

**STATEMENT SHOWING THE TEMPLATES FOR BBMP DEPARTMENTS SUO MOTU
DISCLOSURE UNDER SECTION
4(1) (A) AND (B) OF THE RTI ACT PERTAINING TO ASSISTANT REVENUE OFFICER
(DOMLUR) SUB DIVISION.**

TEMPLATE FOR SECTION 4(1) (A) – INDEXING AND CATALOGUING OF ALL INFORMATION

Sl. No.	Date on which opened (Files to be listed chronologically)	Category A,B,C, D, E, etc. (Files to be listed alphabetically according to category)	File No.	Subject of file	Location of file : Room /cupboard/ shelf numbers	Date on which file can be destroyed / custodian of file
1	Nil					

SECTION 4(1) (B) (I) – ORGANISATIONAL STRUCTURE, AIMS AND FUNCTIONS

Sl. No.	Name of the organization	Address	Aims	Functions
1	Nil			

SECTION 4(1) (B) (II) – POWERS AND DUTIES OF OFFICERS AND EMPLOYEES

Sl. No.	Designation of the official / employee	Duties allotted	Powers
1	Enclosed	Enclosed	Enclosed

SECTION 4(1) (B) (III) – PROCEDURE FOLLOWED IN DECISION –MAKING PROCESS

Activity	Description	Decision-making process/time limit for taking decision/ channels of supervision and accountability	Designation of final decision authority
Nil			

SECTION 4(1) (B) (IV) – NORMS SET FOR THE DISCHARGE OF FUNCTIONS

Sl. No.	Function/service	Norms/standards of performance set	Time-frame	Reference document prescribing the norms (Citizens charter, service charter, etc.,)
1	Nil			

SECTION 4(1) (B) (V) – RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS HELD / USED

Sl. No.	List of Acts, rules, regulations, instructions, manuals	Gist of Act, rules, etc.,
1	Nil	

SECTION 4(1) (B) (VI) – CATEGORIES OF DOCUMENTS HELD

Sl. No.	Category of the document	Title of the document	Custodian of the document
1	Nil		

SECTION 4(1) (B) (VII) – ARRANGEMENT FOR CONSULTATION WITH, OR REPRESENTATION BY THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF POLICY OR IMPLEMENTATION THEREOF

Sl. No.	Function / Service	Arrangements for consultation with or representation of public in relation with policy formulation	Arrangements for consultation with or representation of public in relation with policy implementation
1	Nil		

SECTION 4(1) (B) (VIII) – BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSTITUTED AS PART OF THE PUBLIC AUTHORITY

Name of board, council, committee, etc.,	Composition	Powers and functions	Whether its meetings are open to the public / whether minutes of meetings accessible for public
Nil			

SECTION 4(1) (B) (IX) & SECTION 4(1) (B) (X) – DIRECTORY OF OFFICERS / EMPLOYEES AND THEIR MONTHLY REMUNERATION

Sl. No.	Name of the officers / employees	Designation	Office address / contact number / e-mail ID	Monthly remuneration etc.,
1	Nil			

SECTION 4(1) (B) (XI) – BUDGET ALLOCATED TO EACH AGENCY INCLUDING PLANS, ETC.,

Agency	Plan/ Programme / scheme /project / activity /purpose for which budget is allotted	Proposed expenditure as on last year	Expected outcomes	Report of disbursements made or where such details are available (website, reports, notice board)
Nil				

SECTION 4(1)(B)(XII) – MANNER OF EXECUTION OF SUBSIDY PROGRAMMES

a. Information on the nature of subsidy, eligibility criteria for accessing subsidy and designation of officer competent to grant subsidy under various programmers / schemes

Sl. No.	Name of the programme / activity	Nature / scale of subsidy	Eligibility criteria for grant of subsidy	Designation of officer for grant of subsidy
1	Nil			

DESCRIBE THE MANNER OF EXECUTION OF THE SUBSIDY PROGRAMME

Sl. No.	Name of programme /activity	Application procedure	Sanction procedure	Disbursement procedure.
1	Nil			

SECTION 4(1)(B)(XIII)- PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATIONS GRANTED BY THE PUBLIC AUTHORITY

Sl. No.	Name and address of recipient institutions	Nature / quantum of benefit granted	Date of grant	Name & designation of granting authority
1	Nil			

SECTION 4(1)(B)(XIV) – INFORMATION AVAILABLE IN ELECTRONIC FORM

Sl. No.	Electronic data	Description (Site address / location where available, etc.,	Contents or title	Designation and address of the custodian of information (held by whom)
1	Nil			

SECTION 4(1) (B) (XV) - PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION

Facility	Description (location of facility / name, etc.,)	Details of information available
Nil		

SECTION 4(1) (B) (XVI) – NAMES, DESIGNATIONS AND OTHER PARTICULARS OF PUBLIC INFORMATION OFFICERS

a. PUBLIC INFORMATION OFFICER (PIO)

Sl. No.	Name of the office / administrative unit	Name & designation of PIO	Office tel. No. Residence tel. No. fax	E-mail
1	Assistant Revenue Officer (Domlur)	Smt. N.SUDHA Assistant Revenue Officer	9480684919	-

b. ASST. PUBLIC INFORMATION OFFICER

Sl. No.	Name of the office / administrative unit	Name & designation of APIO	Office tel. No. residence tel. No. Fax	E-mail
1	Assistant Revenue Officer (Domlur)	Sri.N.VENKATESH (Manager)	080-22975831	---

c. Appellate authority

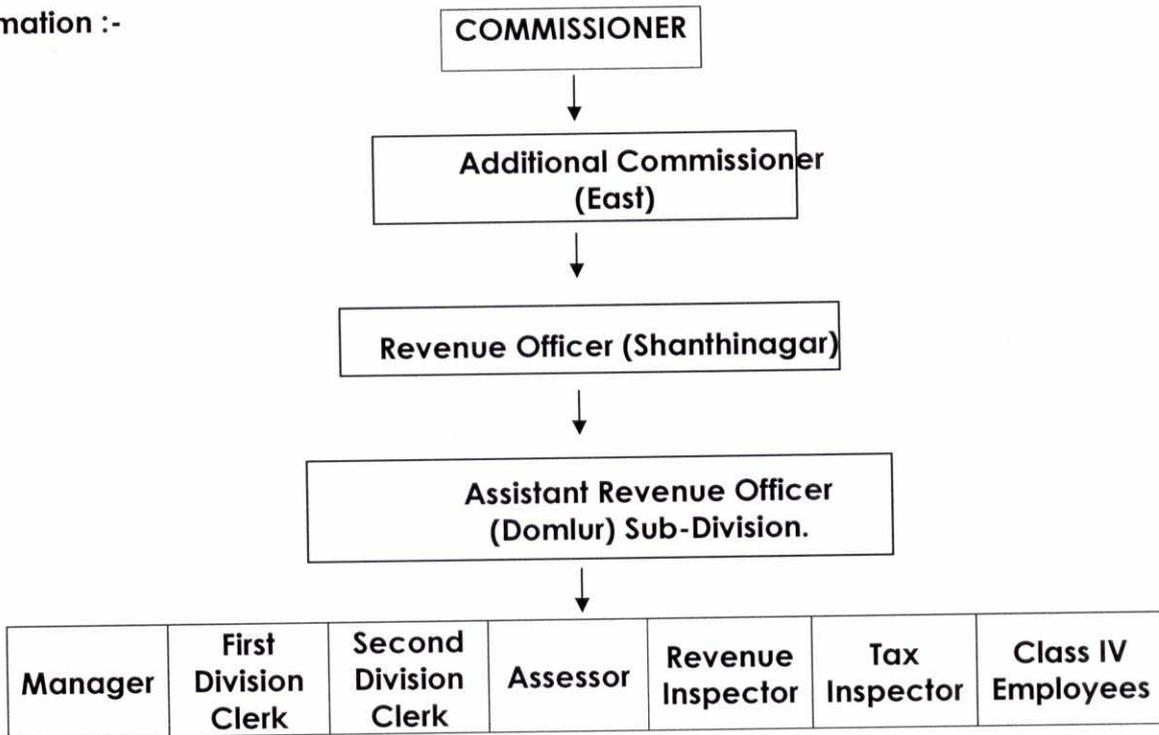
Sl. No.	Name of the office / administrative unit	Name & designation of Appellate authority	Office Tel. No. Residence Tel. No. Fax	E-mail
1	Revenue Officer (Shanthinagar)	Smt.H.Vedavathi Revenue Officer & Appellate Officer	9449637772 080-22975832	ro163shanthinagar@gmail.com

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

1. DUTIES & RESPONSIBILITIES OF ASSISTANT REVENUE OFFICER, DOMLUR SUB-DIVISION.

A) Name of the Office : Office of the Assistant Revenue Office,
Domlur Sub-Division,
Mayo Hall Building, First Floor,
Residency Road,
Bangalore 560001
Phone: - 080-22975831

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. 89(Jogupalya), Ward No:112(Domlur), Ward No: 114(Agaram) Ward No: 115(Vannarpet). It works under KMC Act Rules 1976 and it plays an important role. The main function of ARO (Domlur) which falls within the jurisdiction limit of BMP 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 Katha and collecting taxes from the properties owners. After verifying & scrutinizing the properties it issues Khata certificate, Khata Extract, Residential Certificate. Properties which are leased and rented by the B.M.P. are well and preserving the information ensured and the election work.

II) Duties & Responsibilities of Officer & Staff :

SMT.N.SUDHA, ASSISTANT REVENUE OFFICER,

- **DUTIES AND RESPONSIBILITIES OF ASSISTANT REVENUE OFFICER, PERTAINING TO DOMLUR SUB-DIVISION**

The important duties of A.R.O. is to fix the tax of properties below range measuring 2000 sft. 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 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.M.P. She works and reports The Commissioner, Deputy Commissioner (East), (Revenue), Revenue Officer (Shanthinagar).

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

Sri.N.VENKATESH, Manager

The manager is primarily responsible for the general efficiency of the section in her charges and is directly responsible to the officer under A.R.O. (Domlur) 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, 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 :-**

B.M.RANGANATH, First Division Assistant

The First Division Assistant of this Sub-Division has to work as per the instruction of Assistant Revenue Officer (Domlur) 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 stationery, 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 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 P.R. register and forward to concerned Revenue Inspector & Assessor for to take further action. Files and prescribed registers has 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 signature by the officer and sent to concerned Revenue Inspector, Assessor and General Public and keep all the files and records in order.

Name	Ward No	Area
Sri. B.JAGADEESH, S.D.C.	Ward No. 89	JOGUPALYA
Sri. B.JAGADEESH, S.D.C	Ward No. 112	DOMLUR
Sri. B.M.RANGANATH, F.D.A	Ward No. 114	AGARAM
Sri. SURESH, S.D.C	Ward No. 115	VANNARPET

- **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 Khridhi 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.

- **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 Inspect / Assessor and the manager and information along with chalan has to be furnished to the concerned case worker. He has to assist 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 forms from the public's 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 Criteria's prescribed in the right to information Act 2005 and following the guidelines issued by the Higher Officers time to time and furnishing the information to the general public under KMC Act 1976.

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 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. Acquaintance 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

Sl. No.	Name & Designation	Address	Phone No.
1	Smt. N.SUDHA Assistant Revenue Officer, Domlur Sub-Division.	Office of the Assistant Revenue Office, Domlur Sub-Division, Bruhat Bangalore Mahanagara Palike. Mayo Hall Buildings, Residency Road, Bangalore - 560001.	22975831
2	Sri.N.VENKATESH, Manager	-do-	22975831
3	Sri. B.JAGADEESH, S.D.C .	-do-	-do-

4	Sri.B.M.RANGANATH, F.D.A	-do-	-do-
5	Sri.SURESH, S.D.C	-do-	-do-
6	Sri.N.SURESH, Assessor	-do-	-do-
7	Sri.SHESHAGIRI.C.S., Revenue Inspector	-do-	-do-
8	Sri.KUMAR .K. Revenue Inspector	-do-	-do-
9	Sri. C.SHIVANNA, Revenue Inspector	-do-	-do-
10	Sri. SHETTY GOWDA, Revenue Inspector	-do-	-do-
11	Sri.ABDUL SATTAR, Tax Inspector	-do-	-do-
12	Sri.KUMAR, Tax Inspector	-do-	-do-
13	Sri.R.MURTHY. Tax Inspector	-do-	-do-
14	Sri.MOHAMMED IDRISH, Tax Inspector	-do-	-do-
15	Sri.MAHADEVA SHETTY, Tax Inspector	-do-	-do-
16	Sri.PITHAMBARAM, Peon	-do-	-do-
17	Sri.SRINIVAS, 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	Smt. N.SUDHA Assistant Revenue Officer, Domlur Sub-Division.	10000-18150	12650
2	Sri.N.VENKATESH Manager,	10000-18150	10000
3	Sri. JAGADEESH, S.D.C .	5800-10500	5900
4	Sri.B.M.RANGANATH, F.D.A.	7275-13350	7275
5	Sri.SURESH, S.D.C	5800-10500	5800
6	Sri.N.SURESH, Assessor	10000-18150	11400
7	Sri.C.S.SHESHAGIRI, Revenue Inspector	6250-12000	7625

8	Sri.SRIDHARA Revenue Inspector	6250-12000	8200
9	Sri.K.KUMAR, Revenue Inspector	6250-12000	9750
10	Sri.ABDUL SATTAR, Tax Inspector	5800-10500	12300
11	Sri.KUMAR. Tax Inspector	5800-10500	6500
12	Sri.MOHAMMED IDRISH, Tax Inspector	5800-10500	5800
13	Sri.R.MURTHY, Tax Inspector	5800-10500	5800
14	Sri.MAHADEVA SHETTY, Tax Inspector	5800-10500	6800
15	Sri.PITHAMBARAM, Peon	4800-7275	5500
16	Sri.Srinivas, Peon	4800-7275	5500

XI Details of grants reserved under the Head of Account budgeted for the year 2005-06 :-

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 (Domlur) 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 :-

Smt. H.VEDAVATI, Revenue Officer (Shanthinagar) – Appeal Officer

Smt.N.SUDHA, Assistant Revenue Officer (Domlur) – 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.bmponline-org)**



ASSISTANT REVENUE OFFICER
DOMLUR SUB-DIVISION,
BRUHAT BANGALORE MAHANAGARA PALIKE.