Department in B.M.P is one of the very important Department. Since, much of the Corporations Budgeting depends upon the taxes collected under the norms of K.M.C Act 1976. This Department works under the direct Supervision of Additional Commissioner (South)/Deputy Commissioner (Revenue). The main functions being Registration of Khathas/Clubbing of Khathas/Khatha Bifurcation and Khatha transfer and assessment of Properties to property taxes, in addition the department also deals with the issue of Khatha Extract/Certificate and Collection of rent from leased properties and also safe guarding the Corporation Properties.

II. The Powers and Duties of its Officer and Employees:

(1) Sri.K.S.NAGENDRA (Asst. Revenue Officer) :

The work of Tax Collections,Katha transfer has to be supervised and the files pertaining to Registration of Khatha ,the applications pertaining to Khatha Registration/Bifurcation/ Clubbing has to be Scrutinized and be approved. Assistant Revenue Officer has to attend to the Appeals against the said tax fixations received over & above these measurements the Khatha files will be submitted for approval of The Revenue Officer (South-3),The Additional Commissioner (South).

(a) Sri.Shetty Vijaykumar Rajappa (Manager) :

This Official attends to work of the office and memos,all files pertaining to Khatha Transfer/Registration/ Bifurcation/ Clubbing has to be signed and submitted to The Asst. Revenue Officer.

(b) Prasad Kumar (First Division Assistant) :

This Official attends to work of the Maintanance, Daily Collection Book, Collects 2% Stamp Duty Charges, attends the revenue files concerned with Katha Registration/Transfer/Birfurcation /Clubbing & Tax fixation. Issuing notices for the approved files, taking entry of the same in the Assessment Book and dispatching the same. Issuing of Katha Certificate and Katha Extract to the Property owners and dispatching other applications. Maintenance of the Revenue files pertaining to the circle & Ward.

(c) Smt.Chandrakala (Second Division Assistant) :

This official attends the revenue files concerned with Katha Registration/ Transfer/Bifurcation/Clubbing & Tax fixation. Issuing notices for the approved files, taking entry of the same in the Assessment Book and dispatching the same. issuing of Katha Certificate and Katha Extract to the Property owners and dispatching other applications. Maintenance of the Revenue files pertaining to his circle & Ward.

(d) Sri.Ramesh Kumar (Second Grade Revenue Inspector) : Ward-154.

This official inspects the spot, attends the Revenue files concerned with Katha Registration/Transfer/Bifurcation/Clubbing & also does the election work & Collection of Tax pertaining to his circle.

(e) Sri.Krishna Murthy B.R. (Second Grade Revenue Inspector) : Ward-154.

This official inspects the spot, attends the Revenue files concerned with Katha Registration/Transfer/Bifurcation/Clubbing & also does the election work & Collection of Tax pertaining to his circle.

(f) Sri.Chandra Shekar K. (First Grade Revenue Inspector) : Ward-155.

This official inspects the spot, attends the Revenue files concerned with Katha Registration/Transfer/Bifurcation/Clubbing & also does the election work & Collection of Tax pertaining to his circle.

(g) Sri.Vasudev (Second Grade Revenue Inspector) : Ward-155.

This official inspects the spot, attends the Revenue files concerned with Katha Registration/Transfer/Bifurcation/Clubbing & also does the election work & Collection of Tax pertaining to his circle.

(h) Sri.Nagaraj (Second Grade Revenue Inspector) : Ward-164.

This official inspects the spot, attends the Revenue files concerned with Katha Registration/Transfer/Bifurcation/Clubbing & also does the election work & Collection of Tax pertaining to his circle.

(i) Sri.Narayan (Tax Inspector) : Ward-154

This Official works along with the Revenue Inspector, Collects the Property tax and remit the same to the bank & also does the election work pertaining to his circle.

(j) Sri.B.Kumar (Tax Inspector) : Ward-154

This Official works along with the Revenue Inspector, Collects the Property tax and remit the same to the bank & also does the election work pertaining to his circle.

(k) Sri.Suresh (Tax Inspector) : Ward-155

This Official works along with the Revenue Inspector, Collects the Property tax and remit the same to the bank & also does the election work pertaining to his circle.

(l) Smt.Shalini (Tax Inspector) : Ward-155

This Official works along with the Revenue Inspector, Collects the Property tax and remit the same to the bank & also does the election work pertaining to his circle.

(m) Sri.B.Srinivas (Tax Inspector) : Ward-164

This Official works along with the Revenue Inspector, Collects the Property tax and remit the same to the bank & also does the election work pertaining to his circle.

(n) Smt.Rukminiyamma (Tax Inspector) :

This Official works along with the Revenue Inspector, Collects the Property tax and remit the same to the bank & also does the election work pertaining to his circle.

(o) Miss.Rajini (Tax Inspector) :

This Official works along with the Revenue Inspector, Collects the Property tax and remit the same to the bank & also does the election work pertaining to his circle.

(p) Sri.Thippe Rudra Swamy (Class IV) :

This officials are Class IV working as a Peon and utilized for any work entrusted by the officer.

(q) Sri.Chandre Gowda (Class IV) :

This officials are Class IV working as a Peon and utilized for any work entrusted by the officer.

(r) Sri.Venkatesh (Class IV) :

This officials are Class IV working as a Peon and utilized for any work entrusted by the officer.

(s) Sri.Vyasaraya Char (Daftharband) :

This officials are utilized as Record Keeper.

IV. The Norms set by it for the discharge of its Functions:

The rules and Regulations as per K.M.C Act 1976 and the Office orders issued by the Commissioner B.M.P are to be adopted in discharging the Official work by the Revenue Officer.

V. The Rules, Regulations, Instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions:-

K.M.C Act 1976 and the instructions of the Commissioner issued from time to time for discharging the day to day work is being followed.

VI. A Statement of the Categories of documents that are held by it or under its control:

1) Personnel Register (inward and outward) 2) Cash Book 3) Accounts Register 4) Cheque Register 5) Audit follow up Register 6) Stock-Book 7) L.P.C Book 8) Service Registers 9) Register for application of R.T.I, 10) Appeals Register.

VII. The particulars of any arrangement that exists for consultation with, or representation by the members of the public in relation to the formulation of its policy or implementation there of :-

The publics are consulted whenever any New Scheme is introduced to solicit General opinion.

VIII. Boards:-

-Not Applicable-

IX. A Directory of its Officers and Employees:-

Sl.No	Name & Designation	Office Address	Telephone
1	Sri.K.S.Nagendra Asst. Revenue Officer (Basavanagudi)	O/o Asst. Revenue Officer (Basavanagudi Range) BMP Building, (First Floor), C.T.Bed Opp. S.S.M. School, Thyagarajanagara Bangalore – 560 028.	☎ Telephone: 22975734
2	Sri.Shetty Vijayakumar Rajappa (Manager)	O/o Asst. Revenue Officer (Basavanagudi Range) BMP Building, (First Floor), C.T.Bed Opp. S.S.M. School, Thyagarajanagara Bangalore – 560 028.	☎ Telephone: 22975734
3	Sri.Prasad Kumar (F D A)	O/o Asst. Revenue Officer (Basavanagudi Range) BMP Building, (First Floor), C.T.Bed Opp. S.S.M. School, Thyagarajanagara Bangalore – 560 028.	☎ Telephone: 22975734
4	Smt.Chandrakala (S.D.C)	O/o Asst. Revenue Officer (Basavanagudi Range) BMP Building, (First Floor), C.T.Bed Opp. S.S.M. School, Thyagarajanagara Bangalore – 560 028.	☎ Telephone: 22975734
5	Sri.B.R.Krishna Murthy (SGRI), Ramesh Kumar (SGRI), Vasudev (SGRI), Chandra Shekar (FGRI), & Nagaraj (SGRI)	O/o Asst. Revenue Officer (Basavanagudi Range) BMP Building, (First Floor), C.T.Bed Opp. S.S.M. School, Thyagarajanagara Bangalore – 560 028.	☎ Telephone: 22975734
6	Sri.Narayan (T.I), Suresh (T.I), Srinivas(T.I) Smt.Shalini (T.I), Rukminiyamma (T.I) & Miss.Rajini (T.I)	O/o Asst. Revenue Officer (Basavanagudi Range) BMP Building, (First Floor), C.T.Bed Opp. S.S.M. School, Thyagarajanagara	☎ Telephone: 22975734

		Bangalore – 560 028.	
7	Sri/Smt, Thippe Rudra Swamy, Chandregowda & Venkatesh Class IV Official	O/o Asst. Revenue Officer (Basavanagudi Range) BMP Building, (First Floor), C.T.Bed Opp. S.S.M. School, Thyagarajanagara Bangalore – 560 028.	☎ Telephone: 22975734
8	Sri.Vyasaraya Char Daftherband	O/o Asst. Revenue Officer (Basavanagudi Range) BMP Building, (First Floor), C.T.Bed Opp. S.S.M. School, Thyagarajanagara Bangalore – 560 028.	☎ Telephone: 22975734

X. The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations:-

Sl.No	Name & Designation	Salary	Basic Pay
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1	Sri.K.S.Nagendra Asst. Revenue Officer (Basavanagudi)	19051-00	11100-00
2	Sri.Shetty Vijaykumar Rajappa (Manager)	18353-00	10800-00
3	Sri.Prasad Kumar (FDA)	12567-00	7450-00
4	Smt.P.Chandrakala (SDA)	9828-00	5800-00
5	Sri.Chandra Shekar (FGRI)	14154-00	8225-00
6	Sri.T.Nagaraj (SGRI)	18956-00	11100-00
7	Sri.B.K.Krishna Murthy (SGRI)	13033-00	7625-00
8	Sri.Ramesh Kumar (SGRI)	17230-00	10000-00
9	Sri.B.V.Vasudev (SGRI)	15897-00	9275-00
10	Narayan (TI)	11090-00	6500-00
11	Kumar (TI)	10615-00	6250-00
12	Suresh (TI)	10468-00	6125-00
13	Smt.Shalini (TI)	10560-00	6000-00
14	Sri.B.Srinivas (TI)	10468-00	6125-00
15	Smt.Rukminiyamma (TI)	20868-00	12000-00
16	Miss.Rajini (TI)	10094-00	5900-00
17	Sri.Thippe Rudra Swamy (Class IV)	10993-00	6250-00
18	Sri.Chandre Gowda (Class IV)	14412-00	8200-00
19	Sri.Venkatesh (Class IV)	8666-00	5100-00
20	Sri.Vyasaraya Char (Daftherband)	10575-00	6250-00

XI. The Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made.

-Nil-

XII. The Manner of execution of subsidy programmes, including the amount allocated and the details of beneficiaries of such programmes;

-Nil-

XIII. Particulars of recipients of concessions, permits or authorizations granted by it:-

-Nil-

XIV. Details in respect of the information, available to or held by it, reduced in an electronic form :-

-Nil-

XV. The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use:-

-Nil-

XVI. The names, designations and other particulars of the public Information Officers

- 1) Sri.B.F.PATIL , Additional Commissioner(South) Public Information Officer and Appellate Authority,
- 2) Sri.A.Avinash Babu,. Revenue Officer (South-3) public Information Officer

XVII. Such other information as may be prescribed and thereafter update these publications every year:-

The details pertaining to Revenue Department is Published is General on B.M.P website with web-site address www.bmponline.org

Asst. Revenue Officer
Basavanagudi Sub-division,

ಬೃಹತ್ ಬೆಂಗಳೂರು ಮಹಾನಗರ ಪಾಲಿಕೆ
ಉಪ ಕಂದಾಯ ಅಧಿಕಾರಿ, (ಬಸವನಗುಡಿ) ಉಪ-ವಿಭಾಗ

ಬಿ ಶ್ರೇಣಿಯಲ್ಲಿ ನಿರೀವಾತಿ ಕಡತಗಳ ಪರಿವಿಡಿ

1. ಖಾತಾ ನೊಂದಾವಣೆ
2. ಖಾತಾ ವಿಭಜನೆ
3. ಖಾತಾ ಒಂದುಗೂಡಿಸುವಿಕೆ
4. ಖಾತಾ ವರ್ಗಾವಣೆ
5. ಕಂದಾಯ ನಿಗದಿ / ಪರಿಷ್ಕರಣೆ / ಹಾಗೂ ಇತರೆ
6. ಮಾಹಿತಿ ಹಕ್ಕು ಕಾಯ್ದೆ ಕಡತಗಳ ವಿವರ
7. ಕಛೇರಿಯ ಸಿಬ್ಬಂದಿಗಳ ಕಾರ್ಯವ್ಯಾಪ್ತಿಯ ಬಗ್ಗೆ ಮಾಹಿತಿ

ಸಹಾಯಕ ಕಂದಾಯ ಅಧಿಕಾರಿ (ಬಸವನಗುಡಿ) ವಲಯದಲ್ಲಿ ವಾರ್ಡ್-154, 155 ಮತ್ತು 164 ಎರಡು ವಾರ್ಡ್‌ಗಳಿದ್ದು ಸಂಬಂಧಿಸಿದಂತಹ ಕಾರ್ಯನಿರ್ವಹಿಸುತ್ತಿರುವ ಪುಸ್ತಕಗಳ ವಿವರಗಳು ಈ ಕೆಳಕಂಡಂತಿರುತ್ತದೆ.

ಕ್ರ. ಸಂ.	ವಾರ್ಡ್ ಸಂಖ್ಯೆ	ವಿವರಗಳು
1	154, 155 & 164	ಅಸೆಸ್‌ಮೆಂಟ್ ಪುಸ್ತಕಗಳು
2	154, 155 & 164	ಎಂ.ಟಿ.ಆರ್ ಕಡತಗಳು
3	154, 155 & 164	ಕೆ.ಟಿ.ಆರ್. ಕಡತಗಳು
4	154, 155 & 164	ಜಿ.ಆರ್.ಕಡತಗಳು
5	154, 155 & 164	ಪಿಆರ್ ಕಡತಗಳು
6	154, 155 & 164	ಪಿಆರ್ ಪುಸ್ತಕಗಳು
7	154, 155 & 164	ಟಿಪಾಲು ಪುಸ್ತಕಗಳು
8	154, 155 & 164	ಮಾಹಿತಿ ಹಕ್ಕು ಕಾಯ್ದೆ ಕಡತಗಳು
9	154, 155 & 164	ಮ್ಯುಟೇಷನ್ ರಿಜಿಸ್ಟರ್
10	154, 155 & 164	ಮಾಹಿತಿ ಹಕ್ಕು ಕಾಯ್ದೆ ದಾಖಲು ಪುಸ್ತಕ
11	154, 155 & 164	ಕೆ.ಟಿ.ಆರ್ ಪುಸ್ತಕಗಳು
12	154, 155 & 164	ಖರೀದಿ ಪುಸ್ತಕಗಳು
13	154, 155 & 164	ರಸೀದಿ ಪುಸ್ತಕಗಳು
14	154, 155 & 164	2% ರಸೀದಿ ಪುಸ್ತಕಗಳು
15	154, 155 & 164	ಸಿಬ್ಬಂದಿ ವರ್ಗದ ಹಾಜರಾತಿ ಪುಸ್ತಕಗಳು
16	154, 155 & 164	ಬಟವಾಡೆ ಪುಸ್ತಕಗಳು
17	154, 155 & 164	ದೂರವಾಣಿ ಬಿಲ್ ಪುಸ್ತಕ
18	154, 155 & 164	ಸಿಬ್ಬಂದಿ ಸೇವಾ ಪುಸ್ತಕ
19	154, 155 & 164	ಕಛೇರಿ ಚಲನವಲನ ಪುಸ್ತಕ
20	154, 155 & 164	ನಗದು ವ್ಯವಹಾರ ಪುಸ್ತಕ
21	154, 155 & 164	ಡಿಸಿಬಿ ಪುಸ್ತಕಗಳು
22	154, 155 & 164	ತಿರಸ್ಕೃತ ಚೆಕ್‌ಗಳ ಪುಸ್ತಕ
23	154, 155 & 164	ಎ.ಸಿ.ಬಿಲ್ ರಿಜಿಸ್ಟರ್
24	154, 155 & 164	ಪೀಠೋಪಕರಣಗಳು, ಅಲ್ಟೀರಾಗಳು, ಕಬ್ಬಿಣದ ರ್ಯಾಕ್‌ಗಳು, ಕಂಪ್ಯೂಟರ್ ಮತ್ತು ಪ್ರಿಂಟರ್‌ಗಳು