

BRUHAT BANGALORE MAHANAGARA PALIKE

Office of the
Assistant Revenue Officer,
(Chamarajpet Sub Division)
Dr. T.C.M . Royan road
B.B.M.P. West Zone, Bangalore

FUNCTIONS AND DUTIES OF THE OFFICE OF THE ASSISTANT REVENUE OFFICERS:

(A) Name of the Office : Assistant Revenue Officer,
Chamarajpet Sub Division
Dr. T.C.M . Royan road
B.B.M.P.West Zone PH : 080-22975733

(B) CONSTITUTION :

COMMISSIONER

JOINT COMMISSIONER
WEST ZONE

DEPUTY
COMMISSIONER
WEST ZONE

REVENUE OFFICER
CHAMARAJPET

ASSISTANT REVENUE
OFFICER
CHAMARAJPET

SECOND DIVISION ASSISTANT	ASSESSORS	REVENUE INSPECTORS	TAX INSPECTORS	GROUP 'D'
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Functions & Duties :

1. ARO (Chamarajpet) Sub Division, New-Ward No.139, K.R. Market, 140-Chamarajpet, & 141 Azad Nagar, Properties Pertaining to these Villages Under the jurisdiction of Chamarajpet, the overall functioning of the Khata transfer/ Amalagamation/ Bifurcation/ Registration etc.. Under K.M.C act 1976 & SAS rules.

This department functions under the head of the department is DC (Revenue), JC/DC (Chamarajpet), RO (Chamarajpet) and the above duties & functions of Khata registration, Transfer, Bifurcation and amalgamation.

Survey Under G/S, verifying & issuing of Khata Certificate/ extras/ residential certificates/ endorsements to the public & submit report to the higher Authorities & to the public, Maintain the information of Govt Properties, lease or rent of Bruhath Bangalore Mahanagara Palike under the jurisdiction of Chamarajpet time to time action for disposals regarding the properties of Bangalore Mahanagara Palike.

II. Powers & Duties of the officer and the Staff Members:

1. Smt.H.Gultaj Fathima. B.Sc, B.Ed, ARO (SP) BBMP. is the head of the subdivision office & supervises the functions of the executive staff and has powers to supervise the functions of the Executive Staff and has powers to recover the tax & approve the Khata Transfer of properties. Has powers to Examine & recommend Khata Bifurcation/ Amalgamation/ Registration/ Assessment/ Revision up to 2000 Sq Ft. Hearing & Disposing of tax appeals of sites measuring 2000 Sq.Ft & giving division & maintenance of lease / rent properties of BBMP, Maintenance of official records DCB/ Govt properties updating of data entries maintenance of election orders & its works.
2. Smt. Suguna SDC: Ward N..141- Azad Nagar, Khata files receiving / dispatching maintenance of DCB/ mutations/ cheque register maintenance receipt issue register, maintenance of CL registers, Maintenance of DCB/ mutations/ Cheque register maintenance receipt issue register, maintenance of CL registers, attendance/ movement/ telephone/ late attendance and maintenance of Establishment work is service register, Telephone register/ DC bills/ AC bills, Acquaintance, deduction register, Pay of stag and disposal of endorsements/ Preparing of extracts Certificates/ Collection of 2% stamp duty & its maintenance, time to time disposal of memo of files/ Circulars, Checking of all the types of remittance Challans.
3. Smt. Uma , SDC : Ward No.140-Chamarajpet, works of the above areas relating to Khata Certificates/ extracts/ mutations, Right to information act register/ election work order & memo Govt building register/ miscellaneous registers/ stock register of furnitures/ stationery/ checking of Challans/ khirdi/ Hand book of all the Tax inspectors and obeying orders bestowed by the higher Authorities.
4. Sri Harish Kumar , SDC : 139- K.R. Market supervising of Revenue department work assigned by the higher authorities/ power to inspect the properties proposed for assessment of Tax through SAS system, Khata Transfer/ Registration/ Bifurcation/ Amalgamation submitting suitable proposal under the act & rules in force. Duties of Survey, Election work, checking supervising the work of RI/TT's verifying & certifying the remittance of property tax before & after remitting to the concerned Banks maintenance of mother/ supplementary election roles.

5. Ramaiah, Assessor : Supervising of Revenue department work assigned by the higher authorities/ power to inspect the properties proposed for assessment of Tax through SAS system, Khata Transfer/ Registration/ Bifurcation/ Amalgamation submitting suitable proposal under the act & rules in force. Duties of Survey, Election work, checking supervising the work of RI/TI's verifying & certifying the remittance of property tax before & after remitting to the concerned Banks maintenance of mother/ supplementary election roles.
6. Sri Divakaraiah. RI : Ward No.140-Chamarajpet HBCS, Supervising & Proposing the properties of the above areas power to inspect the spot/ maintenance survey sketches/ works of Revenue department viz. inspection of spots, Assessment of tax under SAS, Khata Transfer/ Registration/ Bifurcation/ Amalgamation/ Submitting suitable proposals undress the act & rules in force. The duties of all types of survey, election work, overall supervision of the duties of the tax inspectors maintenance of day to day P.T Collections. Checking signing the Monthly abstracts of Khirdi's checking the challans after & before remittance to the concerned banks & other opening bestowed upon by the higher Authorities. Issuing of suitable notices to the defaulters through the tax inspectors/ bringing to tax net all the works entrusted by the higher Authorities. Performance of field work strictly with Tax Inspectors.
7. Narasimhanaik, RI : Ward No.140-Chamarajpet, supervising and Proposing the properties of the above of the above areas power to inspect the sport/ maintenance survey sketches/ works of Revenue department viz inspection of sports, Assessment of tax under SAS, Khata transfer/ Registration/ Bifurcation/ Amalgamation/ submitting suitable proposals under the act & rules in force. The duties of all types of Survey, election work, overall supervision of the duties of the tax inspectors maintenance of day to day P.T collection, Checking signing the Monthly abstracts of Khirdi's checking the challans after & before remittance to the Concerned Banks & other opening bestowed upon by the higher Authorities. Issuing of suitable notices to the defaulters through the tax inspectors/ bringing to tax net the all the works entrusted by the higher Authorities. Performance of field work strictly with the Tax inspectors.
8. Munikrishna, RI : Ward No. 139- K.R. Market, Supervising and Proposing the properties of the above areas power to inspect the spot/ maintenance Survey sketches/ works of Revenue department viz. inspection of spots, Assessment of tax under SAS, khata transfer/ Registration/ Bifurcation/ Amalgamation/ Submitting suitable proposals under the act & rules in force. The duties of all types of Survey, election work, overall supervision of the duties of the tax inspectors maintenance of day to day P.T collection, Checking signing the Monthly abstracts of Khirdi's, checking the challans after & before remittance to the concerned Banks & other orders bestowed upon by the higher Authorities. Issuing of suitable notices to the defaulters through the tax inspectors/ bringing to tax net the all the works entrusted by the higher Authorities, Performance of field work strictly with the Tax inspectors.

9. Anand. Tax Inspector : Ward No.139-K.R. Market collection of property Tax under SAS System, maintenance of Arrears list, defaulters list, collection of miscellaneous tax like rent maintenance of hand book, khirdi challans, Bank pass sheets, dishonours cheque list revision of taxes, issue of timely notices/ endorsements/ Govt letters disposals/ Collecting of painpathis/ reaching of assigned property tax targets/ election work distribution of voters ID cards, RI/ Assessor to fix the tax to the additional/ new buildings through SAS System, Khirdi & hand books from the ARO/Assessor obeying & abiding the orders from the higher authorities.
10. Parthararathy, Tax Inspector : Ward No. 140- Chamarajpet a, collection of property Tax under SAS System, maintenance of Arrears list, defaulters list, collection of miscellaneous tax like rent maintenance of hand book, khirdi challans, Bank pass sheets, dishonours cheque list revision of taxes, issue of timely notices/ endorsements/ Govt letters disposals/ Collecting of painpathis/ reaching of assigned property tax targets/ election work distribution of voters ID cards, bringing to the notice of the RI/ Assessor to fix the tax to the additional/ new buildings through SAS System, Khirdi & hand books from the ARO/Assessor obeying & abiding the orders from the higher authorities.
11. Jyothi . Tax Inspector : Ward No.140- Chamarajpet collection of property Tax under SAS System, maintenance of Arrears list, defaulters list, collection of miscellaneous tax like rent maintenance of hand book, khirdi challans, Bank pass sheets, dishonours cheque list revision of taxes, issue of timely notices/ endorsements/ Govt. letters disposals/ Collecting of painpathis/ reaching of assigned property tax targets/ election work distribution of voters ID cards, bringing to the notice of the RI/ Assessor to fix the tax to the additional/ new buildings through SAS System, Khirdi & hand books from the ARO/Assessor opening & abiding the orders from the higher authorities.
12. Manjunath, Tax Inspector : Ward No.141- Azad nagar collection of property Tax under SAS System, maintenance of Arrears list, defaulters list, collection of miscellaneous tax like rent maintenance of hand book, khirdi challans, Bank pass sheets, dishonours cheque list revision of taxes, issue of timely notices/ endorsements/ Govt. letters disposals/ reaching of assigned property tax targets/ election work distribution of voters ID cards, Survey work bringing to the notice of the RI/ Assessor to fix the tax to the additional/ new buildings through SAS System, Khirdi & hand books from the ARO/Assessor obeying & abiding the orders from the higher authorities.
13. Ramesh. Tax Inspector : Ward No 139- K.R. Market collection of property Tax under SAS System, maintenance of Arrears list, defaulters list, collection of miscellaneous tax like rent maintenance of hand book, khirdi challans, Bank pass sheets, dishonours cheque list revision of taxes, issue of timely notices/ endorsements/ Govt letters disposals/ reaching of assigned property tax targets/ election work distribution of voters ID cards, bringing to the notice of the RI/ Assessor to fix the tax to the additional/ new buildings through SAS System, Khirdi & hand books from the ARO/Assessor obeying & abiding the orders from the higher authorities.

14. Kempaiah Group D : Maintenance of the cleanness of office, premises, opening & closing the office gates, dispatching Tappals & obeying the order of all the staff.

III. Procedure followed in taking decision including supervision and responsibility.

All Same.

XI. Head of the Account: Proposal sent AC(F) for orders regarding (Head of the Account) for the Year 2007-08 for specified bills.

XII. The mode of implementation of grant programme and details of beneficiaries of such programme under the Jurisdiction of Chamarajpet (Sub Division) BBMP is under progress.

XIII. Details of the holders of concessions given permits or Licenses by it – NIL.

XIV. Details of available information with him or held by them regarding which has been computerized/Computerization of record is under progress.

XV. If libraries or Reading rooms are maintained for the public use them then to know about its working hours the details of facilities available to the Public will be shortly maintained.

XVI. Name designation on and other details of the public information officers.

1. RO (Smt. Lakshmi Devi) Chamarajpet
2. ARO (H.Gultaj Fathima) Chamarajpet for Public information officers.

XVII. Any other information that may be prescribed shall be public and there officers shall be revised up to date every year.

Method of obtaining the property tax under SAS system is in progress, properties are being brought into Tax net by levying 108A notices/penalty. Action has been taken to send above 15 days notices to tax net. The general information pertaining to the Revenue Department has been put in Website of the Palike with Website address as WWW.bmp.online.org. Process of Regularizations of unauthorized building is in progress. (Along with AEE's)

Assistant Revenue Officer
Chamarajpet Sub Division
Bruhath Bangalore Mahanagara Palike
Bangalore