

BRUHAT BANGALORE MAHANAGARA PALIKE

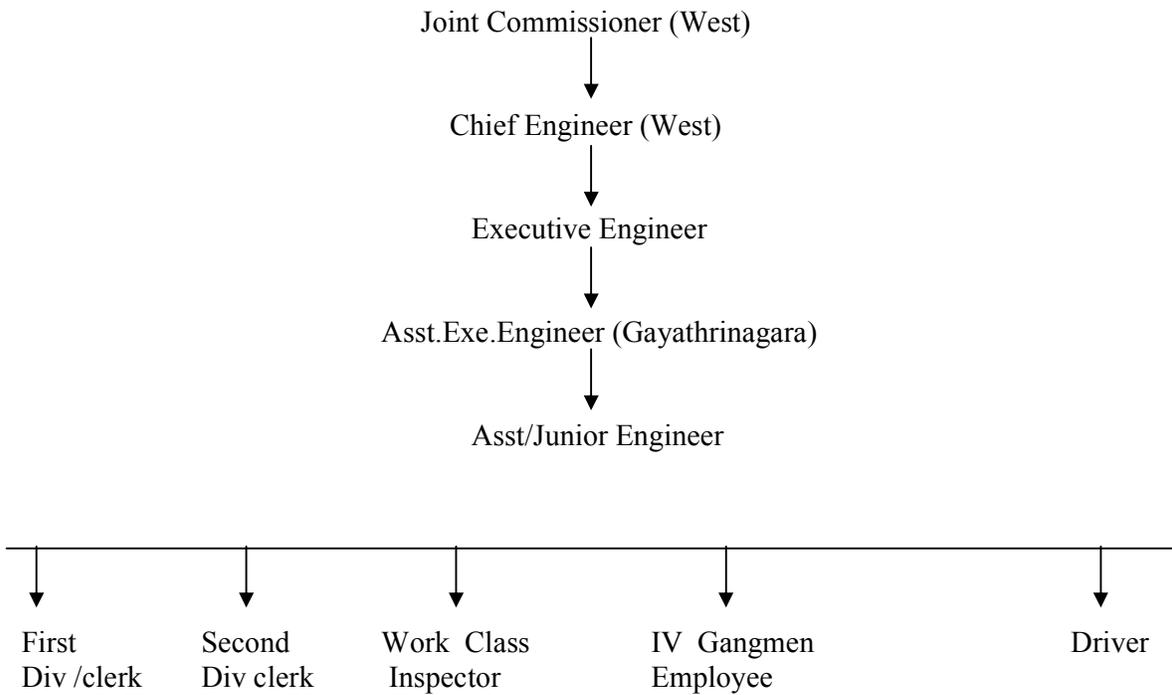
ASSISTAND EXECUTIVE ENGINEER (NAGAPURA) SUB-DIVISION

1. Duties & Responsibilities of the office of the Assistant Executive Engineer

a) Name of the Office

Assistant Executive Engineer
(Nagapura) Sub-Division
Bangalore Mahanagara Palike
4th Main Road, BEML layout
Vrushabhavathi nagar B'lore – 79

b) Formation:



c) Duties And Responsibilities:

Supervision and Execution of Engineering works, License and Sanctioning Plan inspection, grant of road cutting permission in respect of water, sanitary and Electrical Connections in the ward No. 67, 75, and 102 which comes under the jurisdiction of A.E.E (Nagapura) Sub – Division

2. DUTIES & RESPONSIBILITIES OF OFFICERS & STAFF

Sl.No	Designation of Office/Staff	Duties & Responsibilities & works to be executed under the provision of KMC Act
1	Asst.Exe.Engineer	<p>Inspection & Check measurement of all Engineering works under progress in his range</p> <p>Supervision & check of the work of the Asst.Jr.Engineers and all other sub – ordinates under them.</p> <p>Grant of road cutting permission to residential building and respect of water, sanitary and electricity</p> <p>Periodical inspection of all corporation buildings & reporting on their condition</p> <p>Inspecting and reporting on the conditions of roads.</p> <p>Inspection of private buildings and report to the higher authorities in cases of deviations and violations of the rules and bye laws</p> <p>Inspecting into complaints received from the public regarding encroachment, deviations and UN-authorizes buildings and to take action as per K.M.C.Act</p> <p>Scrutinizing the estimates of works and submission of the same to the higher Authorities for sanction.</p> <p>Inspecting and reporting about dangerous buildings</p> <p>Maintenance and disbursement of salaries to the sub – ordinates working under him.</p>
2	Asst/Junior Engineer	Responsible for the Engineering works in the ward

		<p>Proper execution of all works according to the estimate sanctioned</p> <p>Checking the quality and quantity of materials at the site and at time of usage on work</p> <p>Maintenance of stock book of the materials of the work</p> <p>To maintain the M.B.books and to prepare bills for the works executed.</p> <p>Taking and recording measurements and assisting in Check measurements</p> <p>To Maintain a register showing all roads streets, lanes, footpaths belonging to the corporation</p> <p>To maintain a register showing the location of all public taps, bore well and public latrines and toilets.</p> <p>Supervision of gang men working in his control</p> <p>Reporting cases of buildings, tanks trees, wells etc., that may be dangerous to the public</p> <p>To initiate action against deviations, encroachment and un-authorized buildings in the ward</p>
3	First division Clerk	<p>Preparation of pay bills of office staff leave sanction, maintenance of Recovery register and service registers</p> <p>Collection of debris fee and others remittance of the same to the bank</p> <p>Submitting of daily and monthly collections and monthly accounts to the Chief accounts officer</p> <p>Preparation of replies to the audit report of the sub-division</p>
		Maintenance of L.P.files and register.

		Maintenance of stock book of office furniture and stationary articles.
		Attending the works allotted by the Ass.Exe.Engineer
4	Second Division Cleak	Maintenance of Receiving and Dispatch of the files in the sub- division
		Preparation of pay bills of gang men working in the sub – divison.levave sanction, maintenance of advance recovery register and service register of the gagmen
		To assist the Head of the office and F.D.C in preparation of statement of the sub- division.
		Maintenance of road cutting files and register.
		Attending the works allotted by the A.E.E
5	Work Inspector	Responsible for entrusting work from the gang men and shall carry out all repairs etc., pointed out by the ward engineer.
		Bring to the notice of ward engineer about un-authorized constructions. Deviations in the ward
		Assist the ward Engineer in the maintenance of the stock register and other registers.
6	Typist	Typist should attend to typing work which should be characterized by speed, accuracy. Cleanliness and neatness.
		They will held responsible for any mistake of untidiness in fair copying, they should append their initials with date at the left hand bottom corner of all fair copies typed by them. Required to maintain a work sheet to show the number of papers of typed matter and number of copies taken out each day.

7	Class IV employees	The class IV employees shall carry out the duties allotted to them by the head of office to whom they are attached.
8	Gangmen	Filling the pot holes and road cuttings Resetting the curb stones.
		Removing encroachments on corporation lands.
		Intensive loity cleaning work along with Health gang in a specified area or locality.
9	Driver	Transportation of materials whiles the work in progress in the sub-division To clear the debris in the sub – division area.
		To attend the works during the emergencies.
		To maintain the log book and to enter the works attended by him.

3.PROCEDURE FOLLOWED WHILE TAKING DECISION MAKING PROCESS INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY.

To receive the application from the public regarding sanction of building plan and license, road cutting permission for water supply, sanitary & electricity and forwarding the same to the concerned ward engineer for spot inspection & report. After receiving the report from the ward engineer the same may be got approved from the Asst.Exe.Engineer. the license & building plan and road cutting maybe sanction & issued after collecting the necessary fees.

To insatiate necessary suitable action as per K.M.C.Act in respect of unauthorized buildings, violation and building by laws.

Receiving the complaints from the public and clearing the same.

4. THE NORMS SET BY IT FOR THE DICHARGES OF ITS FUCTIONS

To follow the instructions give by the joint commissioner (west) and Chief Engineer (west)

5. RULES AND ACTS FOLLOWED TO PERFORMED THE DUTIES

The duties will be performed as per the instructions given by the commissioner.

6. REGISTERS MAINTENED IN THE OFFICE.

1. Attendance Register.
2. C.L.Register.
3. Movement registers.
4. Acquittance roll
5. Cash book
6. Cheque Register.
7. Service register of the staff
8. Advance recovery Register.

9. Inward and outward book
10. Stock Register.
11. Issue Register and receipt book
12. Increment sanctions register.
13. Telephone Register.
14. Audit following register.
15. L.P.register.
16. Road cutting register.
17. S.B.R.Register.
18. P.O.C.O & 462 Register.
19. Khirdhi book
20. Estimate register.

7. THE PARTICULARS OF ANY ARRANGEMENTS THAT EXISTS FOR CONSULATATION WITH, OR REPRESENTATION BY THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLANTATION THEREOF DOCUMENTS, BOOKLETS, ACT AND BYELAWS, RULES BEING OBSERVED BY THE STAFF WHILE MAINTANING THE WORKS IN THE DEPARTMENT.

To clear the grievances received from the general public in time limit

8. CONDUCTING OF MEETING OF COMMITTEE CONCILES INCLUDING THE GENERAL PUBLIC AND THE PROCEDINGS OF SUCH METTINGS.

As per the orders of the government ward committee has been constituted the committee consist of elected councilor, Nominated ward committee mansions and orignations. The ward committee meetings hold once in a month this meeting or free to the general public to participate. The proceedings of the meeting or available to general public.

9.DETAILS OF OFFICERS AND STAFF WORKING:

Sl.No	Name and Designation	Officers Address	Phone Nos.
1	Ravindranath Talwade Asst. Executive Engineer	Asst.Executive Engineer (Nagapura)Sub-Division Bruhath Bangalore Mahanagara Palike, 4 th Main, BEML Layout, Vrushabhavathi Nagar, B-lore 79.	22740938
2	K.P. Shanthegowda Asst. Engineer	Asst.Executive Engineer (Nagapura)Sub-Division Bruhath Bangalore Mahanagara Palike, 4 th Main, BEML Layout, Vrushabhavathi Nagar, B-lore 79.	22740938
3	K.S. Ramegowda Juniour Engineer	Asst.Executive Engineer (Nagapura)Sub-Division	22740938

		Bruhath Bangalore Mahanagara Palike, 4 th Main, BEML Layout, Vrushabhavathi Nagar, B- lore 79.	
4	K.L. Venkatesh Asst. Engineer	Asst.Executive Engineer (Nagapura)Sub-Division Bruhath Bangalore Mahanagara Palike, 4 th Main, BEML Layout, Vrushabhavathi Nagar, B- lore 79.	22740938
5	V. Shanker S.D.C	Asst.Executive Engineer (Nagapura)Sub-Division Bruhath Bangalore Mahanagara Palike, 4 th Main, BEML Layout, Vrushabhavathi Nagar, B- lore 79.	22740938
6	C. Ramachandra Work Inspector	Asst.Executive Engineer (Nagapura)Sub-Division Bruhath Bangalore Mahanagara Palike, 4 th Main, BEML Layout, Vrushabhavathi Nagar, B- lore 79.	22740938
7	K.C. Puttananjegowda Work Inspector	Asst.Executive Engineer (Nagapura)Sub-Division Bruhath Bangalore Mahanagara Palike, 4 th Main, BEML Layout, Vrushabhavathi Nagar, B- lore 79.	22740938
8	H. Venkatesh Driver	Asst.Executive Engineer (Nagapura)Sub-Division Bruhath Bangalore Mahanagara Palike, 4 th Main, BEML Layout, Vrushabhavathi Nagar, B- lore 79.	22740938
9	K.V. Hanumanthaiah Night Watchman	Asst.Executive Engineer (Nagapura)Sub-Division Bruhath Bangalore Mahanagara Palike, 4 th Main, BEML Layout, Vrushabhavathi Nagar, B- lore 79.	22740938
10	Smt. C. Lalitha Peon	Asst.Executive Engineer (Nagapura)Sub-Division Bruhath Bangalore	22740938

		Mahanagara Palike, 4 th Main, BEML Layout, Vrushabhavathi Nagar, B- lore 79.	
11	Gangaiah Peon	Asst.Executive Engineer (Nagapura)Sub-Division Bruhath Bangalore Mahanagara Palike, 4 th Main, BEML Layout, Vrushabhavathi Nagar, B- lore 79.	

10. DETAILS OF SALARY DRAWN BY OFFICER/STAFF

Sl.No.	Name of the Staff	Pay Scale	Basic Pay
1.	Ravindranath Talwade Asst. Executive Engineer	14050-25050	25050+600
2.	K.P. Shanthegowda Asst. Engineer	12000-22650	21600
3.	K.S. Ramegowda Juniour Engineer	11400-21600	11700
4.	K.L. Venkatesh Asst. Engineer		
5.	V. Shanker S.D.C	5800-10500	7275
6.	C. Ramachandra Work Inspector	5800-10500	6125
7.	K.C. Puttananjegowda Work Inspector	5800-10500	8600
8.	H. Venkatesh Driver	5800-10500	6250
9.	K.V. Hanumanthaiah Night Watchman	5200-8200	8200+200
10.	Smt. C. Lalitha Peon	4800-7275	4800
11.	Gangaiah Peon	4800-7275	6250

11. BUDGET HEAD OF ACCOUNT ALLOTTED DURING THE YEAR 08-09

19 – Civil works – Public works

ADMINISTRATIVE EXPENDITURE - SALARIES

1. Officers Salary
2. Staff Salary

12. DETAILS OF AMOUNT ALLOTTED FOR GRANTS & DETAILS OF BENEFICIARIES

-NIL-

13. DETAILS OF THOSE BENEFICIARIES TO WHOM CONCESSION HAS BEEN GIVEN

-NIL-

14. DETAILS IN RESPECT OF INFORMATION AVAILABLE TO OR HELD BY IT REDUCED IN AN ELECTRONIC FORM

-NIL-

15. MAINTANANCE OF LIBRARY & READING FOR THE GENERAL PUBLIC, ITS WORKING HOURS ETC.,

-NIL-

16. NAME & DETAILS OF PUBLIC INFORMATION OFFICERS

Assistant .Executive .Engineer
(Nagapura) Sub-Divison
Bangalore Mahanagara Palike
4th Main Road, BEML layout
Vrushabhavathi nagar B'lore – 79

17. PUBLICATION OF INFORMATION & THEREAFTER UPDATED THESE PUBLICATIONS EVERY YEAR.

Any informations prescribed by the mahanagara palike will be adopted.

Assistant executive engineer
Nagapura Sub Division
Bangalore Mahanagara Palike