

BRUHAT BANGALORE MAHANAGARA PALIKE

Assistant Revenue Officer,
(Malleshwaram) Range,
16th Cross, Vyalikaval, Malleshwaram,
Bruhat Bangalore Mahanagara Palike.

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

A) Name of the Office:- Assistant Revenue Officer,
(Malleshwaram) Range,
16th Cross, Vyalikaval, Malleshwaram,
Bruhat Bangalore Mahanagara Palike.
Phone No. 22975634

B) Constitution:-

COMMISSIONER

JOINT COMMISSIONER
WEST ZONE

DEPUTY COMMISSIONER
WEST ZONE

REVENUE OFFICER
(MALLESHWARAM)

ASSISTANT REVENUE OFFICER
(MALLESHWARAM)

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|------------------------------|-----------|-----------------------|----------------|-----------|
| Second Division Assistant | Assessors | Revenue Inspectors | Tax Inspectors | Group 'D' |
|------------------------------|-----------|-----------------------|----------------|-----------|

Functions & Duties:-

- 1) ARO (Malleshwaram) Range, Ward No.64, 65, 66 & 76 Properties pertaining to these villages under the jurisdiction of Malleshwaram, the overall functioning of the Khatha Transfer / Khatha Amalgamation / Khatha Bifurcation / Khatha Registration etc., under K.M.C Act 1976 & SAS this department functions under the head of the department is DC (Revenue), JC/DC (Malleshwaram), and the above duties & functions of the Khatha Transfer / Khatha Amalgamation / Khatha Bifurcation / Khatha Registration, Survey Under G/S, verifying & issuing of Khatha Certificate / Khatha Extrat / Residential Certificates / Endorsements to the public and submit report to the higher authorities and to the public, maintain the information of Government Properties, Lease or Rent of Bruhat Bangalore Mahanagara Palike under the jurisdiction of Malleshwaram time to time action for disposals regarding the properties of Bruhat Bangalore Mahanagara Palike.

II) Powers & Duties of the Officer and the Staff Members:-

- 1) Smt.N.S.Shantha:- ARO is the head of the subdivision office and 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 and approve the Khatha Transfer of Properties. Has powers to Examine and recommend Khatha Transfer / Khatha Amalgamation / Khatha Bifurcation / Khatha Registration / Assessment / Revision up to 2000 Sq.ft. Hearing and disposing of tax appeals of sites measuring 2000 Sq.ft and giving division and maintenance of Lease / Rent Properties of Bruhat Bangalore Mahanagara Palike, maintenance of official records Election Orders and its works.
- 2) Smt.L.Rekha, FDC:- Ward No.64, 65, 66 & 76 Khatha files receiving / dispatching 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 and its maintenance, time to time disposal of memo of files / circulars, checking of all the types of remittance challans.

- 3) Sri.T.C.Ramakrishna, SDC:- Ward No.64 Khatha files receiving / dispatching 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 and its maintenance, time to time disposal of memo of files / circulars, checking of all the types of remittance challans.
- 4) Sri.R.Srinivas, SDC:- Ward No.76 Khatha files receiving / dispatching 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 and its maintenance, time to time disposal of memo of files / circulars, checking of all the types of remittance challans.
- 5) Sri.N.Narasimaiah, SDC:- Ward No.64 Khatha files receiving / dispatching 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 and its maintenance, time to time disposal of memo of files / circulars, checking of all the types of remittance challans.
- 6) Sri.E.Ramu, SDC:- Ward No.64 Khatha files receiving / dispatching 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 and its maintenance, time to time disposal of memo of files / circulars, checking of all the types of remittance challans.
- 7) Sri.V.Ramakrishna, Assessor :- Ward No.64, Supervising of Revenue Department work assigned by the higher authorities / power to inspect the properties proposed for assessment of tax through SAS system, Khatha Transfer / Khatha Amalgamation / Khatha Bifurcation / Khatha Registration submitting suitable proposal under the act and rules in force. Duties of Survey, Election work, checking supervising the work of RI / TI's verifying and certifying the remittance of property tax before and after remitting to the concerned banks maintenance of mother / supplementary election roles.

- 8) Sri.Sukumar, Assessor :- Ward No.76, Supervising of Revenue Department work assigned by the higher authorities / power to inspect the properties proposed for assessment of tax through SAS system, Khatha Transfer / Khatha Amalgamation / Khatha Bifurcation / Khatha Registration submitting suitable proposal under the act and rules in force. Duties of Survey, Election work, checking supervising the work of RI / TI's verifying and certifying the remittance of property tax before and after remitting to the concerned banks maintenance of mother / supplementary election roles.
- 9) Sri.T.M.Siddha Byrappa, RI :- Ward No.65, HBCS, 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, Khatha Transfer / Registration / Bifurcation / Amalgamation / Submitting suitable proposals under the act & rules in force. The duties of all types 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.
- 10) Sri.N.G.Yogananda, RI :- Ward No.64, HBCS, 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, Khatha Transfer / Registration / Bifurcation / Amalgamation / Submitting suitable proposals under the act & rules in force. The duties of all types 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.

- 11) Sri.N.Krishna, RI :- Ward No.64, HBCS, 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, Khatha Transfer / Registration / Bifurcation / Amalgamation / Submitting suitable proposals undress the act & rules in force. The duties of all types 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 / brining to tax net all the works entrusted by the higher authorities. Performance of field work strictly with Tax Inspectors.
- 12) Sri.Kumareshan, RI :- Ward No.66, HBCS, 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, Khatha Transfer / Registration / Bifurcation / Amalgamation / Submitting suitable proposals undress the act & rules in force. The duties of all types 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 / brining to tax net all the works entrusted by the higher authorities. Performance of field work strictly with Tax Inspectors.
- 13) Sri.Parashivaiah, RI :- Ward No.76, HBCS, 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, Khatha Transfer / Registration / Bifurcation / Amalgamation / Submitting suitable proposals undress the act & rules in force. The duties of all types 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 / brining to tax net all the works entrusted by the higher authorities. Performance of field work strictly with Tax Inspectors.

- 14) Sri.Nagendra, Tax Inspector :- Ward No.65, 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 / Government 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 and had books from the ARO / Assessor obeying and abiding the orders from the higher authorities.
- 15) Sri.Siddhalinges Y.Bajantri, Tax Inspector :- Ward No.65, 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 / Government 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 and had books from the ARO / Assessor obeying and abiding the orders from the higher authorities.
- 16) Sri.K.Venkatesh, Tax Inspector :- Ward No.64, 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 / Government 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 and had books from the ARO / Assessor obeying and abiding the orders from the higher authorities.
- 17) Kumari.Renuka Kolakar, Tax Inspector :- Ward No.64, 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 / Government 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 and had books from the ARO / Assessor obeying and abiding the orders from the higher authorities.

- 18) Sri.M.S.Sudeendra, Tax Inspector :- Ward No.64, 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 / Government 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 and had books from the ARO / Assessor obeying and abiding the orders from the higher authorities.
- 19) Sri.B.P.Sunil Kumar, Tax Inspector :- Ward No.66, 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 / Government 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 and had books from the ARO / Assessor obeying and abiding the orders from the higher authorities.
- 20) Kumari.B.P.Savitha, Tax Inspector :- Ward No.66, 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 / Government 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 and had books from the ARO / Assessor obeying and abiding the orders from the higher authorities.
- 21) Sri.B.K.Yogendra, Tax Inspector :- Ward No.76, 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 / Government 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 and had books from the ARO / Assessor obeying and abiding the orders from the higher authorities.

- 22) Sri.Chandra Shekar Ravasaba Nayik, Tax Inspector :- Ward No.76, 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 / Government 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 and had books from the ARO / Assessor obeying and abiding the orders from the higher authorities.
- 23) Sri.K.S.Mallaiah, Daffther Bandh:- Maintenance of the cleanness of office, premises, opening and closing the office gates, dispatching tappals and obeying the order of all the staff.
- 24) Sri. Murali, Daffther Bandh :- Maintenance of the cleanness of office, premises, opening and closing the office gates, dispatching tappals and obeying the order of all the staff.
- 25) Sri. Mahadev, Group 'D' :- Maintenance of the cleanness of office, premises, opening and closing the office gates, dispatching tappals and obeying the order of all the staff.
- 26) Sri. Babu, Group 'D' :- Maintenance of the cleanness of office, premises, opening and closing the office gates, dispatching tappals and obeying the order of all the staff.
- 27) Sri. R.Mahendra Rao, Group 'D' :- Maintenance of the cleanness of office, premises, opening and closing the office gates, dispatching tappals and obeying the order of all the staff.
- 28) Sri. Krishna, Group 'D' :- Maintenance of the cleanness of office, premises, opening and closing the office gates, dispatching tappals and obeying the order of all the staff.
- 29) Sri. Pothiga, Group 'D' :- Maintenance of the cleanness of office, premises, opening and closing the office gates, dispatching tappals and 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 program and details of beneficiaries of such program under the Jurisdiction of Malleshwaram (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) Malleshwaram.

2) ARO (Smt.N.S.Shantha) Malleshwaram 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 108 A 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.bbmp.gov.in Process of Regularizations of unauthorized building is in progress. (Along with AEE's)

Assistant Revenue Officers
Malleshwaram Range
Bruhat Bangalore Mahanagara Palike