

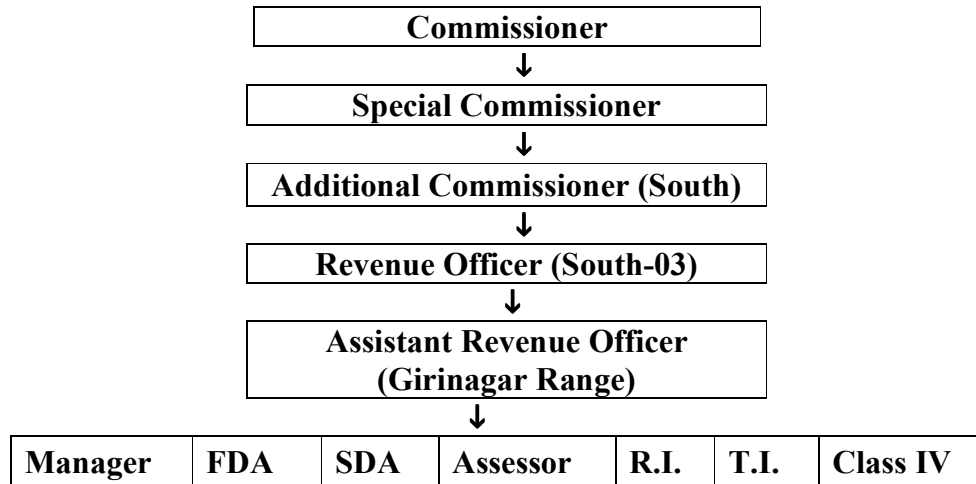
BRUHATH BANGALORE MAHANAGARA PALIKE

**Office of the Assistant Revenue Officer
(Girinagar Range)
Year-2009**

I. FUNCTIONS & DUTIES OF ASSISTANT REVENUE OFFICER:

(a) Name of the Office : O/o Assistant Revenue Officer,
(Girinagar) Range,
First Floor, BBMP Building,
Chennammanakere Tank Bed,
Opp. S.S.M. School, Thyagarajanagara,
BANGALORE – 560 028.
☎ Telephone : 080-22975742

(b) Plan:



Functions & Duties:- The Revenue Department in B.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.Narayan C. (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 Transfer/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.Ramadas T. (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) Smt. Padmavathi M.(First Division Assistant):

This Official attends to work of the office Establishment.

(c) Sri. VeeraSwamy(First Division Assistant):

Is working O.O.D to Control Room (Head office). W.E.F. 24-10-2009

(d) Sri. Prakash A (Second Division Assistant):

Is working O.O.D to Right to Information Act (Head office). W.E.F. 24-11-2008

(e) Sri Ramesh M (Second Division Assistant) Ward-156

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.

(f) Sri Kantharaju G S (Second Division Assistant) Ward-162

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.

(g) Sri Selvam K (Second Division Assistant) Ward-163

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.

(h) Sri Sathyanarayana Reddy V. (Second Division Assistant)

This official attends the work of Receiving and Dispatching work.

(i) Sri Prasanna Kumar P. (Assessor) : Ward-156

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.

(j) Sri Linge Gowda M.C.(Assessor):

Is working O.O.D to Assistant Revenue Officer (Padmanabhanagar) office. W.E.F. 03-11-2008

(k) Sri Narayan Swamy K.(First Grade Revenue Inspector): Ward-156

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.

(l) Sri Vijay kumar L. (Second Grade Revenue Inspector): Ward-156

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.

(m) Sri Prabhakar B.S.. (First Garde Revenue Inspector): Ward-162

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.

(n) Sri Venkatesh R. (First Garde Revenue Inspector): Ward-163

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.

(o) Sri Umesh Rao K V (Tax Inspector) Ward-156

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 Puttaraju G (Tax Inspector) Ward-156

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.

(q) Sri Dilip Kumar J K (Tax Inspector) Ward-156

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.

(r) Sri Surendra M. (Tax Inspector) Ward-162

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.

(s) Sri Rudresh B (Tax Inspector) Ward-163

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.

(t) Sri Javarappa (Class IV)

These officials are Class IV utilized for distribution of Tapal and any other work entrusted by the officer.

(u) Sri MuddeGowda (Class IV)

These officials are Class IV utilized for distribution of Tapal and any other work entrusted by the officer.

(v) Smt. PremaKumari (Class IV)

These officials are Class IV utilized for distribution of Tapal and any other work entrusted by the officer.

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. Narayan C Asst. Revenue Officer (Girinagar)	O/o Asst. Revenue Officer (Girinagar Range) BBMP Building, (First Floor), C.T.Bed Opp. S.S.M. School, Thyagarajanagara, BANGALORE – 560 028.	☎Telephone: 080-22975742
2	Sri Ramadas T (Manager)	O/o Asst. Revenue Officer (Girinagar Range) BBMP Building, (First Floor), C.T.Bed Opp. S.S.M. School, Thyagarajanagara, BANGALORE – 560 028.	☎Telephone: 080-22975742
3	Smt. Padmavathi M (F.D.A) Sri VeeraSwamy (F D A)	O/o Asst. Revenue Officer (Girinagar Range) BBMP Building, (First Floor), C.T.Bed Opp. S.S.M. School, Thyagarajanagara, BANGALORE – 560 028.	☎Telephone: 080-22975742
4	Sri. Prakash A (SDA) Ramesh M (S.D.A), Selvam K (S.D.A), Kantharaju G S (S.D.A) & SathyanarayanaReddy V (S.D.A)	O/o Asst. Revenue Officer (Girinagar Range) BBMP Building, (First Floor), C.T.Bed Opp. S.S.M. School, Thyagarajanagara, BANGALORE – 560 028.	☎Telephone: 080-22975742
5	Sri PrasannaKumar P (Assessor) Sri LingeGowda M C (Assessor)	O/o Asst. Revenue Officer (Girinagar Range) BBMP Building, (First Floor), C.T.Bed Opp. S.S.M. School, Thyagarajanagara, BANGALORE – 560 028.	☎Telephone: 080-22975742
6	Sri NarayanSwamy K (F G R.I), Vijayakumar L (S G R.I), Prabhakar B S (F G R I) & Venkatesh R (F G R I)	O/o Asst. Revenue Officer (Girinagar Range) BBMP Building, (First Floor), C.T.Bed Opp. S.S.M. School, Thyagarajanagara, BANGALORE – 560 028.	☎Telephone: 080-22975742
7	Sri/Smt Umeshrao K V (T.I), Puttaraju G (T.I), DilipKumar J K (T.I), Surendra M (T.I) & Rudresh B (T.I)	O/o Asst. Revenue Officer (Girinagar Range) BBMP Building, (First Floor), C.T.Bed Opp. S.S.M. School, Thyagarajanagara, BANGALORE – 560 028.	☎Telephone: 080-22975742
9	Sri/Smt, Javarappa, Muddegowda & PremaKumari Class IV Official	O/o Asst. Revenue Officer (Girinagar Range) BBMP Building, (First Floor), C.T.Bed Opp. S.S.M. School, Thyagarajanagara, B'lore-560 028	☎Telephone: 080-22975742

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
1	Narayan C. Asst. Revenue Officer (Girinagar)	19167-00	11700-00
2	Ramadas T (Manager)	16007-00	10250-00
3	Padmavathi M (F.D.A)	12976-00	8200-00
4	VeeraSwamy (F D A)	11580-00	7450-00
5	ಕೆಚ್‌ಎಚ್‌ಒ (ಬಿ ಆ ಒ)	16464-00	10500-00
6	Ramesh M (S.D.A)	9212-00	5900-00
7	Selvam K (S.D.A)	9060-00	5800-00
8	Kantharaju G S (S.D.A)	9212-00	5900-00
9	SathyanarayanaReddy V (S.D.A)	9060-00	5800-00
10	PrasannaKumar P (Assessor)	15775-00	10000-00
11	M.C.Lingegowda (Assessor)	23718-00	15200-00
12	NarayanSwamy K (F.G.R.I)	15393-00	9750-00
13	Vijayakumar L (S.G.R.I)	11580-00	7450-00
14	Venkatesh R (F.G.R I)	15468-00	9750-00
15	Prabhakar B S (F.G.R I)	19823-00	12650-00
16	Umeshrao K V (T.I)	9312-00	5900-00
17	Puttaraju G (T.I)	11947-00	7625-00
18	DilipKumar J K (T.I)	9465-00	6000-00
19	Surendra M (T.I)	9465-00	6000-00
20	Rudresh B (T.I)	11413-00	7275-00
21	Javarappa, (Class IV)	14136-00	8200-00
22	Muddegowda (Class IV)	13181-00	8200-00
23	PremaKumari (Class IV)	11045-00	7100-00

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. Ramakrishna K, Additional Commissioner(South) Public Information Officer and Appellate Authority,
- 2) Smt Shashi Chinnappa,. 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.B.M.P website with web-site address www.bbmp.gov.in

Asst. Revenue Officer
(Girinagara) Sub-division,
Bruhat Bangalore Mahanagara Palike.