

1) Section 4(1)(b)(i)-Organisational structure, aims and functions

SL.No.	Name of the Organisation	Address	Aims	Functions
1	Assistant Revenue Office Rajajinagar (Range)	RTO Complex 1st Floor, Rajajinagar, Bangalore.560010		

2)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 ,	1) Assessment of Properties 2)Transfer of Khatha, bifercation, Registration of Khatha and Amalgamation of khatha up to 2000 Sq.feet.Khatha Transfer for khatha bifercation registration and Amalgamation recommended to RO/DC/JC 3) Appeals Taxation and recommend such cases to higher authorities 4) Maintenance of lease properties 5)Election related work 6)preparation of voters List 7)Population & Census 8) Directly report to the commissioner, Joint Commissioner(west) DC(R) and RO(West)	

2	Manager	<p>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 (R.J.N) for the efficient and expedition dispatch of work and maintainance 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. Inspectiong the work of every case worker and displaying in the section and maintenance of attendence and casual leave register movement control register, audit report, right to information Act, verification of Kirdhi and scrutinizing the put up paper by the official stadd. And than and there to obey the orders of the higher authority and maintain the office neat and tidy.</p>	
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3	First Division Clark	<p>The first division assistant of this sub-division has to work as per the instruction of Assistant Revenue Officer (R.J.N) 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 Maintaing the inward register, to register &amp; cash book, submitting these records to the higher officer and providing all information for Auditors, Collection of 2% Stamp Duty, Salary disbursement maintenace of cash book, cheques register, recovery register, PR Register, Furniture Register, Telephone Register, Maintaing of Stock-book of receipts &amp; Furniture and Office Stationery, Maintenance of service register dishonoured cheques register budget administration report, A.C and D.C bills daily collection, Audit follow-up register statistical information of tax collected. Following the orders passes by the higher authorities and performing the duties according to their advice and helping to manager. In generally assist the head of</p>	
4	Second Division Clark	<p>The Second Division assistant has work asper the instruction s of higher Officer. The papers and files received from receiving section katha transfer / bifercation/registration and other miscellaneous paper has to be numbred in the P.R. register and submit to concerned Revenue Officer for further action. Maintaing prescribed registers maintaining the files in proper way, D.C.B work/appeal/bbmp lease and rent properties/ court case/right to information act special notice and 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.</p>	

5	Assessor	Each Revenue Inspector and Assessor has responsibility to put up proposal for katha transfer/Bifercation/clubbing/Appeal/Registration and other miscellaneous papers, Supervision over the work of tac inspector regarding collection of properties verification of khirdhi 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 file the tax in the interest of revenue collection	
6	Revenue Inspector	Each Revenue Inspector and Assessor has responsibility to put up proposal for katha transfer/Bifercation/clubbing/Appeal/Registration and other miscellaneous papers, Supervision over the work of tax inspector regarding collection of properties verification of khirdhi to ensure that collection has been remitted to banks, Survey of the area maintenance of lease properties and collection their by and verification of escape of assessments and fix the tax in the interest of revenue collection to bbmp.	
7	Tax Inspector	To Collect the property tax both in field and office, the same has to be maintained in the kirdhi book and remit the amount to the concerned bank	
8	Distinction Assistant		
9	Dafther Bundh		
10	Typist		
11	Class Four Employee		

3)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
khatha Transfer	Transfer for the Title as per the Documents Property Produced	7 Days	ARO
Khatha Bifercation		30 Days	RO/DC/JC
Khatha Amalgamation		30 Days	RO/DC/JC
Khatha Registration		30 Days	RO/DC/JC
Issue of Khatha Transfer, Bifercation, Amalgamation etc. Collection of Property Tax, Slum Survey work, Election works, All India Population Census, Caste Census-As set by the Govt. Of India/kar, Preparation of Votes list, EPIC Programme etc.			

4) 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	khatha Transfer			
2	Khatha Bifercation			
3	Khatha Amalgamation			
4	Khatha Registration			
5	Issue of Khatha Transfer, Bifercation, Amalgamation etc. Collection of Property Tax, Slum Survey work, Election works, All India Population Census, Caste Census-As set by the Govt. Of India, Preparation of Votes list, EPIC Programme			

5) 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	K.M.C ACT 1976,Khatha Transfer - R.D 42	K.M.C.Act. 1976
2	Registration of khatha - Section 143	K.M.C.Act. 1976
3	Assessment - 108-A & 109	K.M.C.Act. 1976

6) Section 4(1)(b)(vi) Categories of documents held

SL.No.	Category of the Document	Title of the document	Custodian of the document
1	Attendance Register		
2	C.L. Register		
3	Late Attendance		
4	Momentary Register		
5	Salary Register		
6	Cash Book		
7	Cheque Register		
8	Service Records Register		
9	Advance Deduction Register		
10	Inward & Outward Register		
11	Stock Register		
12	Materials Register		
13	Receipt Books		
14	Increment Register		
15	Telephone Register		
16	Audit Report		
17	A.C Bill & D.C Bill Register		
18	KTR & PR Register		
19	Assessment Register		
20	Mutation Register		
21	Appeal Register		
22	Remittance Register		
23	Daily Collection Register		
24	Kirdhi Book		
25	Balance Register		
26	Hand Book		
27	Lease Register		
28	Lease DCB Register		
29	Corporation Properties Register		

7) Section 4(1)(b)(vii)-Arrangement for consultation with or representation by the members of the public in realtion to the formulation of policy or implementation thereof

SL.No.	Function/service	Arragements for consultation with or representation of public in realtion with policy formulation	Arragements for consultation with or representation of public in realtion with policy implementation

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8) Section 4(1)(b)(viii)- Boards, councils, committees and other bodies constituted as part of the public authority

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

9) 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	Smt. L Lakshamma	Assistant Revenue Officer(incharge)	RTO Complex 1st Floor, Rajajinagar, Blr.10	12,300-00
2	Smt. Shivamma	Manager	RTO Complex 1st Floor, Rajajinagar, Blr.10	11,700-00
3	Sri. Santhosh N	First Division Clark	RTO Complex 1st Floor, Rajajinagar, Blr.10	7,450-00

4	Sri. Kadhrappa	Assessor	RTO Complex 1st Floor, Rajajinagar, Blr.10	10,800-00
5	Sri. Basavarai G Y	Assessor	RTO Complex 1st Floor, Rajajinagar, Blr.10	12950-00
6	Sri. Puttachari	Assessor	RTO Complex 1st Floor, Rajajinagar, Blr.10	12950-00
7	Sri. Basavaraju	Revenue Inspe c tor	RTO Complex 1st Floor, Rajajinagar, Blr.10	10,000-00
8	Smt. Kumudavalli	Revenue Inspe c tor	RTO Complex 1st Floor, Rajajinagar, Blr.10	8000-00
9	Sri. C.N. Lakshman	Revenue Inspe c tor	RTO Complex 1st Floor, Rajajinagar, Blr.10	8400-00
10	Sri. Bhagyalakshmi V	Revenue Inspe c tor	RTO Complex 1st Floor, Rajajinagar, Blr.10	7625-00
11	Sri. Vedamurthy	Tax Inspe c tor	RTO Complex 1st Floor, Rajajinagar, Blr.10	6,250-00

12	Sri. Vasanth Kumar .M	Tax Inspe c tor	RTO Complex 1st Floor, Rajajinagar, Blr.10	6125-00
13	Sri. Shivanna	Tax Inspe c tor	RTO Complex 1st Floor, Rajajinagar, Blr.11	6125-00
14	Sri. Nallanna @ Malle sh	Tax Inspe c tor	RTO Complex 1st Floor, Rajajinagar, Blr.10	6,000-00
15	Sri. Krishna .N	Tax Inspe c tor	RTO Complex 1st Floor, Rajajinagar, Blr.11	5800-00
16	Sri.Shivakumar	Tax Inspector	RTO Complex 1st Floor, Rajajinagar, Blr.10	6,375-00
17	Sri. Girish .P	S.D.C	RTO Complex 1st Floor, Rajajinagar, Blr.10	6950-00
18	Smt. Eshwari .G	S.D.C	RTO Complex 1st Floor, Rajajinagar, Blr.10	6250-00

19	Smt. Suguna	S.D.C	RTO Complex 1st Floor, Rajajinagar, Blr.10	7800-00
20	Sri. Nallanna .N	S.D.C	RTO Complex 1st Floor, Rajajinagar, Blr.10	6000-00
21	Sri. Nagaraj .T	S.D.C	RTO Complex 1st Floor, Rajajinagar, Blr.10	6375-00
22	Sri. Mohan Raja	Class Four Employee	RTO Complex 1st Floor, Rajajinagar, Blr.10	5,300-00
23	Sri. Hanumaiah	Class Four Employee	RTO Complex 1st Floor, Rajajinagar, Blr.10	6,500-00
24	Sri. N. Manjunath	Class Four Employee	RTO Complex 1st Floor, Rajajinagar, Blr.10	5,000-00
25	Sri. Rangappa	Class Four Employee	RTO Complex 1st Floor, Rajajinagar, Blr.10	8,600-00
26	Smt. Shanthi	Class Four Employee	RTO Complex 1st Floor, Rajajinagar, Blr.10	7450-00

10) Section 4(1)(b)(xi)-Budget allocated to each agency including plans etc.,

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

11) 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

12)b. Describe the manner of execution of the subsidy programme

SI.No.	Name of Programme/activity	Application procedure	Section procedure	Disbursement procedure

13) Section 4(1)(b)(xiii)-Particulars of recipients of concessions, permits or authorisations granted by the public authority

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

14) Section 4(1)(b)(xiv)-Information available in electronic form

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

15) 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
	Wardwise Contact Points, Citizen Service centre in Zonal Office	Guidelines to Public with to submission for khatha Assessment Election Related work for inclusion Deletion and correction & names and to receive complaints by natural calamatics and civic amenities

16) 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 of Designation of PIO	Office tel No. Residence tel. No. Fax	E-Mail
1	Assistant Revenue Officer	Smt. L. Lakshamma	22975644	arorajainagara@gmail.com

b) Asst. Public Information Officer

Sl.No.	Name of the office/administrative unit	Name of Designation of APIO	Office tel No. Residence tel. No. Fax	E-Mail
1	Assistant Revenue Officer	Smt. H.R. Shivamma	22975644	_

c) Appellate authority

Sl.No.	Name of the office/administrative unit	Name of Designation of Appellate Authority	Office tel No. Residence tel. No. Fax	E-Mail
1	Revenue Officer (Rajajinagar) West	Sri. D. K. Babu	22975632	_____

Assistant Revenue Officer  
Rajajinagar Range

Bruhath Bangalore Mahanagara Palike