

RIGHT TO INFORMATION (CENTER) CELL

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

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

A) Name of the office: Office of the Assistant Revenue Office,
(Mahalakshmpuram) Sub-Division,
Rajajinagar Shopping Complex, Rajajinagar 2nd
Block, 1st Floor, Bengaluru-10
Phone:- 23321447

B) Formation:

Commissioner

Joint Commissioner

Revenue Officer (Mahalakshmpura)

**Assistant Revenue Officer
Mahalakshmpuram Range**

Manager

Assessor	Revenue Inspector	Tax Inspector	First Division Clerk	Second Division Clerk
Typist	Distancing Assistant	Dafthar Bundh	Driver	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 – 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.

Duties & responsibilities of officer & staff

Assistant Revenue Officer

Duties and Responsibilities of Assistant Revenue Officer, Pertaining to Mahalakshmpura 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). & Assistant Electarol Registration Officer of 156-Mahalakshmi Layout Assembly Constituency relating work.

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 (Mahalakshmiapuram) 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.

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 Criterias 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	Sri.R. Nagaraja A.R.O (Mahalakshmpuram)	Office of the Asst. Revenue Officer Mahalakshmpuram Sub Division Bangalore.	2332 1447
2	G. Chandrashekar (Manager)	-do-	-do-
3	H.R.Arunkumar, F.D.C	-do-	-do-
4	Krishnappa, S.D.C	-do-	-do-
5	S.D.C (Vacant)	-do-	-do-
6	K. Ragavendra, S.D.C.	-do-	-do-
7	Saraswathi, S.D.C.	-do-	-do-
8	K. Basavaiah, R.I.	-do-	-do-
9	Singrigowda, R.I	-do-	-do-
10	Prakash Rao, R.I.	-do-	-do-
11	V.Shankar, R.I.	-do-	-do-
12	Sundaresh. R, R.I.	-do-	-do-
13	R. Mantaiah , R.I	-do-	-do-
14	D.Rajashekar, TI	-do-	-do-
15	K. Sampangi, T.I	-do-	-do-
16	Obalesh T. I	-do-	-do-
17	T. Shekar, TI	-do-	-do-
18	ST. Chandraiah, T.I.	-do-	-do-
19	N. Subbarayudu, T.I	-do-	-do-
20	Thimmaiah, Peon	-do-	-do-
21	N. Manjunath, Peon	-do-	-do-
22	Ramachandra, Peon	-do-	-do-
23	Krishnamurthy, Dafthar Bund	-do-	-do-
24	Jayaramaiah, Driver	-do-	-do-

X) Details Of Monthly Payment Drawn Of Official And Staff As Per Rules As on 01-08-2011

Sl. No.	Name & designation	Pay scale	Basic pay
1	Sri.R.Nagaraja A.R.O (Mahalakshmipuram)	11400-21600	12,300
2	G. Chandrashekar, Manager	10000-18150	10,800
3	H.R. Arunkumar, F.D.C	7275-13350	7,275
Second Division Assistants			
4	Vacant	5800-10500	5,800
5	Krishnappa	6250-12000	8,000
6	K.Ragavendra,	5800-10500	6,000
7	Saraswathi	5800-10500	5,900
Revenue Inspector			
8	Prakash Rao	7275-13350	4,250
9	Singrigowda	7275-13350	10,000
10	V.Shankar	7275-13350	7,800
11	R.Sundaresh	7275-13350	12,600
12	K.Basavaiah	7275-13350	10,000
13	R. Mantaiah	OOD from A.R.O. (Nagapur) sub-Dvn	
Tax Inspector			
14	K. Sampangi	5800-10500	8,600
15	D. Rajshekar	5800-10500	6,950
16	T. Shekar	5800-10500	6,650
17	N. Subbarayudu	5800-10500	5,800
18	V. Obalesh	5800-10500	6,375
19	S. T. Chandraiah	5800-10500	6,500
Peon			
20	Thimmaiah	5200-7575	6,950

21	N. Manjunath	5200-7275	6,250
22	N. Ramachandra	4800-7275	4,900
Driver			
23	Jayaramaiah	5800-10500	8,000
Dafatharbundh			
24	Krishnamurthy	5200-7275	5,400

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.

- 1) PID 12-88-50 - Ward No-43, Vidya Vihara Education Cultural Datti (Trust)
12th Main Nandini Layout
- 2) PID 12-88-51 - Ward No-43 Vidya Vihara Education Cultural Datti (Trust)
12th Main Nandini Layout
- 3) PID 12-88-52 - Ward No-43 Vidya Vihara Education Cultural Datti (Trust)
12th Main Nandini Layout
- 4) PID 10-69-5 - Ward No-44, Kamala, No.5 Mahalakshmi Layout
- 5) PID 10-69-45 - Ward No-44 Parimala.N, No.46, Mahalakshmi Layout
- 6) PID 10-53-22/1 Ward No-44 Janatha Education Society (regd) No.22/1, 6th Main
Sree Kanteshwar Nagar new Layout
- 7) PID 10-26-54 Ward No-43, Manjunathaswamy, No.3/C/54, 5th Cross M.Layout
- 8) PID 10-40-23 Ward No-43, Dr.Shubashkumar & Dr.Premalatha
- 9) PID 16-28-62/24 Ward No-43, Sriman Madva Siddantha Cultural & Education
Trust (Reg) , Shakti Ganapathi Nagar Main Road,
sy.No.28/1, & 28/2.

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

Properties done Computerisation & Property tax Collected through online at Contact Center.

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.L. Nagaraja (Revenue Officer)
Sri. R.NAGARAJA,
(A.R.O. Mahalakshmpuram)

Appeal Officer.
Public information Officer.

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

All Revised information are to be published Web Site
www.bbmponline.org.

Assistant Revenue Officer
Mahalakshmpuram Range
Bangalore Mahanagara Palike

ಕಂದಾಯ ಅಧಿಕಾರಿ (ಮಹಾಲಕ್ಷ್ಮಿಪುರ) ವಿಭಾಗ

1. ಕಂದಾಯ ಅಧಿಕಾರಿಗಳ ಕಛೇರಿಯ ಕಾರ್ಯಗಳು ಮತ್ತು ಕರ್ತವ್ಯಗಳು :

ಅ. ಕಛೇರಿಯ ಹೆಸರು : ಕಂದಾಯ ಅಧಿಕಾರಿ (ಮಹಾಲಕ್ಷ್ಮಿಪುರ) ವಿಭಾಗ

ಬೃಹತ್ ಬೆಂಗಳೂರು ಮಹಾನಗರ ಪಾಲಿಕೆ,
ರಾಜಾಜಿನಗರ ವಾಣಿಜ್ಯ ಸಂಕೀರ್ಣ,ರಾಜಾಜಿನಗರ
2ನೇ ಬ್ಲಾಕ್,1ನೇ ಮಹಡಿ, ಬೆಂಗಳೂರು-10.
ದೂರವಾಣಿ : 23321447

ಆ.ರಚನೆ :

ಜಂಟಿ ಆಯುಕ್ತರು (ಪಶ್ಚಿಮ)

ಉಪ ಆಯುಕ್ತರು (ಪಶ್ಚಿಮ)

ಕಂದಾಯ ಅಧಿಕಾರಿ (ಮಹಾಲಕ್ಷ್ಮಿಪುರ)

ಸಹಾಯಕ ಕಂದಾಯ ಅಧಿಕಾರಿ
(ನಾಗಪುರ) ಉಪ ವಿಭಾಗ

ಸಹಾಯಕ ಕಂದಾಯ ಅಧಿಕಾರಿ
(ಮಹಾಲಕ್ಷ್ಮಿಪುರ) ಉಪ ವಿಭಾಗ

1. ಕಾರ್ಯಗಳು ಮತ್ತು ಕರ್ತವ್ಯಗಳು : ಸಹ ಕಂದಾಯ ಅಧಿಕಾರಿ (ಮಹಾಲಕ್ಷ್ಮಿಪುರ) ವಲಯ ವ್ಯಾಪ್ತಿಯಲ್ಲಿ ಬರುವ ವಾರ್ಡ್ ಸಂಖ್ಯೆ 43 44 68 ಮತ್ತು 74, ಹಾಗೂ ಸಹ ಕಂದಾಯ ಅಧಿಕಾರಿ (ನಾಗಪುರ) ಉಪ ವಿಭಾಗದ ವ್ಯಾಪ್ತಿಯಲ್ಲಿರುವ ವಾರ್ಡ್ ಸಂಖ್ಯೆ: 67 75 ಮತ್ತು 102 ರಲ್ಲಿನ ಸ್ವತ್ತುಗಳನ್ನು ಕಂದಾಯ ವ್ಯಾಪ್ತಿಗೆ ತರುವುದು. ಖಾತಾ ನೋಂದಾವಣೆ, ಖಾತಾ ವಿಭಜನೆ ಮತ್ತು ಖಾತಾ ಒಂದುಗೂಡಿಸುವಿಕೆ ಕಡತಗಳ ನಿರ್ವಹಣೆ, ಸ್ವತ್ತುಗಳಿಂದ ಕಂದಾಯ ವಸೂಲಾತಿ, ಚುನಾವಣಾ ಕೆಲಸ ಮತ್ತು ಜನಗಣತಿ ಕೆಲಸ ಹಾಗೂ ಮೇಲಿನ ಅಧಿಕಾರಿಗಳು ಸೂಚಿಸುವ ಕೆಲಸಗಳ ನಿರ್ವಹಣೆ. ಕಂದಾಯ ನಿರ್ಧಾರಣೆ ವಿರುದ್ಧ ಸಲ್ಲಿಸಲಾದ ಮೇಲ್ಮನವಿ ಅರ್ಜಿಗಳ ವಿಲೇವಾರಿ ಇತ್ಯಾದಿ.

2. ಅಧಿಕಾರಿ ಮತ್ತು ಸಿಬ್ಬಂದಿಗಳ ಅಧಿಕಾರ ಮತ್ತು ಕರ್ತವ್ಯಗಳು :

ಕ್ರಮ ಸಂಖ್ಯೆ	ಅಧಿಕಾರಿ / ನೌಕರರ ಹುದ್ದೆಯ ವಿವರ	ಅಧಿಕಾರಿ / ನೌಕರರ ಕರ್ತವ್ಯ, ಜವಾಬ್ದಾರಿ ಹಾಗೂ ನಗರ ಪಾಲಿಕೆಯ ವಿವಿಧ ಕಾಯಿದೆಯಡಿ ನಿರ್ವಹಿಸುವ ಕೆಲಸ ಕಾರ್ಯಗಳ ವಿವರಗಳು
1	ಕಂದಾಯ ಅಧಿಕಾರಿ	<ul style="list-style-type: none"> * ಸಹ ಕಂದಾಯ ಅಧಿಕಾರಿಯವರ ಪ್ರಮುಖ ಕರ್ತವ್ಯ, ಕಂದಾಯ ಮೌಲ್ಯ ಮಾಪನ ಹಾಗೂ ಆಸ್ತಿ ತೆರಿಗೆ ವಸೂಲಾತಿ ಮೇಲ್ವಿಚಾರಣೆಯನ್ನು ಸಹ ಕಂದಾಯ ಅಧಿಕಾರಿಗಳಿಂದ ಹಾಗೂ ಅವರ ಅಧೀನ ಸಿಬ್ಬಂದಿಯಿಂದ ಮಾಡುವುದು. * 156-ಮಹಾಲಕ್ಷ್ಮೀಲೇಔಟ್ ವಿಧಾನ ಸಭಾ ಕ್ಷೇತ್ರದ ಮತದಾರರ ಪಟ್ಟಿ ನೋಂದಾವಣಾಧಿಕಾರಿಯಾಗಿ ಚುನಾವಣೆಗೆ ಸಂಬಂಧಪಟ್ಟ ಕೆಲಸ ಕಾರ್ಯಗಳನ್ನು ನಿರ್ವಹಿಸುವುದು. * ಅಫೀಲು ವಿಚಾರಣೆ. * ಕಂದಾಯ ಪರಿವೀಕ್ಷಕರು ಹಾಗೂ ಕಂದಾಯ ವಸೂಲಿಗಾರರ ಕರ್ತವ್ಯದ ಲೋಪದೋಷಗಳ ಬಗ್ಗೆ ಮೇಲಾಧಿಕಾರಿಗಳಿಗೆ ವರದಿ ಮಾಡುವುದು. * ಹೊಸದಾಗಿ ಕಂದಾಯ ನಿಗದೀಕರಣದ ಬಗ್ಗೆ ಕಟ್ಟಡಗಳ ಪರಿಶೀಲನೆ. * ಹಳೆಯ ಕಟ್ಟಡಗಳ ಕಂದಾಯದ ಪುನರ್ ನಿಗದಿ ಮಾಡುವುದು. * ಕಂದಾಯ ಇಲಾಖೆಯ ಎಲ್ಲಾ ವ್ಯವಹಾರಗಳನ್ನು ಕಾರ್ಯಗತಗೊಳಿಸುವುದು ಆಗಾಗ್ಗೆ ಕಂದಾಯದ ಬಾಕಿ ವಿವರಗಳನ್ನು ಪಟ್ಟಿ ಮಾಡಿ ಮೇಲಾಧಿಕಾರಿಗಳಿಗೆ ವರದಿ ಮಾಡುವುದು.
2	ದ್ವಿತೀಯ ದರ್ಜೆ ಗುಮಾಸ್ತರು	<ul style="list-style-type: none"> * ಕಂದಾಯ ಅಧಿಕಾರಿ ರವರ ಕಛೇರಿಗೆ ಬರುವ ಕಡತಗಳ ಸ್ವೀಕೃತಿ ಹಾಗೂ ವಿಲೇವಾರಿ. * ಇವರುಗಳು ಕಛೇರಿಯ ಮುಖ್ಯಸ್ತರು ನಿರ್ದೇಶಿಸುವ ಕೆಲಸ ಕಾರ್ಯಗಳನ್ನು ಯಾವುದೇ ದೂರು ಬರದಂತೆ ನಿರ್ವಹಿಸುವುದು.
3	ನಾಲ್ಕನೇ ದರ್ಜೆ ನೌಕರರು	<ul style="list-style-type: none"> * ಇವರುಗಳು ಕಛೇರಿಯ ಮುಖ್ಯಸ್ತರು ನಿರ್ದೇಶಿಸುವ ಕೆಲಸ ಕಾರ್ಯಗಳನ್ನು ಯಾವುದೇ ದೂರು ಬರದಂತೆ ನಿರ್ವಹಿಸುವುದು.

3. ಕಛೇರಿಯ ಅಧಿಕಾರಿ ಮತ್ತು ಸಿಬ್ಬಂದಿ ವರ್ಗದ ನಿರ್ದೇಶಿಕೆ :

ಕ್ರಮ ಸಂಖ್ಯೆ	ಹೆಸರು ಮತ್ತು ವಿಳಾಸ	ಕಛೇರಿ ವಿಳಾಸ	ದೂರವಾಣಿ
1	ಶ್ರೀ.ಎಲ್.ನಾಗರಾಜಯ್ಯ ಕಂದಾಯ ಅಧಿಕಾರಿ	ಕಂ.ಅ. (ಮಹಾಲಕ್ಷ್ಮೀಪುರ), ರಾಜಾಜಿನಗರ ವಾಣಿಜ್ಯ ಸಂಕೀರ್ಣ, 1ನೇ ಮಹಡಿ, ಬೆಂಗಳೂರು-560010.	23321447
ದ್ವಿತೀಯ ದರ್ಜೆ ಸಹಾಯಕರು			
ಹುದ್ದೆ ಖಾಲಿ ಇದೆ			

4. ನಿಯಮಾನುಸಾರ ಅಧಿಕಾರಿಗಳು ಮತ್ತು ಸಿಬ್ಬಂದಿ ವರ್ಗದವರು ಪಡೆಯುತ್ತಿರುವ ಮಾಸಿಕ ವೇತನದ ವಿವರಗಳು :

ಕ್ರಮ ಸಂಖ್ಯೆ	ಹೆಸರು ಮತ್ತು ವಿಳಾಸ	ವೇತನ ಶ್ರೇಣಿ	ಮೂಲ ವೇತನ
1	ಶ್ರೀ.ಎಲ್.ನಾಗರಾಜಯ್ಯ ಕಂದಾಯ ಅಧಿಕಾರಿ	ರೂ.18,150-26,925	ರೂ.19,500
ದ್ವಿತೀಯ ದರ್ಜೆ ಸಹಾಯಕರು			
2	ಹುದ್ದೆ ಖಾಲಿ ಇದೆ	ರೂ.5,800-10,500	ರೂ.5,800

111. ಮೇಲ್ವಿಚಾರಣೆ ಮತ್ತು ಜವಾಬ್ದಾರಿಗಳನ್ನು ಒಳಗೊಂಡಂತೆ ತೀರ್ಮಾನ ಕೈಗೊಳ್ಳುವಲ್ಲಿ ಅನುಸರಿಸುವ ಕ್ರಮಗಳು :

5. ಕಾರ್ಯ ನಿರ್ವಹಿಸುವಲ್ಲಿ ಅನುಸರಿಸುವ ಮಾನದಂಡಗಳು : ಮಾನ್ಯ ಆಯುಕ್ತರು, ಉಪ ಆಯುಕ್ತರು (ಕಂದಾಯ) ಜಂಟಿ ಆಯುಕ್ತರು (ಪಶ್ಚಿಮ) ರವರುಗಳು ಕಾಲಕಾಲಕ್ಕೆ ನೀಡುವ ಸೂಚನೆಗಳನ್ನು ಪಾಲಿಸಿ ಕ್ರಮವಹಿಸಲಾಗುವುದು.
6. ಅದರ ಕಾರ್ಯಗಳನ್ನು ನೆರವೇರಿಸುವುದಕ್ಕಾಗಿ ಅದು ಹೊಂದಿರುವ ಅಥವಾ ನಿಯಂತ್ರಣದಲ್ಲಿರುವ ಅಥವಾ ಅದರ ಉದ್ಯೋಗಿಗಳು ಬಳಸುವ ನಿಯಮಗಳು, ವಿನಿಯಮನಗಳು, ಅನುಸೂಚಿಗಳು, ಕೈಪಿಡಿಗಳು ಮತ್ತು ದಾಖಲೆಗಳನ್ನು :
ಮಾನ್ಯ ಆಯುಕ್ತರು ನೀಡುವ ಸೂಚನೆಗಳು
7. ಇಲಾಖೆ ಹೊಂದಿರುವ ದಸ್ತಾವೇಜುಗಳ ಪಟ್ಟಿ :

1	ಹಾಜರಾತಿ ಪುಸ್ತಕ	9	ಇನ್ ವರ್ಡ್ ಮತ್ತು ಔಟ್ ವರ್ಡ್ ಪುಸ್ತಕ
2	ಸಿ.ಎಲ್. ರಿಜಿಸ್ಟರ್	10	ಸ್ಟಾಕ್ ರಿಜಿಸ್ಟರ್
3	ಲೇಟ್ ಅಟೆಂಡೆನ್ಸ್	11	ಪೀಠೋಪಕರಣಗಳ ಪುಸ್ತಕ
4	ಚಲನವಲನ ಪುಸ್ತಕ	12	ವಾರ್ಷಿಕ ವೇತನ ಬಡ್ಡಿ ಮಂಜೂರಾತಿ ಪುಸ್ತಕ
5	ಸಂಬಳ ಬಟವಾಡೆ ಪುಸ್ತಕ	13	ಟೆಲಿಫೋನ್ ರಿಜಿಸ್ಟರ್
6	ಕ್ಯಾಶ್ ಬುಕ್	14	ಆಡಿಟ್ ಪರಿಶೋಧನ ವರದಿ ಪುಸ್ತಕ
7	ಸಿಬ್ಬಂದಿಗಳ ಸೇವಾವಹಿಗಳು	15	ಎ.ಸಿ. ಬಿಲ್ಲು ಡಿ.ಸಿ. ಬಿಲ್ಲು ರಿಜಿಸ್ಟರ್
8	ಮುಂಗಡ ಕಟಾವಣಿ ರಿಜಿಸ್ಟರ್	16	ಅಫೀಲ್ ರಿಜಿಸ್ಟರ್

8. ಅದರ ಕಾರ್ಯನೀತಿಯ ರಚನೆ ಅಥವಾ ಅದರ ಅನುಷ್ಠಾನಕ್ಕೆ ಸಂಬಂಧಿಸಿದಂತೆ ಸಾರ್ವಜನಿಕರೊಡನೆ ಸಮಾಲೋಚಿಸಲು ಅಥವಾ ಅವರ ಪ್ರಾತಿನಿಧ್ಯವಿರುವಂತೆ ಮಾಡಲು ಇರುವಂಥ ಯಾವುದೇ ವ್ಯವಸ್ಥೆಯ ವಿವರಗಳ :
9. 2008-09ನೇ ಯಾವ ಆಯವ್ಯಯಲ್ಲಿ ಲೆಕ್ಕ ಶೀರ್ಷಿಕೆಯಡಿಯಲ್ಲಿ ನಿಗದಿಪಡಿಸಲಾದ ಅನುದಾನ ವಿವರಗಳು :
 8 - ಕಂದಾಯ
 ಎ - ವೇತನಗಳು
 1 - ಅಧಿಕಾರಿಗಳ ವೇತನ
 2 - ಸಿಬ್ಬಂದಿಗಳ ವೇತನ
10. ಹಂಚಿಕೆ ಮಾಡಲಾದ ಮೊಬಲಗನ್ನೊಳಗೊಂಡು, ಸಹಾಯಧನ ಕಾರ್ಯಕ್ರಮಗಳ ಜಾರಿಯ ವಿಧಾನವನ್ನು ಅಂತಹ ಕಾರ್ಯಕ್ರಮಗಳ ಫಲಾನುಭವಿಗಳ ವಿವರಗಳನ್ನು : ಯಾವುದು ಇಲ್ಲ.
11. ಅದು ನೀಡಿರುವ ರಿಯಾಯಿತಿಗಳನ್ನು ಅನುಮತಿ ಪತ್ರಗಳನ್ನು ಅಥವಾ ಅಧಿಕಾರ ಪತ್ರಗಳನ್ನು ಪಡೆಯುವವರ ವಿವರಗಳು : ಯಾವುದು ಇಲ್ಲ.
12. ಅದರ ಬಳಿ ಲಭ್ಯವಿರುವ ಅಥವಾ ಅದು ಹೊಂದಿರುವ ವಿದ್ಯುನ್ಮಾನ ರೂಪಕ್ಕೆ ಪರಿವರ್ತಿಸಿರುವ ಮಾಹಿತಿಗೆ ಸಂಬಂಧಿಸಿದ ವಿವರಗಳನ್ನು : ಯಾವುದು ಇಲ್ಲ.
13. ಸಾರ್ವಜನಿಕ ಉಪಯೋಗಕ್ಕಾಗಿ ಗ್ರಂಥಾಲಯವನ್ನು ಅಥವಾ ವಾಚನಾಲಯವನ್ನು ನಿರ್ವಹಿಸುತ್ತಿದ್ದಲ್ಲಿ ಅದರ ಕೆಲಸದ ಸಮಯವನ್ನೊಳಗೊಂಡಂತೆ ಮಾಹಿತಿ ಪಡೆಯಲು ಸಾರ್ವಜನಿಕರಿಗೆ ಲಭ್ಯವಿರುವ ಸೌಲಭ್ಯಗಳ ವಿವರ : ಯಾವುದು ಇಲ್ಲ.
14. ಸಾರ್ವಜನಿಕ ಮಾಹಿತಿ ಅಧಿಕಾರಿಗಳ ಹೆಸರುಗಳು, ಪದನಾಮಗಳು ಮತ್ತು ಇತರ ವಿವರಗಳು :
 ಸಹ ಕಂದಾಯ ಅಧಿಕಾರಿ, ಮಹಾಲಕ್ಷ್ಮಿಪುರ ಮತ್ತು ನಾಗಪುರ ಉಪ ವಿಭಾಗ, ರಾಜಾಜಿನಗರ
 ವಾಣಿಜ್ಯ ಸಂಕೀರ್ಣ, 1ನೇ ಮಹಡಿ, ಬೆಂಗಳೂರು-560010.
15. ನಿಯಮಿಸಬಹುದಾದಂತಹ ಇತರ ಮಾಹಿತಿಯನ್ನು ಪ್ರಕಟಿಸತಕ್ಕದ್ದು ಮತ್ತು ಆ ತರುವಾಯ ಪ್ರತಿವರ್ಷ ಈ ಪ್ರಕಟಣೆಗಳನ್ನು ಅಂದಿನವರೆಗೆ ಪರಿಷ್ಕರಿಸತಕ್ಕದ್ದು :
 ಪಾಲಿಕೆಯಿಂದ ಯಾವುದಾದರೂ ಮಾಹಿತಿಗಳನ್ನು ನಿಗದಿಗೊಳಿಸಿದಲ್ಲಿ ಅದನ್ನು ಅಳವಡಿಸಲಾಗುವುದು.

ಕಂದಾಯ ಅಧಿಕಾರಿ
 ಮಹಾಲಕ್ಷ್ಮಿಪುರ ವಿಭಾಗ

RIGHT TO INFORMATION (CENTER) CELL

Right to Information Act 2005 as per Section 4

1. Duties & Responsibilities of Revenue Officer Mahalakshnipura Division.

A) Name of the office: Office of the Revenue Officer,
(Mahalakshnipuram) Division,
Rajajinagar Shopping Complex, Rajajinagar,
2nd Block, 1st Floor, Bengaluru-10
Phone:- 23321447

Commissioner

Joint Commissioner

Deputy Commissioner

Revenue Officer (Mahalakshnipura)

**Assistant Revenue Officer
Mahalakshnipuram & Nagpura Sub-Division**

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–Mahalakshmipuram, 68-Marappanapalya, 74 –Shakthiganapathinagar, 67–Nagapura, 75–Shankaramata & 102-Vrushabhavathinagar.** It works under provision of KMC Acts 1976 and it plays an important role. The main function of ARO (Mahalakshmipuram) 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 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

I) Revenue Officer

Duties and Responsibilities of Assistant Revenue Officer, Pertaining to Mahalakshmipura Division

The Important Duties of R.O are to fix property tax measuring above 2,000 & below 6,000 sf.ft. Further for the properties measuring above 6,000 sq.ft he has the power to recommend to the higher authorities for approval. 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 he can able to recommend. He will attend Election work.

II) 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.

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. Service register
8. Advance recovery register
10. Furniture account register
11. Stationary receipt and issued register
12. Incremement register
13. Audit replies follow of register

III) 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.

IV) Boards: -

Not applicable

V) Information Officer and Staff

Sl. No.	Name & Designation	Address	Phone No
1	Sri.L Nagarajaiah R.O. (Mahalakshmpuram)	Office of the Revenue Officer Mahalakshmpuram Sub Division Bangalore.	2332 1447
2	Second Division Clerk	Vacant Post	--

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

Sl. No.	Name & designation	Pay scale	Basic pay
1	Sri.L Nagarajaiah R.O. (Mahalakshnipuram)	Rs.18,150-26,925	Rs.19,500
Second Division Assistants			
2	Vacant Post(S.D.C)	Rs.5,800-10,500	Rs.5,800

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

Not applicable

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

Not applicable.

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

Not applicable.

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

Not applicable.

XI) Details of Facilities Available To Get Information For Publics With In The Working Hours, Library And Reading Rooms Maintained For Public Purpose :-

Not applicable.

XII) Details Of Designation And Name of The Officer of Public Information.

Sri.L.NAGARAJAIAH Revenue Officer
(Mahalakshnipuram) Division

Appeal Officer.
Public information Officer.

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.

Revenue Officer
Mahalakshmiapuram Division
Bruhat Bangalore Mahanagara Palike