

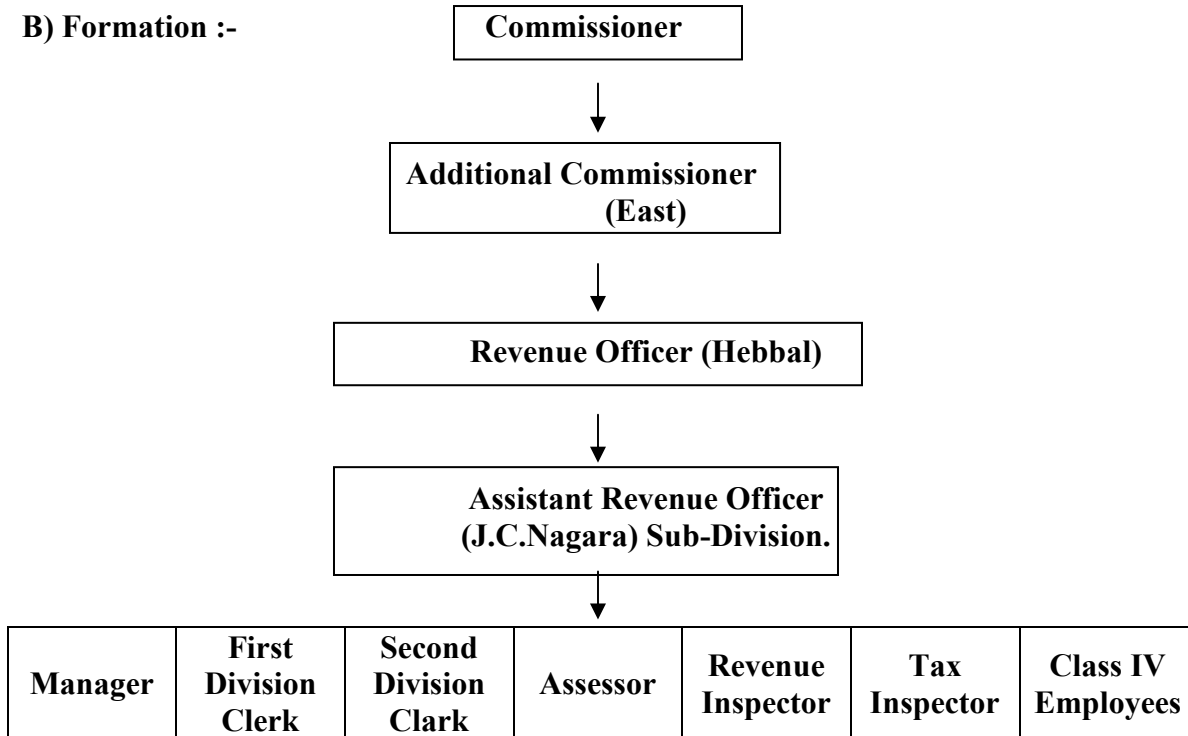
**RIGHT To INFORMATION (CENTRE) CELL**

**Right to Information Act 2005 as per section 4.1(A) & 4.1(B)**

**1. Duties & Responsibilities of Assistant Revenue Officer,  
J.C.Nagara Sub-Division.**

**A) Name of the Office** : Office of the Assistant Revenue Office,  
J.C.Nagara Sub-Division,  
Queens Road  
Bangalore 560052  
Phone: -

**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.22 Vishwanathanagenahalli, ward No. 33 Manorayanapalya. Ward No.34 Gangenahalli Ward No.46 J.C.Nagar It works under KMC Act Rules 1976 and it plays an important role. The main function of ARO (J.C.Nagara) which falls within the jurisdiction limit of BBMP is dealing with properties which belong to an individual citizen and it renders its service to the public by processing Katha registration, the transfer of Katha bifurcation, 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.B.M.P. are well and preserving the information ensured and the election work.

## **II) Duties & Responsibilities of Officer & Staff :**

### **Smt.B.R.Manjula , Assistant Revenue Officer,**

#### **Duties and responsibilities of Assistant Revenue Officer, pertaining to J.C.Nagara Sub-Division :-**

The important duties of A.R.O. is to fix the tax for properties below range to 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 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).

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

#### **Manager 'Vacant'**

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.

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

#### **Smt.S.Jothy Lakshmi, F.D.C.**

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

**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 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 signed 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

<i>Name</i>	<i>Old Ward No/New ward No</i>	<i>Area</i>
Smt.Padma, S.D.C.	Ward No. 96 (22)	Vishwanathanagenahalli,
Sri.A.Alphonse Sudhakar S.D.C	Ward No. 98 (34)	Gangenahalli
Sri.M.Manjunath S.D.C.	Ward No. 96 (33)	Manorayanapalya
Sri.Beamraj S.D.C.	Ward No. 97 (46)	J.C.Nagara

**Duties & responsibilities of 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 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 time to assigning work by the supeaias

<i>Name</i>	<i>Old Ward No/New ward No</i>	<i>Area</i>
Sri.Seenaiah, Assessor	Ward No. 96 (22)	Vishwanathanagenahalli,
Sri.Siddaiah, Revenue Inspector	Ward No. 98 (34)	Gangenahalli
Sri.Ramegowda, Revenue Inspector	Ward No. 96 (33)	Manorayanapalya
Sri.Hanumanthaiah, & Sri.Shivakumar, Revenue Inspector	Ward No. 97 (46)	J.C.Nagara

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

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 do 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.

<i>Name</i>	<i>Old Ward No / New Ward No</i>	<i>Area</i>
Sri.Harsha.B, Tax Inspector	Ward No. 96 (22)	Vishwanathanagenahalli,
Sri.Rangappa, Tax Inspector	Ward No. 98 (34)	Gangenahalli
Sri.Bhaskar, Tax Inspector	Ward No. 96 (33)	Manorayanapalya
Sri.Jagadeesh, Sri.Rajgopal Tax Inspector	Ward No. 97 (46)	J.C.Nagara

### **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.

<i>Name</i>	<i>Designation</i>
Sri.Kenchegowda	Peon
Sri.Ravichandhar	Peon
Sri.C.K.Tammanna.Peon	Peon

### **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 of replies, attention to give proper information to the general public.

### **IV) Criterieas followed while Executing :-**

The Criterieas prescribed in the right to information Act 2005 and following the guildelines issued by the Higher Officers time to time and furnishing the information to the general public under KMC Act 1976.

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

***IX) Information Officer and Staff***

<b>Sl. No.</b>	<b>Name &amp; Designation</b>	<b>Address</b>	<b>Phone No.</b>
1	Smt.B.R.Manjula, Assistant Revenue Officer, J.C.Nagara Sub-Division.	Office of the Assistant Revenue Office,J.C.Nagara Sub-Division, Bruhath Bangalore Mahanagara Palike. Queen's road, Bangalore-52	9480684337
2	Manager `Vacant`	-do-	
3	Smt.S.Jothy Lakshmi, F.D.C.	-do-	9844825810
4	Smt.Padma, S.D.C.	-do-	9008930903
5	Sri.A.Alphonse Sudhakar S.D.C	-do-	9845193487
6	Sri.M.Manjunath S.D.C.	-do-	9844825632
7	Sri.Beamraj S.D.C.	-do-	9945475806
8	Sri.Seenaiah, Assessor	-do-	9480684761
9	Sri.Siddaiah, Revenue Inspector	-do-	9343721653
10	Sri.Ramegowda, Revenue Inspector	-do-	9480684762
11	Sri.Hanumanthaiah, Revenue Inspector	-do-	9480684357
12	Sri.Shivakumar, Revenue Inspector	-do-	9739979112
13	Sri.Harsha.B, Tax Inspector	-do-	9480684345
14	Sri.Rangappa, Tax Inspector	-do-	9916500304
15	Sri.Bhaskar, Tax Inspector	-do-	9480684347
16	Sri.Jagadeesh, Tax Inspector	-do-	9480684364
17	Sri.Rajgopal Tax Inspector	-do-	9480684365
18	Sri.Kenchegowda, Peon	-do-	9845784803
19	Sri.Ravichandhar, Peon	-do-	9632821652
20	Sri.C.K.Tammanna.Peon	-do-	9902585134

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

<b>Sl. No.</b>	<b>Name of the Official</b>	<b>Pay Scale</b>	<b>Basic Pay</b>
1	Assistant Revenue Officer, J.C.Nagara Sub-Division.	10000-18150	12650
2	Manager `Vacant`	10000-18150	10800
3	Smt.S.Jothy Lakshmi, F.D.C.	7275-13350	8400
4	Smt.Padma, S.D.C.	5800-10500	7625
5	Sri.A.Alphonse Sudhakar S.D.C	5800-10500	6650
6	Sri.M.Manjunath S.D.C.	5800-10500	6000
7	Sri.Beamraj S.D.C.	5800-10500	7275
8	Sri.Seenaiah, Assessor	10000-18150	12650
9	Sri.Siddaiah, Revenue Inspector	7275-13350	10500
10	Sri.Ramegowda, Revenue Inspector	6250-12000	8200
11	Sri.Hanumanthaiah, Revenue Inspector	7275-13350	10000

12	Sri.Shivakumar, Revenue Inspector	7275-13350	10250
13	Sri.Harsha.B, Tax Inspector	7275-13350	7450
14	Sri.Rangappa, Tax Inspector	5800-10500	9500
15	Sri.Bhaskar, Tax Inspector	5800-10500	6950
16	Sri.Jagadeesh, Tax Inspector	5800-10500	9500
17	Sri.Rajgopal Tax Inspector	5800-10500	6125
18	Sri.Kenchegowda, Peon	5200-8200	8200
19	Sri.Ravichandhar, Peon	5200-8200	5900
20	Sri.C.K.Tammanna.Peon	5200-8200	

**XI) Details of grants reserved under the Head of Account budgeted for the year 2009-2010 :-**

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 (J.C.Nagara) 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.Munivenkatappa, Revenue Officer (Hebbal) – Appeal Officer

Smt.B.R.Manjula, Assistant Revenue Officer (J.C.Nagara) –Public Information 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.bmponline-org](http://www.bmponline-org))

Assistant Revenue Officer,  
J.C.Nagara Sub-Division,  
Bruhat Banagalore Mahanagara Palike.