

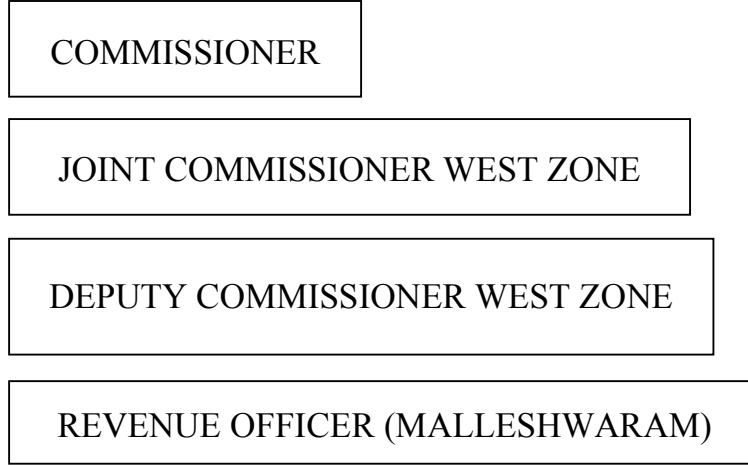
BRUHAT BANGALORE MAHANAGARA PALIKE

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

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

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

B) Constitution:-



First Division Assistant	Second Division Assistant	Group 'D'
01	01	02

Jurisdiction , Functions & Duties:-

ARO (Malleshwaram) Range, Ward No. 64, 65, 66 & 76 and (Mathikere) Range, Ward No. 35, 36 & 45 Properties pertaining to these villages comes under the jurisdiction of RO (Malleshwaram) the overall functioning of the Khatha Transfer / Khatha Amalgamation / Khatha Bifurcation / Khatha Registration etc., under K.M.C Act 1976. This department functions under the head of the department DC (Revenue), JC/DC (West), and the above duties & functions of the Khatha Transfer / Khatha Amalgamation / Khatha Bifurcation / Khatha Registration, Survey Under GIS, verifying & issuing of Khatha Certificate / Khatha Extract / 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) Sri.P.Suresh:- RO 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.B.M.Renukamba, (FDC) Incharge Manager:- Office Maintaince, Dishonour Cheque's Register maintenance, attendance / movement / telephone / late attendance, circulars, checking of all the types of remittance challans.
- 3) Kumari.P.Vinutha, SDC:- Khatha files receiving maintance of CL registers, maintenance of establishment work in service register, Salary Acquaintance, Salary deduction register.
- 4) Sri. Dhanashekar, 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.
- 5) Smt.Navamma, 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 (Sri.P.Suresh) Malleshwaram.
- 2) ARO (Smt.H.Kamala) Malleshwaram for public information officers.
- 3) ARO (Sri.Nagabhushan) Mathikere for public information officers.

XVII) Any other information that may be prescribed shall be transparency and the 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 is being taken to send notices. The general information pertaining to the Revenue Department is displayed Website of the Palike with Website Address as <http://www.bbmp.gov.in> Process of Regularizations of unauthorized building is in progress. (Along with AEE's)

Revenue Officer
Malleshwaram Range
Bruhat Bangalore Mahanagara Palike