



# ಬೃಹತ್ ಬೆಂಗಳೂರು ಮಹಾನಗರ ಪಾಲಿಕೆ

ಮಾಹಿತಿ ತಂತ್ರಜ್ಞಾನ ಇಲಾಖೆಯಲ್ಲಿ ಅನುಸರಿಸುವ ಕ್ರಮಗಳು

## (STANDARD PROCEDURE)


### ಕೇಂದ್ರ ಕಛೇರಿ

- IT Advisor office is located at 2<sup>nd</sup> Floor, Annex Building, NR Square, BBMP Head Office, Bangalore – 560002 and the IT section is responsible for procurement and maintenance of Computer hardware and software applications and development of in-house software packages for various offices of Bruhat Bangalore Mahanagara Palike. It takes important decisions required for IT infrastructure for BBMP. This section takes initiatives which are required for functioning of IT related activities of BBMP. It looks after software development, maintenance of various software applications modules and network connectivity and Servers Maintenance at the Data Centre, IT related procurements, video conferencing and maintenance of BBMP website.
- Procurement of IT related infrastructure, revenue related issues like Property Tax changes as per the request of zonal Joint / Additional Commissioners and Head of the Departments of various offices and also uploading of 41a , 41b and tender notifications and documents in the Official website of BBMP [www.bbmp.gov.in](http://www.bbmp.gov.in) as per the user requirement.
- IT Advisor discharges the duties as per the delegation of powers by the commissioner and under KMC Act, KCSR, KFC, KTC Etc., orders issued by the Council, Commissioner, Special Commissioner, Additional Commissioner and Karnataka Government from time to time.
- Supervision and monitoring the IT Related activities in the IT Department, upgrading the services, policy decisions with regard to improving the Revenue Sources and publishing the policy decision for the information of general public after obtaining the orders from the Commissioner.
- Before implementation of any new initiatives / policy decision the proposals will be sent to approval and orders through proper channel and depending on the delegation of power and responsibilities, orders / instructions will be obtained. Additional Commissioner (Admin), BBMP will be consulted and finally a decision will be taken by the Corporation Commissioner.
- There will be one Council elected in each ward and standing committee will be constituted consisting of the Corporation Councilors finally decision will be taken by the Corporation council with regard to policy matters and any new schemes as per KMC Act 1976.



Duties and Responsibilities of the Officials

Sl. No	Name	Maintenance of Works
1.	IT Advisor	IT Advisor is Head of the IT section, Supervises and gives guidance in implementing various IT related development and infrastructure.
2.	Manager	Supervision of office establishment, Maintenance of staff attendance. Obtaining replies from sub division offices in respect of questions of Legislative Assembly and Legislative Council as well as BBMP Council and submission of consolidated reports. Supervision and arrange for issuance of information from the Concerned, to time to time in respect of applications received under Karnataka information Act – 2005. Maintenance of movement register of the staff, maintenance of lists of assets and liabilities of the Staff and confidential reports etc.
3.	First Division Assistant	Inward of daily tappals / applications received from various departments and publics and then to issue to the concerned subject case workers/ sub divisions, maintenance of movement of register of files. Forwarding of tappals, receipts, Stationary receipts and issue to the staff daily maintaining register.
4.	Second Division Assistant	Maintenance of service registers of staff and establishment work:- such as preparation of pay bills, maintenance of acquaintance register and cash books of salary disbursement of the staff. Maintenance of files personal of the Engineering staff. Preparation of DC bills. Maintenance of stock register and other works entrusted by the higher authorities.
5.	Attenders (Class D group)	Works under the head of the section. Assist the day to day duties of Officers in this section.

  
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