

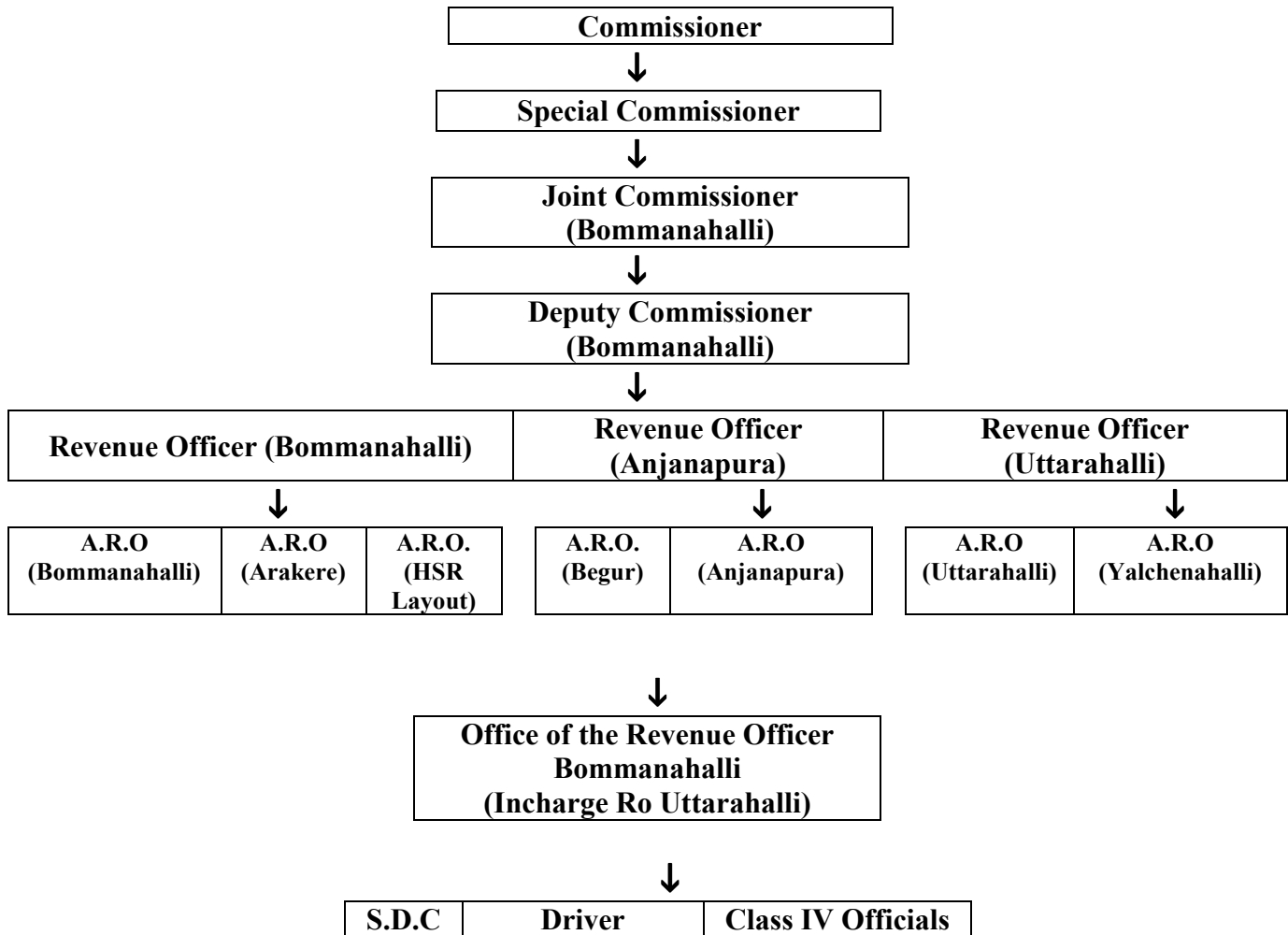
BRUHATH BANGALORE MAHANAGARA PALIKE

**Office of the Revenue Officer (Uttarahalli)  
Year-2010**

**I. FUNCTIONS & DUTIES OF REVENUE OFFICERS:**

(a) Name of the Office : Revenue Officer (Uttarahalli),  
1<sup>ST</sup> Floor, BBMP Building,  
Begur Road, Bommanahalli,  
Bangalore - 560068.  
☎ Telephone : 25735390

(b) Plan:



**Functions & Duties:-** The Revenue Department in B.B.M.P is one of the very important Department since much of the Corporations Budgeting depends upon the taxes collected under the norms of K.M.C Act 1976. This Department works under the direct supervision of Joint Commissioner (Bommanahalli)/Deputy Commissioner(Bommanahalli). The main functions being Registration of Khathas/Clubbing of Khathas/Khatha Bifurcation and assessment of Properties to property taxes, safe guarding the Corporation Properties. In addition to the above revenue works, the revenue department is directly involved in conducting Elections.

## **II. The Powers and Duties of its Officer and Employees:**

- (1). **Smt. Shashikala.N. :** There are two sub-divisions viz,  
**Revenue Officer-II** A.R.O Uttarahalli, A.R.O Yalachenahalli under the  
**Bommanahalli** supervision of the Revenue Officer (Uttarahalli) The  
**Incharge Ro Uttarahalli** work of Tax Collections has to be supervised and the files pertaining to Khatha Registration upto 4000 sq.ft. is to be scrutinized & approved and above 4000sq.ft.is to be scrutinized & sent for approval to Deputy Commissioner (Bommanahalli) in cases of applications for Katha Bifurcation/Clubbing upto 4000 sqft will be Scrutinized and approved and pass appropriate orders. In case of measurement area above 4000 sqft will be scrutinized and sent for approval to Deputy Commissioner (Bommanahalli). The Assessment cases upto an sital area of 6000 sqft is to be attended passing suitable orders and for measurement above the sital area of 6000 sqft files will be submitted for further approval and orders to Deputy Commissioner (Bommanahalli) and also to attend to the Appeals against the said tax fixations received over & above these measurements. The officer is also involved in conducting election.
- (a) **Sri. Srinivas.V.** : Is working from July 2009 in this Office,he attends to  
(Computer Operator) the work of Receiving and dispatching. Election work,  
Working as SDC RTI files, and other work entrusted by the Officer.

(b) Sri. Karagappa : Is working from July 2009, distribution of tapal  
Class IV Official and any other office work entrusted by the Officer.

**III. The Procedure followed in the decision making process, Including channels of Supervision and Accountability:**

The application and petitions received in this office regarding issue of Khatha Registration upto 4000 sq.ft. is to be scrutinized & approved and above 4000sq.ft.is to be scrutinized & sent for approval to Deputy Commissioner (Bommanahalli),in Cases of applications for Katha Bifurcation, Clubbing upto 4000 Sqft will be scrutinized and approved and pass appropriate orders. In case of measurement area above 4000 Sqft will be scrutinized & sent for approval to Deputy Commissioner (Bommanahalli). The assessment cases upto an sital area of 6000 sqft is to be attended passing suitable orders and for measurement above the sital area of 6000 sqft files will be submitted for further approval and orders to Deputy Commissioner(Bommanahalli). and also to attend to the Appeals against the said tax fixations received over & above these measurements.

**IV. The Norms set by it for the discharge of its Functions:**

The rules and Regulations as per K.M.C Act 1976 and the office orders issued by the Commissioner B.B.M.P are to be adopted in discharging the official work by the Revenue Officer.

**V. The Rules, Regulations, Instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions:-**

K.M.C Act 1976 and the instructions of the Commissioner issued from time to time for discharging the day to day work is being followed.

**VI. A Statement of the Categories of documents that are held by it or under its control:**

1) Personnel register (inward and outward) 2) Right to Information PR register.

**VII. The particulars of any arrangement that exists for consultation with, or representation by the members of the public in relation to the formulation of its policy or implementation there of :-**

The publics are consulted whenever any New Scheme is introduced to solicit general opinion.

**VIII. Boards:-**

-Not Applicable-

**IX. A Directory of its Officers and Employees:-**

<b>Sl.No</b>	<b>Name &amp; Designation</b>	<b>Office Address</b>	<b>Telephone</b>
1	<b>Sri. Smt. N.Shashikala. Revenue Officer -II Bommanahalli (Incharge of RO Uttarahalli)</b>	<b>O/o Revenue Officer -II, 1<sup>ST</sup> Floor, BBMP Building, Bommanahalli, Begur Road, Bangalore - 560068.</b>	<b>☎Telephone: 25735390</b>
2	<b>Sri. V. Srinivas (Computer Operator) Working as S.D.C</b>	<b>O/o Revenue Officer -II, 1<sup>ST</sup> Floor, BBMP Building, Bommanahalli, Begur Road, Bangalore - 560068.</b>	<b>☎Telephone: 25735390</b>
3	<b>Sri. Karagappa Class IV Official</b>	<b>O/o Revenue Officer -II, 1<sup>ST</sup> Floor, BBMP Building, Bommanahalli, Begur Road, Bangalore - 560068.</b>	<b>☎Telephone: 25735390</b>

**X. The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations:-**

<b>Sl.No</b>	<b>Name &amp; Designation</b>	<b>Pay Scale</b>	<b>Basic Pay</b>
1	<b>Sri. Smt. N.Shashikala. Revenue Officer -II</b>	14050-25050	15,200
2	<b>Sri. V. Srinivas (Computer Operator)</b>	2784	2784
3	<b>Sri. Karagappa Class IV Official</b>	2634	2634

**XI. The Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made.:**

-Nil-

**XII. The Manner of execution of subsidy programme, including the amount allocated and the details of beneficiaries of such programme;**

-Nil-

**XIII. Particulars of recipients of concessions, permits or authorizations granted by it.:-**

-Nil-

**XIV. Details in respect of the information, available to or held by it, reduced in an electronic form :-**

-Nil-

**XV. The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use.:-**

-Nil-

**XVI. The names, designations and other particulars of the public Information Officers**

1. Sri. Shivabasavaiah, Joint Commissioner(Bommanahalli) Public Information Officer and Appellate Authority,
2. Sri. N.Shashikala, Revenue Officer, Bommanahalli (Incharge Ro Uttarahalli) & Public Information Officer

**XVII. Such other information as may be prescribed and thereafter update these publications every year.:-**

The details pertaining to Revenue Department is published on B.B.M.P website with web-site address [www.bbmp.gov.in](http://www.bbmp.gov.in)

**Revenue Officer, Bommanahalli  
(Incharge RO Uttarahalli) &  
Public Information Officer.**