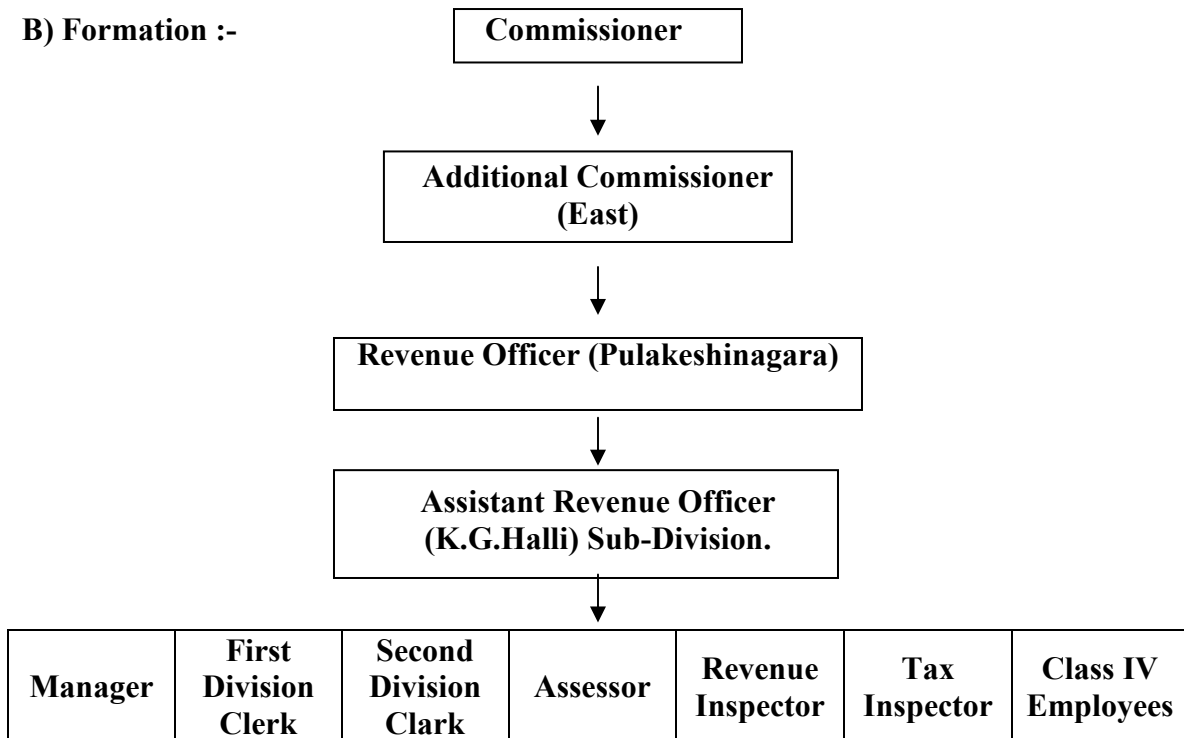


RIGHT To INFORMATION (CENTRE) CELL
Right to Information Act 2005 as per section 4

**1. Duties & Responsibilities of Assistant Revenue Officer,
K.G.Halli Sub-Division.**

**A) Name of the Office : Office of the Assistant Revenue Office,
K.G.Halli Sub-Division,
Queens Road
Bangalore 560052
Phone: - 22975840**

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. 31-Kushalanagara, 32-Kavalbyrasandra, 48-Muneshwaranagara, 60-Sagayapuram, It works under KMC Act Rules 1976 and it plays an important role. The main function of ARO (K.G.Halli) 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 :

Sri.B.Thipparaju, Assistant Revenue Officer, Duties and responsibilities of Assistant Revenue Officer, pertaining to Pulakeshinagara Sub-Division :-

The important duties of A.R.O. is 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 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 limit. For above appeal we can able to recommend. He holds and controls the maintenance of lease properties of B.B.M.P. He work and reports The Commissioner, Additional Commissioner (East), (Revenue), Revenue Officer (Pulakeshinagara).

Duties & responsibilities of Manager :-

Manager:-Nil

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. (K.G.Halli) for the efficient and expeditions 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, verification of Kridhi 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 neat and tidy.

Duties & responsibilities of First Division Assistant :-

Sri.K.Chandra, F.D.C.

The First Division Assistant of this Sub-Division has to work as per the instruction of Assistant Revenue Officer (K.G.Halli) 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.

Duties & responsibilities of Second Division Clerk :-

The First Division Clerk and Second Division Clerk have 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 have to be maintained properly and in order. Maintenance of 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 signed by the officer and sent to concerned Revenue Inspector, Assessor and General Public and keep all the files and records in order.

<i>Name</i>	<i>Ward No</i>	<i>Area</i>
Sri. K. Chandra, F.D.C.	Ward No. 32	Kavalbyrasandra
Sri. Anthony Rajesh	Ward No. 31	Kushalanagara
Sri. Nagarajaiah	Ward No. 48	Muneshwaranagara
Sri. Mahesh	Ward No. 60	Sagayapuram
Smt.Dhanalakshmi, S.D.C.	Office Receiving Clerk	

Duties & responsibilities of Revenue 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 Khirdhi so has 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 fixing the tax in the interest Revenue collection. Including Voters list & Election works and others.

Duties & responsibilities of Tax Inspector's

Collection of house taxes, maintenance of Khirdhi, 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. 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 as been default in payment of tax.

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.

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

IX) Information Officer and Staff

Sl. No.	Name & Designation	Address	Phone No.
1	Sri.B.Thipparaju, Assistant Revenue Officer, K.G.Halli Sub-Division.	Office of the Assistant Revenue Office,K.G.Halli Sub-Division, Bruhath Bangalore Mahanagara Palike. Queen's road, Bangalore-52	22975840
2	Manager:-Nil	-do-	-do-
3	Sri.K.Chandra, F.D.C,	-do-	-do-
4	Sri.M.Mahesha, S.D.C .	-do-	-do-
5	Sri. Anthony Rajesh, S.D.C.	-do-	-do-
6	Sri.Nagarajaiah,S.D.C	-do-	-do-
7	Sri.Dhanalakshmi, S.D.C.	-do-	-do-
8	Sri.H.S.Nagaraju, Assessor	-do-	-do-
9	Sri.Abdul Zahir, 1 st Grade Revenue Inspector	-do-	-do-
10	Sri.S.Abdul Sattar, 2 nd Grade Revenue Inspector	-do-	-do-
11	Sri.B.D.Ramanna, Revenue, 2 nd Grade Inspector	-do-	-do-
12	Sri.L.Amul Raj, Tax Inspector	-do-	-do-
13	Sri.Moses Kethan H Vyas. Tax Inspector	-do-	-do-
14	Sri.G.Ramaiah, Tax Inspector	-do-	-do-
15	Sri.M.Anil Kumar, Tax Inspector	-do-	-do-
16	Sri.Murali Kumar, Tax Inspector	-do-	-do-
17	Sri.P.Penchalaiah, Daffdar band	-do-	-do-
18	Sri.Devaraj, Peon	-do-	-do-
19	Sri.Gangadevi, peon	-do-	-do-
20	Sri.M.N.Babu, peon	-do-	-do-

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

Sl. No.	Name of the Official	Pay Scale	Basic Pay
1	Sri. N. Shashikala, Assistant Revenue Officer, K.G.Halli Sub-Division.	12000-22650	14050
2	Venkatalakshmi –Manager,	10800-20025	14400
3	Sri.K.Chandra, F.D.C,	7275-13350	7800
4	Sri.M.Mahesha, S.D.C .	5800-10500	6650
5	Sri. Anthony Rajesh, S.D.C.	5800-10500	6950
6	Sri.Nagarajaiah,S.D.C	5800-10500	6125
7	Sri.Dhanalakshmi, S.D.C.	5800-10500	7625
8	Sri.H.S.Nagaraju, Assessor	10000-18150	13000
9	Sri.Abdul Zahir, 1 st Grade Revenue Inspector	7275-13350	7625
10	Sri.S.Abdul Sattar, 2 nd Grade Revenue Inspector	6250-12000	8600
11	Sri.B.D.Ramanna, 2 nd Grade Revenue Inspector	6250-12000	8400
12	Sri.L.Amul Raj, Tax Inspector	6250-12000	12300
13	Sri.Moses Kethan H Vyas. Tax Inspector	5800-10500	7450
14	Sri.G.Ramaiah, Tax Inspector	5800-10500	8000
15	Sri.M.Anil Kumar, Tax Inspector	5800-10500	6250
16	Sri.Murali Kumar, Tax Inspector	5800-10500	7450
17	Sri.B.S.Narasimha Murthy	7275-13550	12300
18	Sri.P.Penchalaiah, Daffdar band	5200-8200	5400
19	Sri.Devaraj, Peon	5200-8200	5800
20	Sri.Gangadevi, peon	5200-8200	6250
21	Sri.M.N.Babu, peon	5200-8200	5300

XI) Details of grants reserved under the Head of Account budgeted for the year 2009-10 :-

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 have computerized pertaining to the Assistant Revenue Office (K.G.Halli) 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 (Pulakeshinagara) – Appeal Officer
Smt. B.Thipparaju, Assistant Revenue Officer (K.G.Halli) –
Public Grievance 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.bbmp.gov.in)

Assistant Revenue Officer,
K.G.Halli Sub-Division,
Bruhat Banagalore Mahanagara Palike.