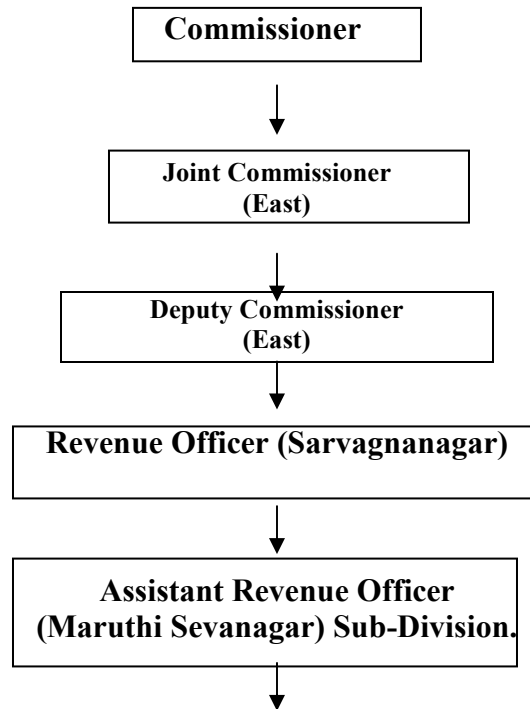


RIGHT To INFORMATION (CENTRE) CELL
Right to Information Act 2005 as per section 4

**1. Duties & Responsibilities of Assistant Revenue Officer,
Maruthi Sevanagar Sub-Division.**

**A) Name of the Office : Office of the Assistant Revenue Office,
Maruthi Sevanagar Sub-Division,
M.M. Road
Bangalore 560005
Phone: - 22975844**

B) Formation :-



Manager	First Division Clerk	Second Division Clerk	Assessor	Revenue Inspector	Tax Inspector	Class IV Employees
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C) Duties & Responsibilities

Revenue department in B.M.P. is one of the most important and essential department which consists of ward No. 27-Banasawadi, ward No. 28 Kammanahalli, Ward No.49 Lingarajapura, ward No. 59 Maruthi Sevanagar. It works under KMC Act Rules 1976 and it pays an important role. The main function of ARO (Maruthi Sevanagar) 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 Khatha and collecting taxes from the properties owners. After verifying & scrutinizing the properties it issues Khata certificate, Khatha 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 :

Sri. J.Francis, Assistant Revenue Officer,(Working as a Revenue Officer (Sarvagnanagar)), Smt.S.B.Madhu, Asst. Revenue Officer in rule-68.

Duties and responsibilities of Assistant Revenue Officer, pertaining to Maruthi Sevanagar Sub-Division :-

The important duties of A.R.O. are to fix the tax 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 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. He work and reports The Commissioner, Joint Commissioner (East), Deputy Commissioner (East), (Revenue), Revenue Officer (Sarvagnanagar).

Duties & responsibilities of Manager :-

Vacant, Manager, Sri.N.Venkatesh, FDC (Incharge 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. (Maruthi Sevanagar) 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 :- **Sri.N.Venkatesh F.D.C.**

The First Division Assistant of this Sub-Division has to work as per the instruction of Assistant Revenue Officer (Maruthi Sevanagar) 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 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 files to get signature by the officer and send to concerned Revenue Inspector, Assessor and General Public and keep all the files and records in order.

<i>Name</i>	<i>Ward No</i>	<i>Area</i>
Sri. Devaraj, & Mahendra Prasad,	Ward No. 27	Banasawadi
Sri.Srinivas, /N.Venkatesh	Ward No. 28	Kammanahalli
Sri.Srinivas,	Ward No. 49	Lingarajapura
Sri. R.Krishnamurthy,	Ward No. 59	Maruthi Sevanagar

Duties & responsibilities of Revenue Assessor & Revenue Inspector.

Each Revenue Inspector and Assessor has responsible 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 of 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 Inspectors / 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 notices for collection of house taxes. And also ensure to collect the Dishonored cheques which has 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 from the public and forwarding same to the Subordinate 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 Criterieas 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, Annexures, 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 :-

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|--|--|
| 1. Attendance Register. | 16. Audit register |
| 2. C.L. Register, | 17. A.C., D.C. & N.D.C. Bill register |
| 3. Late attendance register | 18. K.T.R./ P.R register |
| 4. Movement control register | 19. Assessment register |
| 5. Acquaintance register | 20. Mutation register |
| 6. Cash Book | 21. Appeal register |
| 7. Cheque Book | 22. Tax Remission register |
| 8. Employees Service Registers | 23. Daily collection register |
| 9. Advance register | 24. Khirdhi Book / Hand Book |
| 10. Receiving and Dispatching register | 25. Baki Patti Book |
| 11. Stationery register | 26. Office Dairy |
| 12. Furniture register | 27. Lease & Rent Book |
| 13. Receipt issued register | 28. Lease D.C.B. Book |
| 14. Increment register | 29. BMP properties Register |
| 15. Telephone 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	Sri. J.Francis. Assistant Revenue Officer, (Working as Revenue Officer (Sarvagnanagar) Range)), Smt.S.B.Madhu, Asst. Revenue Office (in rule 68) Maruthi Sevanagar Sub-Division.	Office of the Assistant Revenue Office, Maruthi Sevanagar Sub- Division, Bangalore Mahanagara Palike. M.M.Road, Cox town, , Bangalore-05.	22975844
2	Manager, Vacant	-do-	-do-
3	Sri.N.Venkatesh, F.D.C, (incharge Manager)	-do-	-do-
4	Sri. Devaraj, S.D.C .	-do-	-do-
5	Sri.Mahendra Prasad, S.D.C (OOD RO(Shanthinagar))	-do-	-do-
6	Sri.Srinivas,S.D.C	-do-	-do-
7	Sri.R.Krishnamurthy, S.D.C	-do-	-do-
8	S.D.C Vacant	-do-	-do-
9	Sri.H.S.Nagaraj, Assessor	-do-	-do-
10	Smt.Celina D'souza, Assessor O.O.D. working as A.R.O (Ramamurthy nagar)	-do-	-do-
11	Assessor, Vacant	-do-	-do-
12	Sri.Kalasegowda, Revenue Inspector	-do-	-do-
13	Sri.Gopal, Revenue Inspector	-do-	-do-
14	Sri.Abdul Rahim, Revenue Inspector	-do-	-do-
15	Sri.Devaraj, Revenue Inspector	-do-	-do-
16	Sri.Lokesh Babu. Tax Inspector	-do-	-do-
17	Sri.Mohammed Ariffulla, Tax Inspector	-do-	-do-
18	Sri.Suresh, Tax Inspector	-do-	-do-
19	Sri.Basavaraj Badageri, Tax Inspector	-do-	-do-
20	Sri.Yadulla, Tax Inspector	-do-	-do-
21	Daffdar band Vacant	-do-	-do-
22	Sri.Raghu, Peon	-do-	-do-
23	Sri.Mahesh Kumar, Peon	-do-	-do-
24	Smt.Vijaya, Peon	-do-	-do-
25	Smt.Venkatamma, 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	Sri. J.Francis Assistant Revenue Officer, Maruthi Sevanagar Sub-Division.	11400-21600	16400
2	Sri.N.Venkatesh, F.D.C,	7275-13350	8400
3	Sri. Devaraj, S.D.C .	5800-10500	6950
4	Sri.Mahendra Prasad, S.D.C	5800-10500	6800
5	Sri.Srinivas,S.D.C	5800-10500	6000
6	Sri.R.Krishnamurthy, S.D.C	6250-12000	8000
7	Sri.H.S.Nagaraj, Assessor	10000-18150	13350
8	Smt.Celina D'souza. Assessor	10000-18150	14800
09	Sri.Kalasegowda, Revenue Inspector	6250-12000	10800
10	Sri.Gopal Revenue Inspector	6250-12000	8200
11	Sri.Abdul Rahim, Revenue Inspector	6250-12000	10000
12	Sri.Devaraj, Revenue Inspector	6250-12000	8600
12	Sri.Mohammed Ariffulla. Tax Inspector	5800-10500	6000
13	Sri.Lokesh Babu, Tax Inspector	5800-10500	6375
14	Sri.Suresh, Tax Inspector	5800-10500	6375
15	Sri.Basavaraju Badageri, Tax Inspector	5800-10500	6000
16	Sri.Yadulla, Tax Inspector	5800-10500	6000
17	Daffdar band Vacant	-	-
18	Sri.Raghu, Peon	5200-8200	5850
19	Sri.Mahesh Kumar, peon	4800-7275	5300
20	Smt.Vijaya, Peon	4800-7275	6250
21	Smt.Venkatamma, Peon	5200-8200	8000

XI) Details of grants reserved under the Head of Account budgeted for the year 2010-11 :-

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 of owner name and other details has been computerized pertaining to the Assistant Revenue Office (Maruthi Sevanagar) 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 :-

Sri.J.Francis, Revenue Officer (Sarvagnanagar) – Appeal Officer
Smt.S.B.Madhu, Assistant Revenue Officer (Maruthi Sevanagar) –
Public Information 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.bbmp.gov.in)

Assistant Revenue Officer,
Maruthi Sevanagar Sub-Division,
Bruhat Banagalore Mahanagara Palike.