

RIGHT TO INFORMATION (CENTER) CELL

Right to Information Act 2005 as per Section 4

1. Duties & Responsibilities of Asst. Revenue Officer Mahalakshmpura, Sub-Division.

A) Name of the office: Office of the Assistant Revenue
Office,
Mahalakshmpuram Sub-
Division,
Bhashyam Park
Mahalakshmpura, Bangalore-
20
Phone:- 23568447

B) Formation:

Commissioner

**Joint
Commissioner**

Revenue Officer (West)

**Assistant Revenue Officer
Mahalakshmpuram Range**

Manager

| | | | | | |
|-----------------|--------------------------|----------------------|-----------------------------|------------------------------|---------------------------|
| Assessor | Revenue Inspector | Tax Inspector | First Division Clerk | Second Division Clerk | Class IV Employees |
|-----------------|--------------------------|----------------------|-----------------------------|------------------------------|---------------------------|

C) Duties & responsibilities

Revenue Department in B.B.M.P is one of the most important and essential department which consist of **ward No.43 - Nandini Layout, 44 – Marppanapalay, 68 – Mahalakshmipura & 74- Shakthiganapathinagar**. It works under KMC Act Rules 1976 and it pays an important role. The main function of ARO (Mahalakshampuram) which comes 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 the transfer of katha bifurcation. Registration, clubbing of khatha and collecting taxes from the properties owners after verifying & scrutinizes the properties it issues Khatha Certificate, Khatha Extract, and 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.

Duties & responsibilities of officer & staff

Assistant Revenue Officer

Duties and Responsibilities of Assistant Revenue Officer, Pertaining to Gayathrinagar Sub-Division

The Important Duties of A.R.O are to fix of properties below range measuring 2000 sf.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 member of the staff do the work allotted to them efficiently and expeditiously. He has the power to change the katha for bifurcation

and registration of katha verification 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.M.P he work and report to the commissioner, joint commissioner (west), D.C.(R) & R.O.(W).

Duties & Responsibilities Of Manager

Manager

The Manager is primarily responsible for the general efficiency of the section in his charges and is directly responsible to the officer under A.R.O (Mahalakshmpuram) for the efficient and expedition dispatch of work, and maintenance of Office administration work by adopting proper measure 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 put up paper by the official staff. And than and there to obey the orders of the higher authority and maintain the office neat and tidy.

Duties & Responsibilities Of First Division Assistant

The first division Assistant of this sub-division has to work as per the instruction of Assistant Revenue Officer (Mahalakshmpuram) and higher officers, receiving complaints, letters and receiving bills pertaining to the works of this sub-division and registration them. Recording the facilities availed by the officers and staffs in the service registers. Maintaining the Inward register, to register & cash book, submitting these records to the higher officer and proving all information for Auditors. Collection of 2% stamp duty, salary disrobement, maintenance of cash book, cheque register, recovery register, P.R.Register, furniture register, telephone register,

maintaining of stock book of receipts and furniture and office stationary, maintenance of service register, increment register and compensation register & other register, dishonored cheque register, budget, administration report, A.C and D.C bills daily collection, Audit Follow Up Register 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 whatever manner desire in the proper functioning of the section.

Duties & Responsibilities Of Second Division Assistant

The Second Division Assistant has work as per the instructions of higher officer. The papers and files received from receiving section Katha Transfer / Bifurcation / Registration and other miscellaneous paper has to be numbered in the P.R register and submit to concerned revenue officer for further action. Maintaining prescribed registers maintaining the files in proper way, D.C.B. work / Appeal/ BBMP lease and rent properties / court cases/ right to information act Special Notice / Reply Letters / Endorsement and other file to be get signature by the officer and sent to the concerned revenue officer. Assessor and khathadar and to maintain the records and files in proper way.

| Name | Ward no | Area |
|------------------|----------------|-----------------------|
| G.M. Ramakrishna | Ward no 43 | Nandini Layout |
| Krishnappa | Ward no 44 | Marappanapalya |
| Raghavendra | Ward no 68 | MahalakshmiLayout |
| Saraswathi | Ward no 74 | Shakthiganapathinagar |

Duties & Responsibilities of Assessor & Revenue Inspectors, Tax-Inspectors

Each Revenue Inspector and Assessor has Responsibility 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 properties, verification of Khridhi 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 fix the tax in the interest of revenue collection.

Duties & Responsibilities of Tax-Inspectors

To Collect the Property tax both in field and office, the same has to be maintained in the Khridhi book and remit the amount to the concerned bank.

III) Guidelines Followed During Supervision And Responsibilities

Receiving the applications form the publics and forwarding same to the subordinate officers concerned. Reminding them within the stipulated time and verifications of replays, attention to give information to the public.

IV) Criterias Followed While Executing

The Criterieas prescribed in the right to Information Act 2005 and following the guidelines issued by the higher officer time to time and furnishing the information to the public.

V) The Hand Book, Annexure, Exchanges Rules Followed By Employees Which Are Comes Under The Control Or Having Implementation Of Actions.

Proposed works to be maintained of directions issued by higher officer.

VI) List Of Office Records In The Department

1. Assessment register
2. Maintains of DCB register
3. Mutation register
4. Appeal register
5. Remission register
6. Cheque register
7. Dishoner-cheque register
8. Date to date cash book
9. Supervision on hand book and khiradhi register
10. Lease register
11. Sales register
12. Ward wise corporation property register
13. Court litigation register
14. Distract warrant issued executed register

Administrative Wing

1. Attendance register
2. Casual leave sanction
3. Reregister Late attendance register
4. Movement register
5. Acutance register
6. Cash book (establishment)
7. Cheque register (establishment)
8. Service register
9. Advance recovery register
10. K.T.R and P.R register
11. Furniture account register
12. Stationary receipt and issued register
13. Receipt books issue register
14. Incremement register
15. Telephone register
16. Audit replies follow of register
17. Dishonored cheque register
18. A.C and D.C bill register

VI) Details of Arrangement existing for formulating its policy or to consult the Public.

Regarding as implementation on or to see they are represented. Regarding the rules prescribed for tax collection and tax assessment to consult the public and obtain their options.

VIII) Boards: -

Not applicable

IX) Information Officer and Staff

| Sl. No. | Name & Designation | Address | Phone No |
|---------|---|--|----------|
| 1 | Smt.SHAMAN A.R.O (Mahalakshmipuram) | Office of the Asst. Revenue Officer Mahalakshmipuram Sub Division Bangalore. | 23568447 |
| 2 | Sunanda B.S Manager | -do- | -do- |
| 3 | E. Nagendra, F.D.C | -do- | -do- |
| 4 | Krishnappa, S.D.C | -do- | -do- |
| 5 | G.M. Ramakrishna, S.D.C | -do- | -do- |
| 6 | Raghavendra, S.D.C | -do- | -do- |
| 7 | Saraswathi SDC | -do- | -do- |
| 8 | S.N. Venkatesh, Assesor | -do- | -do- |
| 9 | Chikkathimmanna, Assessor | -do- | -do- |
| 10 | Singrigowda, R..I | -do- | -do- |
| 11 | Raghu, RI | -do- | -do- |
| 12 | C.T. Hanumantharaju | -do- | -do- |
| 13 | Sundaresh, R.I | -do- | -do- |
| 14 | T.S. Ravi, TI | -do- | -do- |

| | | | |
|----|--------------------------------|------|------|
| 15 | Obalesh TI | -do- | -do- |
| 16 | K. Sampangi TI | -do- | -do- |
| 17 | Sushma, TI | -do- | -do- |
| 18 | Chandrappa TI | -do- | -do- |
| 19 | Thimmaiah, Peon | -do- | -do- |
| 20 | N. Manjunath, Peon | -do- | -do- |
| 21 | N. Ramachandra Peon | -do- | -do- |
| 22 | Krishnamurthy, Dafthar Bund | -do- | -do- |
| 23 | Jayaramaiah, Driver | -do- | -do- |

**X) Details Of Monthly Payment Drawn Of Official And Staff
As Per Rules**

| Sl. No. | Name & designation | Pay scale | Basic pay |
|-----------------------------------|--|-------------|-----------|
| 1 | Smt.SHAMAN A.R.O (Mahalakshmipuram) | 11400-21600 | 12650 |
| 2 | Sunanda B.S, Manager | 10000-18150 | 10250 |
| 3 | E. Nagendra, F.D.C | 7275-13350 | 7800 |
| Second Division Assistants | | | |
| 4 | G.M. Ramakrishna, | 6250-1200 | 7625 |
| 5 | H. Ramanjanappa | 5800-10500 | 5800 |
| 6 | Raghavendra | 5800-10500 | |
| 7 | Saraswathi | 5800-10500 | 5400 |
| Assesor | | | |
| 8 | Chikkathimmanna | 10000-18150 | 13350 |
| 9 | S.N. Venkatesh, | 10000-18150 | 10250 |
| Revenue Inspector | | | |
| 10 | Raghu. S | 7275-13350 | 10000 |
| 11 | Singrigowda | 7275-13350 | 9275 |
| 12 | C.T. Hanumantharaju | 7275-13350 | 7450 |
| 13 | Sundaresh | 7275-13350 | 12000 |
| Tax Inspector | | | |
| 14 | T.S. Ravi | 5800-10500 | 5900 |

| | | | |
|---------------------|----------------|------------|------|
| 15 | K. Sampangi | 5800-10500 | 8200 |
| 16 | Sushma | 5800-10500 | 8200 |
| 17 | Obalesh | 5800-10500 | 6000 |
| 18 | Chandraiah | 5800-10500 | 6375 |
| Peon | | | |
| 19 | Thimmaiah | 5200-7575 | 7275 |
| 20 | N. Manjunath | 5200-7275 | 6650 |
| 21 | N. Ramachandra | 4800-7275 | 4900 |
| Driver | | | |
| 22 | Jayaramaiha | 5800-10500 | 7275 |
| Daffhar Bund | | | |
| 23 | Krishnamurthy | 5200-7275 | 5200 |

XI) Details Of Grants Reserved Under The Head Of Account Budgeted For The Year 2005-06:-

Not applicable

XII) Details Of Beneficiaries Such Programmers And Method Of Implantation Of Amount Distributed Involved And Intensive Programme.

Not applicable.

XIII) Details Of Holder Of Authority Letter Permission And Exemption Letter Given To Those: -

Not applicable.

XIV) Details Pertains To Information Available With Them Or Having Electronic Media Conversion:-

Not applicable.

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. C. SURESH (Revenue Officer)
Smt. SHAMAN,
Officer.
(A.R.O. Mahalakshmpuram)

Appeal Officer.
Public information

XVII) Revising of Notification Upto Date Every Year Further And Publishing other Proposed Information.

All Revised information are to be published Web Site
www.bbmp.gov.in

Assistant Revenue Officer
Mahalakshmpuram

Range

Bruhath Bangalore

Mahanagara Palike