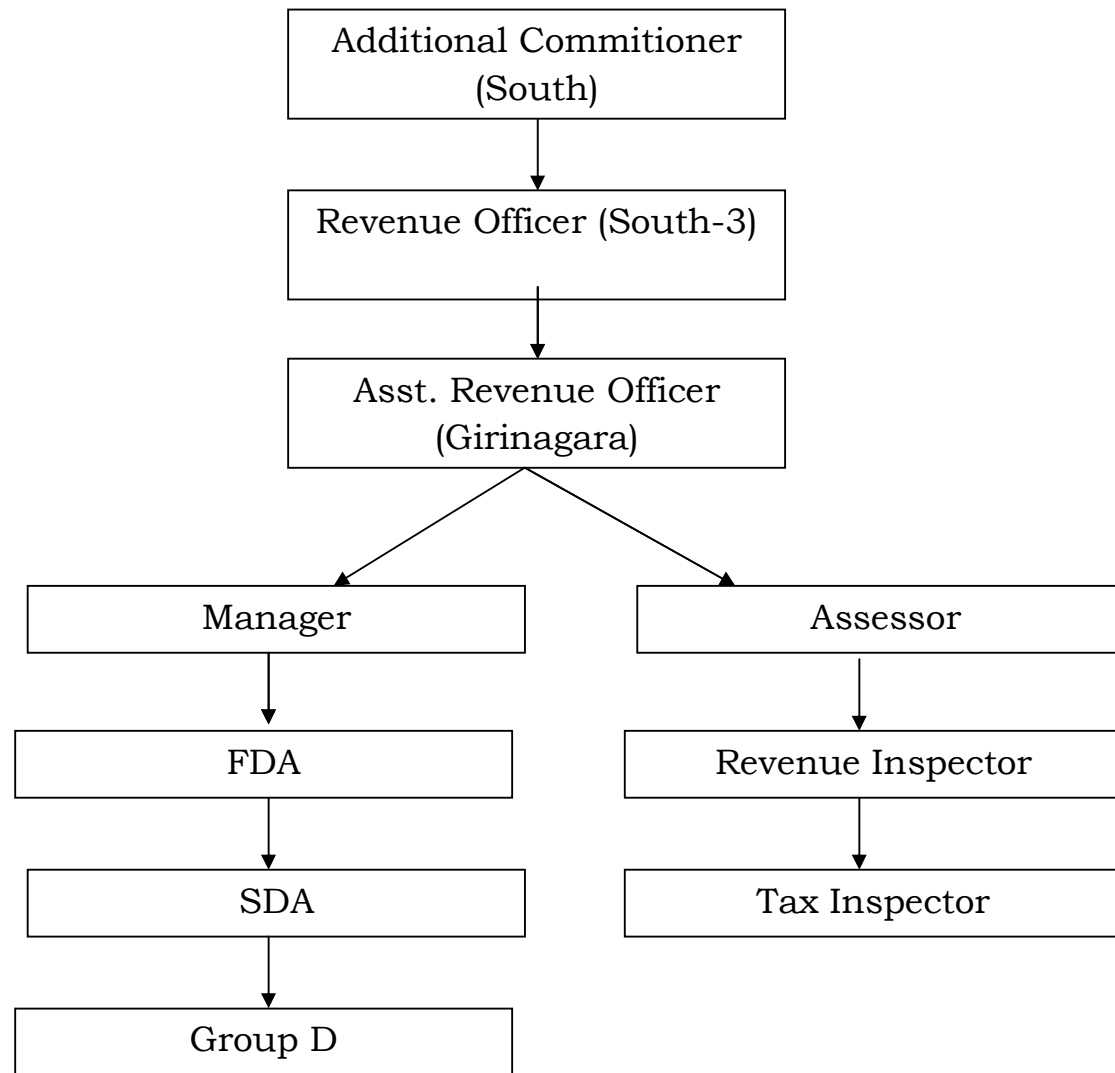


## Section 4(1)(b)(i)- Organisational structure, aims and functions

### Organisational structure



Sl. no	Name of the Organisation	Address	Aims	Functions
1	Asst. Revenue Officer Girinagara	BBMP Offices, 1 <sup>st</sup> Floor Chanamanakere Achukattu, Opp. S S M School, Thyagarajnapara, Bangalore28	Supervision of Tax Collection & to approve the Transfer of Khata, MTR upto 2000sq ft, Katha Amalgamation, Khata registration, Khata Bifurcation as per KMC Act , Election Work, Census work, as and to follow the instructions of the higher officers.	Ward :156-Srinagara, 162-Girinagara. 163-Katriguppe & workes like collection of Tax & to approve the Transfer of Khata, MTR upto 2000sq ft, Katha Amalgamation, Khata registration, Khata Bifurcation as per KMC Act , Election Work, Census work, as and to follow the instructions of the higher officers.

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

Sl.no	Designation of the official/ employee	Duties allotted	Powers
1	Asst.Revenue Officer (Girinagara)	Supervision of Tax Collection & to approve the Transfer of Khata, MTR upto 2000sq ft, Katha Amalgamation, Khata registration, Khata Bifurcation as per KMC Act , Election Work, Census work, as and to follow the instructions of the higher officers. attend the public complaints	As per the designated powers
2	Manager	Head of the office as to look after on going files, election work, RTI Files and to supervision of office work and to see that carried out systematic	

3	First Division Asst.	Prepare the salary bill of Employees, maintains of service register, preparation of Budget, maintains of leaves, Cash book, cheque book, Systematically maintains of contingencies bill and other administrative work,	
4	Revenue Inspector	To look after the ward work and supervise tax collection, Transfer of katha, bifurcation of katha and other work related to collection of tax, election work, census work, others work as advised by the ARO	
5	Tax Inspector	Purely Collection of Tax with their respective Wards, election work, census work, others work as advised by the ARO	
6	SDC	He has to work as a Divisional accountant, from and to and preparation of Special notices and election work, census work, others work as advised by the ARO	
7	Group D	Cleaning of the Office, and to dispatch the office tapals to others offices, election work, census work, others work as advised by the ARO	

**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
To work as a ARO	Mainly Collection of Taxes	To approve KTR, MTR, Clubbing of Katha, Amalgamation of Katha files, RTI files, election work, census work,	DC (South)

**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	Mainly Collection of Taxes	As per KMC rules and the instructions given by DC	As per the instructions given by the higher authority	Citizen charter available
2	Enquiry pertains to appeal cases and objection rised by the public	As per KMC act		

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

Sl.no	List of Acts, rules, regulations, instructions, manuals	Gist of Act, rules, etc
1	The Karnataka municipal Corporation act 1976, KMC Manual Right to information act KCSR	

**Section 4(1)(b)(vi )- Categories of documents held**

Sl.no	Category of the document	Title of the document	Custodian of the document
1	C	Stock register	Concerned Case worker
2	D	Attendance register	
3	B	Aquittance register	
4	B	Cash book	
5	D	PR register/Tappal book	
6	E	RIA-2005 application receipt register	
7	C	KTR, MTR files, assessment register	

**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 there of**

Sl.no	Function /service	Arrangement for consultation with, or representation of public in relation with policy formulation	Arrangement for consultation with, or representation of public in relation with policy implementation
As per the Higher Officer Order			

**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
-			

**Section 4(1)(b)( ix)& Section 4(1)(b) (x)- Directory of officers/ employees and their monthly remuneration**

Sl. no	Name of the officers/employee	Designation	Office address/ contact number/ e-mail ID	Basic Pay	Monthly remuneration etc
1	Sri.C.Narayana	Asst. Revenue Officer (Girinagara)	BBMP Offices, 1 <sup>st</sup> Floor Chanamanakere Achukattu, Opp. SSM School, T.R.Nagara, Bangalore28. Ph:22975742 aro_girinagar@yahoo.com	OOD	OOD
2	Sri.T.Ramdas	Manager	BBMP Offices, 1 <sup>st</sup> Floor Chanamanakere Achukattu, Opp. SSM School, T.R.Nagara, Bangalore28.Ph:22975742	10500-00	19381-00

3	Sri.Gnana Murthy	FDA	BBMP Offices, 1 <sup>st</sup> Floor Chanamanakere Achukattu, Opp. SSM School, T.R.Nagara, Bangalore28.Ph:22975742	7275-00	13386-00
4	Sri.K.Selvam	SDA	BBMP Offices, 1 <sup>st</sup> Floor Chanamanakere Achukattu, Opp. SSM School, T.R.Nagara, Bangalore28.Ph:22975742	5800-00	10713-00
5	Sri.Kantharaju.G.S.	SDA	BBMP Offices, 1 <sup>st</sup> Floor Chanamanakere Achukattu, Opp. SSM School, T.R.Nagara, Bangalore28.Ph:22975742	6125-00	11301-00
6	Sri.SathyanarayanaReddy.V.	SDA	BBMP Offices, 1 <sup>st</sup> Floor Chanamanakere Achukattu, Opp. SSM School, T.R.Nagara, Bangalore28.Ph:22975742	6000-00	11075-00
7	Sri.B.S.Prabhakar	Revenue Inspector	BBMP Offices, 1 <sup>st</sup> Floor Chanamanakere Achukattu, Opp. SSM School, T.R.Nagara, Bangalore28. Ph:22975742	13350-00	24827-00
8	Sri.L.Vijaykumar	Revenue Inspector	BBMP Offices, 1 <sup>st</sup> Floor Chanamanakere Achukattu, Opp. SSM School, T.R.Nagara, Bangalore28.Ph:22975742	10250-00	19209-00
9	Sri.Selvakumar	Revenue Inspector	BBMP Offices, 1 <sup>st</sup> Floor Chanamanakere Achukattu, Opp. SSM School, T.R.Nagara, Bangalore28.Ph:22975742	8000-00	14850-00
10	Sri.Rudresh.B.	Revenue Inspector	BBMP Offices, 1 <sup>st</sup> Floor Chanamanakere Achukattu, Opp. SSM School, T.R.Nagara, Bangalore28.Ph:22975742	7800-00	14688-00

11	Sri.Srinivas.V.	Tax Inspector	BBMP Offices, 1 <sup>st</sup> Floor Chanamanakere Achukattu, Opp. SSM School, T.R.Nagara, Bangalore28.Ph:22975742	7450-00	13703-00
12	Sri.B.R.Dilip	Tax Inspector	BBMP Offices, 1 <sup>st</sup> Floor Chanamanakere Achukattu, Opp. SSM School, T.R.Nagara, Bangalore28.Ph:22975742	5800-00	10913-00
13	Sri.Thippeswamy	Tax Inspector	BBMP Offices, 1 <sup>st</sup> Floor Chanamanakere Achukattu, Opp. SSM School, T.R.Nagara, Bangalore28. Ph:22975742	9500-00	17669-00
14	Sri.N.Vasanthkumar	Tax Inspector	BBMP Offices, 1 <sup>st</sup> Floor Chanamanakere Achukattu, Opp. SSM School, T.R.Nagara, Bangalore28.Ph:22975742	5500-00	10169-00
15	Sri.Javarappa	Group D	BBMP Offices, 1 <sup>st</sup> Floor Chanamanakere Achukattu, Opp. SSM School, T.R.Nagara, Bangalore28.Ph:22975742	9500-00	17569-00
16	Sri.Muddegowda	Group D	BBMP Offices, 1 <sup>st</sup> Floor Chanamanakere Achukattu, Opp. SSM School, T.R.Nagara, Bangalore28.Ph:22975742	8200-00	16300-00
17	Sri.Thimmaiah.K.T.	Group D	BBMP Offices, 1 <sup>st</sup> Floor Chanamanakere Achukattu, Opp. SSM School, T.R.Nagara, Bangalore28.Ph:22975742	6000-00	15213-00

**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)
Budget estimate with regard to salary and other allowances of employees will be prepared in the office and sent to the central office for scrutiny and finalization. With regard to the expenditure preparation of estimate for Telephone and stationary and others will be prepared in the office and sent to the concerned departments for sanction.				

**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 programme/activity	Nature/scale of subsidy	Eligibility criteria for grant of subsidy	Designation of officer for grant of subsidy
Not applicable				

- b. Describe the manner of execution of the subsidy programme

Sl.no	Name of programme/activity	Application procedure	Sanction procedure	Disbursement procedure
Not applicable				

**Section 4(1)(b)(xiii)- particulars of recipients of concessions, permits or authorisations 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
As per the commissioner orders certain concessions are given to some educational institutions. With regard to Tax.				



**Section 4(1)(b)(xiv) - information available in electronic forms**

Sl.no	Electronic data	Description (site address/location where available etc)	Contents or title	Designation and address of the custodian of information (held by whom)
The sanctioned files relating to KTR, MTR, amalgamation and the details of collections of Taxes and the details Dishonored cheques will be entered in the Computers.				

**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
	ARO (Girinagara) BBMP Offices, 1 <sup>st</sup> Floor Chanamanakere Achukattu, Opp. SSM School, T.R.Nagara, Bangalore28. Ph:22975742	There is a public notice board in the office to give necessary information to the public

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

## a. 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	RO(South-3)	Avinash Babu	080-22975756	<a href="mailto:ro_basavanagudi@yahoo.com">ro_basavanagudi@yahoo.com</a>

## b. 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	ARO (Girinagara )	C.Narayana	080-22975742	<a href="mailto:aro_girinagar@yahoo.com">aro_girinagar@yahoo.com</a>

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	Additional Commissioner (South) & Public Information Officer & Appellate Authority	B.F.Patil	22975701	<a href="mailto:bbmpacs@gmail.Com">bbmpacs@gmail.Com</a>
2	Deputy Commissioner (South) & Public Information Officer & Appellate Authority	Ramakanth Rai	22975731	yashwanth.manju@gmail.com

**Section 4(1)(b)(xvii) - Any other useful information/ information frequently asked by the public**

Please give any other information or details of publications which are of relevance or of use to the citizens or which are frequently asked by the public.

Asst.Revenue Officer  
(Girinagara) range