

Bruhat Bengaluru Mahanagara Palike

Office of the Assistant Revenue Officer (Mahalakshmpura) Sub-Division

Right to Information Act 2005 as per Section 4(1)B

Section 4(1)(b)(i) Organizational Structure, Aims and Functions:

Sl. No.	Name of the Organization	Address	Aims	Function
1	Assistant Revenue Officer (Mahalakshmpura) Sub-Division	Rajajinagar Shopping Complex, 1 st Floor, 2 nd Stage, Rajajinagar, Bangalore-10. Phone No. 080-2332 1447		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 – Mahalakshmpuram, 68- Marappanapalya & 74 - Shakthiganapathinagar . It works under KMC Act Rules 1976 and it pays an important role. The main function of ARO (Mahalakshmpuram) 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.

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.

Section 4(1)(b)(ii) Powers and Duties of Officers and Employees:

Sl. No.	Designation of the Official & Employee	Duties Allotted	Powers
1	Assistant Revenue Officer (Mahalakshnipura) 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).	Authority relating to Post.
2	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 (Mahalakshnipuram) 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.	
3	First Division Assistant	The first division Assistant of this sub-division has to work as per the instruction of Assistant Revenue Officer (Mahalakshnipuram) 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.	
4	Revenue Inspector	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.	
5	Tax Inspector	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.	
6	Second Divison 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.	
7	Dhafthar Bund	Maintaining the Office Furnitures/Office Cleanlyness & Maintaining old files.	

8	Class IV	Maintaining the Office Cleanlyness & etc.	
9	Driver	Driving work, allot to concerned Assistant Revenue Officer & Office work.	

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
R. Nagaraj Assistant Revenue Officer	First Preference of Collection of Property Tax	K.T.R./M.T.R./Clubbing Katha/Katha Bifercation/Election & Census relating works.	Joint Commissioner (West)

Section 4(1)(b)(v) Rules, Regulations, Instructions, Manuals and Records held / used:

Sl. No.	List of Acts, Rules, Regulations, Instruction, Manuals	Gist of Act, Rules, etc.,
1	As per K.M.C. Act & rules 1976/K.C.S.R./R.T.I. Act 2005	

Section 4(1)(b)(vi) Categories of Documents Held:

Sl. No.	Categories of the Documents	Title of the Document	Custodian of the Document
1	C	Stock Register	Divisional Accountants
2	D	Attendance Register	
3	B	Establishment Register	
4	B	Cash Book	
5	D	P.R. Register/Tapal Book	

6	E	R.T.I. Applications relating Receipt Book	
7	C	K.T.R./M.T.R. Registers	

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 there of :

Sl. No.	Function / Service	Arrangement for consultation with, or representation of public in relation with policy formulation	Arrangement for consultation with, or representation of public in relation with policy implementation
1		As per Higher Officers Orders	

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 of Functions	Whether its meetings are open to the public / whether minutes of meetings accessible for public
1			-

Section 4(1)(b)(ix) & Section 4(1)(b) (x) Directory of Officers / Employees and their monthly Remuneration:

Sl. No.	Name of the Officers / Employee	Designation	Office Address / Contact Number / e-mail ID	Basic Pay	Monthly Remuneration etc., As on Dated:30.08.2011
1	R. Nagaraj	Assistant Revenue Officer	Rajajinagar Shopping Complex, 1 st Floor, 2 nd Stage, Rajajinagar, Bangalore-10. Phone No. 080-2332 1447	11400-21600	22,100
2	G. Chandrashekar	Manager	Rajajinagar Shopping Complex, 1 st Floor, 2 nd Stage, Rajajinagar, Bangalore-10. Phone No. 080-2332 1447	10000-18150	20,600
3	H.R. Arunkumar	First Division Assistant	Rajajinagar Shopping Complex, 1 st Floor, 2 nd Stage, Rajajinagar, Bangalore-10. Phone No. 080-2332 1447	7275-13350	13,841
4	Vacant	Second Divison Assistant	Rajajinagar Shopping Complex, 1 st Floor, 2 nd Stage, Rajajinagar, Bangalore-10. Phone No. 080-2332 1447	5800-10500	-
5	Krishnappa	Second Divison Assistant	Rajajinagar Shopping Complex, 1 st Floor, 2 nd Stage, Rajajinagar, Bangalore-10. Phone No. 080-2332 1447	6250-12000	15,425
6	K. Raghavendra	Second Divison Assistant	Rajajinagar Shopping Complex, 1 st Floor, 2 nd Stage, Rajajinagar, Bangalore-10. Phone No. 080-2332 1447	5800-10500	11,450
7	Saraswathi	Second Divison	Rajajinagar Shopping Complex,	5800-10500	11,450

		Assistant	1 st Floor, 2 nd Stage, Rajajinagar, Bangalore-10. Phone No. 080-2332 1447		
8	Prakash Rao	Revenue Inspector	Rajajinagar Shopping Complex, 1 st Floor, 2 nd Stage, Rajajinagar, Bangalore-10. Phone No. 080-2332 1447	7275-13350	8,861
9	K. Basavaiah	Revenue Inspector	Rajajinagar Shopping Complex, 1 st Floor, 2 nd Stage, Rajajinagar, Bangalore-10. Phone No. 080-2332 1447	7275-13350	19,250
10	Singrigowda	Revenue Inspector	Rajajinagar Shopping Complex, 1 st Floor, 2 nd Stage, Rajajinagar, Bangalore-10. Phone No. 080-2332 1447	7275-13350	19,225
11	V. Shankar	Revenue Inspector	Rajajinagar Shopping Complex, 1 st Floor, 2 nd Stage, Rajajinagar, Bangalore-10. Phone No. 080-2332 1447	7275-13350	15,100
12	R. Sundaresh	Revenue Inspector	Rajajinagar Shopping Complex, 1 st Floor, 2 nd Stage, Rajajinagar, Bangalore-10. Phone No. 080-2332 1447	7275-13350	24,125
13	R. Mantaiah	Revenue Inspector	Rajajinagar Shopping Complex, 1 st Floor, 2 nd Stage, Rajajinagar, Bangalore-10. Phone No. 080-2332 1447		-
16	K. Sampangi	Tax Inspector	Rajajinagar Shopping Complex, 1 st Floor, 2 nd Stage, Rajajinagar, Bangalore-10. Phone No. 080-2332 1447	5800-10500	16,675
17	T. Shekar	Tax Inspector	Rajajinagar Shopping Complex,	5800-10500	12,769

			1 st Floor, 2 nd Stage, Rajajinagar, Bangalore-10. Phone No. 080-2332 1447		
18	N. Subbarayadu	Tax Inspector	Rajajinagar Shopping Complex, 1 st Floor, 2 nd Stage, Rajajinagar, Bangalore-10. Phone No. 080-2332 1447	5800-10500	11,175
19	V. Obalesh	Tax Inspector	Rajajinagar Shopping Complex, 1 st Floor, 2 nd Stage, Rajajinagar, Bangalore-10. Phone No. 080-2332 1447	5800-10500	12,253
20	S.T. Chandraiah	Tax Inspector	Rajajinagar Shopping Complex, 1 st Floor, 2 nd Stage, Rajajinagar, Bangalore-10. Phone No. 080-2332 1447	5800-10500	12,538
21	D. Rajshekar	Tax Inspector	Rajajinagar Shopping Complex, 1 st Floor, 2 nd Stage, Rajajinagar, Bangalore-10. Phone No. 080-2332 1447	5800-10500	13,332
24	N. Krishnamurthy	Deftar Band	Rajajinagar Shopping Complex, 1 st Floor, 2 nd Stage, Rajajinagar, Bangalore-10. Phone No. 080-2332 1447	5500-9500	10,575
26	Thimmaiah	Class IV	Rajajinagar Shopping Complex, 1 st Floor, 2 nd Stage, Rajajinagar, Bangalore-10. Phone No. 080-2332 1447	5200-7275	13,482
27	Manjunath. N	Class IV	Rajajinagar Shopping Complex, 1 st Floor, 2 nd Stage, Rajajinagar, Bangalore-10. Phone No. 080-2332 1447	4800-7275	12,169
28	N. Ramachandra	Class IV	Rajajinagar Shopping Complex,	4800-7275	9638

			1 st Floor, 2 nd Stage, Rajajinagar, Bangalore-10. Phone No. 080-2332 1447		
--	--	--	--	--	--

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)

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 programmes / Schemes

Sl. No.	Name of Programme / Activity	Nature / Scale of Subsidy	Eligibility Criteria for grant of Subsidy	Designation of Officer for grant of Subsidy

- b) Describe the manner of execution of the Subsidy programme

Sl. No.	Name of Programme / Activity	Application Procedure	Sanction Procedure	Disbursement Procedure

Section 4(1)(b)(xiii) Particulars of Recipients of concessions, Permits or Authorisations 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	As per Commissioner B .B.M.P. Exemption given to Educational Institutions.			

Section 4(1)(b)(xiv) Information available in Electronic Forms:

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	After Processes of Katha Transfer/Clubbing/Bifercation/ Registration cases entry registered in Online.			

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
	Rajajinagar Shopping Complex, 1 st Floor, 2 nd Stage, Rajajinagar, Bangalore-10. Phone No. 080-2332 1447	For Public Information regarding imimplement on Notice Board.

Section 4(1)(b)(xvi) Names, Designations and other particulars of Public Information Officers:

a) Public Information Officers (PIO)

Sl. No.	Name of the Office / Administrative unit	Name & Designation of PIO	Office Telephone No. Residence Telephone No. Fax	E-mail
1	Rajajinagar Shopping Complex, 1 st Floor, 2 nd Stage, Rajajinagar, Bangalore-10.	R. Nagaraj Assistant Revenue Officer	Office Phone No. 080-2332 1447	

b) Assistant Public Information Officers

Sl. No.	Name of the Office / Administrative unit	Name & Designation of APIO	Office Telephone No. Residence Telephone No. Fax	E-mail
1	Rajajinagar Shopping Complex, 1 st Floor, 2 nd Stage, Rajajinagar, Bangalore-10.	R. Nagaraj Assistant Revenue Officer	Office Phone No. 080-2332 1447	

c) Appellate Authority

Sl. No.	Name of the Office / Administrative unit	Name & Designation of Appellate Authority	Office Telephone No. Residence Telephone No. Fax	E-mail
1	Rajajinagar Shopping Complex, 1 st Floor, 2 nd Stage, Rajajinagar, Bangalore-10.	R. Nagaraj Assistant Revenue Officer	Office Phone No. 080-2332 1447	

Assistant Revenue Officer
(Mahalakshmpura) Sub-Division
Bruhat Bengaluru Mahanagar Palike