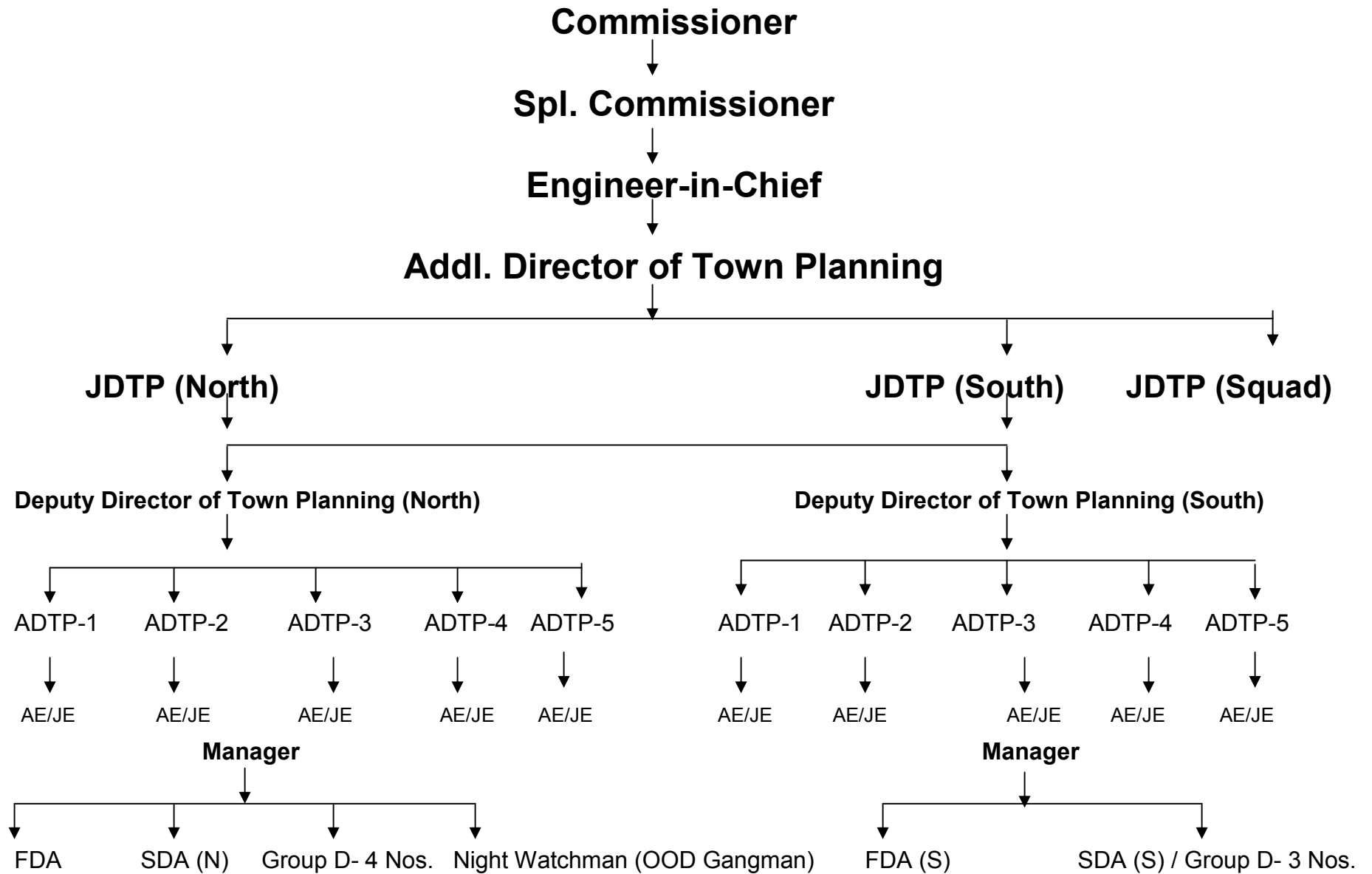


**4 (1) B:**

**(i) The Particulars of its organization, functions and duties;  
TOWN PLANNING SECTION ORGANISATION FLOW CHART**



## **TOWN PLANNING SECTION:**

Town Planning Section of Bruhat Bangalore Mahanagara Palike was formed to regulate the buildings as per Chapter XV of KMC Act 1976. The Town Planning Section deals with sanction of building plans, issue of Commencement Certificate and Occupancy Certificate.

The section is headed by Addl. Director of Town Planning at Head Office and Asst. Directors at Zonal Office.

There are Two Joint Directors at the Head Office viz., JDTP (N) and JDTP (S).

The jurisdiction of respective Joint Directors is as follows:-

**Joint Director of Town Planning (North):** East Zone / Mahadevapura Zone / Yelahanka Zone / Dasarahalli Zone.

**Joint Director of Town Planning (South):** West Zone / South Zone / Bommanahalli Zone / Rajarajeshwari Nagar Zone.

**The Duties and Functions of the Town Planning Section are as below:-**

- Preparation of Building Bye-laws
- Regularization of building violations under **Akrama – Sakrama**.
- Sanction of Building plans, issue of Commencement Certificate & Occupancy Certificate as per the provisions of Zoning Regulations of Revised Master Plan-2015 and Building Bye-laws.
- Action against Building violations.
- Furnishing Technical opinion on Town planning issues.
- Registration of Architects / Engineers / Supervisors at Head Office
- Furnishing Technical opinion of Transfer of Development Rights
- Any other work referred by Commissioner.

**Plan sanction and issue of Commencement Certificate are done at three levels –**

- Head Office
- Zonal Office
- Suvarna Paravanige

## **Action against building violations:**

In order to take action against building violations, powers have been delegated as per the orders of the Commissioner vide Circular's dated: 27-08-10 and 28-10-10.

As per the above orders, the following officer's have been delegated to take action for building violations against the sanctioned plan.

The concerned sub-divisional AEE's / AE's / JE's have to take action as per KMC 1976 Sec. 321 (1) (2) and (3) to issue P.O's and C.O's and there after the Executive Engineer of the concerned division to issue notice under Sec. 462 for building violations.

The personal responsibility is fixed on the following officer's / official's to monitor the construction with reference to the sanctioned plan at different stages:-

- 1) **Asst. Engineer's / Junior Engineer's:** To certify at **Plinth Level** that the construction is as per the sanctioned plan.
- 2) **Asst. Executive Engineer's:** To certify at **Lintel Level** that the construction is as per the sanctioned plan.
- 3) **Executive Engineer's:** To certify at **Roof Level** that the construction is as per the sanctioned plan.
- 4) As per the directions of the Commissioner dated: 27-08-10. The Divisional Executive Engineer's / Sub-division Asst. Executive Engineer's / Asst. Engineer's and Junior Engineer's shall take personal responsibility and appear before the Honb'le court with regard to action taken on building violations.

**PLAN SANCTIONING PROCESS AT**  
**BRUHAT BANGALORE MAHANAGARA PALIKE**

At Bruhat Bangalore Mahanagara Palike various types of Building Plans are sanctioned and issued at three levels viz., at, Main Office (Head Office), Zonal level and under Suvarna Paravanige.

There are 8 zonal offices – East Zone, West Zone, South Zone, Yelahanka, Bommanahally, Dasarahally, Mahadevapura and R.R. Nagar. Each zonal office is headed by an Addl. / Joint Commissioner. The Addl. / Joint Commissioners are delegated with powers to sanction the building plans, consisting of **Basement floor plus Ground floor plus Mezzanine and 3 upper floors**, irrespective of land extent and depending upon the usage (i.e, residential, commercial, industrial, public and semi-public etc.).

The sanction of Residential plans on sital area upto **4000 sft. is done under Suvarna Parvanige and the sanction shall be communicated within 3 working days**, Suvarna Paravanige counters have been established at the Zonal offices of BBMP. It is headed by Asst. Director of Town Planning.

Buildings consisting of **more than one basement + ground + mezzanine + four floors and above** are processed at Head office by the office of the Joint Director (Town Planning). Commissioner is the sanctioning authority and the issuing authority is the Joint Director of Town Planning.

When the applications for plan sanction are received at the Citizens' Service Centers they are sorted out and sent to the concerned offices (i.e., Commissioner / Joint Director of Town Planning, Zonal Joint / Addl. Commissioner and Suvarna Paravanige).

**(ii) DUTIES & RESPONSIBILITIES OF TECHNICAL STAFF (HEAD OFFICE)**

**Plan sanctioning process at the Main Office**

(For sanction of Buildings above 15.0 m height **OR** B.F + G.F + M.F + 3 upper floors  
and above)

**Joint Director of Town Planning (North)** Division comprises of East, Yelahanka (Byatarayanapura), Dasarahalli and Mahadevapura Zones.

**Joint Director of Town Planning (South)** Division comprises of West, South, Bommanahalli and Rajajeshwari Nagar Zones.

<b>Sl. No.</b>	<b>Name &amp; Designation</b>	<b>Duties / Responsibilities</b>
1	B.M. Tirakanagoudar Addl. Director of Town Planning	Head of Town Planning Section (North & South Zone) Head of the squad for monitoring building violations within Bruhat Bangalore Mahanagara Palike area. Furnishing of Technical opinion on Town Planning. Revision of Building Bye-laws. Furnishing technical opinion on Transfer of Development Rights & other general issues on Town Planning.
2	T. Nataraj Joint Director of Town Planning (South)	Head of Town Planning section (South). Responsible for Plan sanction / CC / OC in South division. Public Information Officer under RTI for South Division. Signing authority for plans approved by Commissioner.
3	Ravindranath Joint Director of Town Planning (Squad)	JDTP (Squad) is assigned with inspection of un-authorized constructions and building violations on specific complaints and to take action with the assistance of BMTF.
4	P. Rajeev Deputy Director of Town Planning (South)	Town Planning section (South). Responsible for scrutiny and putting up Plan sanction / CC / OC files in South division. Putting up of other files and any other work assigned by the Joint Director (Town Planning-North) from time to time.
5	P.V. Chandrashekar Asst. Director of Town Planning (South)	Putting up files for plan sanction / CC / OC & Other technical & RTI files in Bangalore South, Malleswaram, Yeshwanthapura and Mahalakshmpuram areas and any other work assigned by the Joint Director (Town Planning-North) from time to time.
6	G.N. Parameshwara Asst. Director of Town Planning (South)	Putting up files for plan sanction / CC / OC & Other technical & RTI files in Rajajeshwari Nagar, Vijayanagar, Chickpet, Padmanabhanagar, Basavanagudi, Metro Station & M/s. Hamara Shelters proposals of Gandhinagar West Zone areas and any other work assigned by the Joint Director (Town Planning-North) from time to time.

7	D. Ramegowda ADTP (South)	Putting up files for plan sanction / CC / OC & Other technical & RTI files in Rajajinagar, Chamarajpet areas and any other work assigned by the Joint Director (Town Planning-North) from time to time.
8	Prabhakar .H.N Asst. Director of Town Planning (South)	Putting up files for plan sanction / CC / OC & Other technical & RTI files in Gandhinagar & Govindarajnagar areas. Revision of Building Bye-laws, putting up Transfer of Development Rights files, other technical & general papers. Office Automation and any other work assigned by the Joint Director (Town Planning-North) from time to time.
9	Shivaramaiah Asst. Director of Town Planning (South)	Putting up files for plan sanction / CC / OC & Other technical & RTI files in Jayanagar, BTM Layout & Bommanahalli areas.
10	Smt. P. Yashoda AE (South)	Putting up files for plan sanction / CC / OC & Other technical & RTI files in Yeshwanthapura, Malleswaram areas and also verification of buildings along with higher officers approved by the Central Office and any other work assigned by the Joint Director (Town Planning-North) from time to time.
11	S .L. Ashwath AE (South)	Putting up files for plan sanction / CC / OC & Other technical & RTI files in Jayanagar, BTM Layout & Bommanahalli areas and also verification of buildings along with higher officers approved by the Central Office and any other work assigned by the Joint Director (Town Planning-North) from time to time.
12	C. Sadashiva AE (South)	Putting up files for plan sanction / CC / OC & Other technical & RTI files in Padmanabnagar, Basavanagudi & Chamarajpet areas and also verification of buildings along with higher officers approved by the Central Office and any other work assigned by the Joint Director (Town Planning-North) from time to time.
13	R. Chandrashekar AE (South)	Putting up files for plan sanction / CC / OC & Other technical & RTI files in Mahalakshmpuram, Vijayanagar, Chicket & Govindarajnagar areas and also verification of buildings along with higher officers approved by the Central Office and any other work assigned by the Joint Director (Town Planning-North) from time to time.
14	P. Dayanad JE (South)	Putting up files for plan sanction / CC / OC & Other technical & RTI files in Bangalore South, Rajajeshwarinagar, Rajajinagar & Gandhinagar areas and also verification of buildings along with higher officers approved by the Central Office and any other work assigned by the Joint Director (Town Planning-North) from time to time.
15	M. Chandraprakash Manager (South)	Designated to work in the section on Administrative matters. Receiving fresh submission of the building plans and acceptance of initial Demand Drafts for the plan proposals and its remittance. Also accepting plan sanction and other fees as approved from the relevant files. Issue receipts and maintain records for such acceptance both for BBMP

		accounts and Labour Cess. After ascertaining for fees deposits, to issue building licence, plan sanction copies, Commencement Certificate and Occupancy Certificate as the case may be after the signature of Joint Director and his sub-ordinate officers. Any other work assigned by Joint Director from time to time.
16	N.C. Mahesh FDA (South)	Designated to work in the section on establishment matters. Preparation of pay bills, increments of the officers and officials of Joint Director (Town Planning-South) and also maintenance of the Service Register and personnel files of the officers / officials. Receiving fresh submission of the building plans and acceptance of initial Demand Drafts for the plan proposals and its remittance.
17	S. Amarnath SDA (South)	To look after inward & outward tappal of the section, to distribute the relevant papers to the concerned Asst. Engineer's and Junior Engineer's, FDA and others. To receive Occupancy Certificate / Commencement Certificate applications and any other work assigned by the Joint Director (Town Planning-South) from time to time.
18	Marigowda Group D	Group "D" employees have been assigned for routine office work and any other work assigned on the directions of the Joint Director (Town Planning-South).
19	L. Prem Kumar Group D, On deputation	
20	Srinivas Group D, On deputation	

**Joint Director of Town Planning (North)** Division comprises of East, Dasarahalli, Mahadevapura and Byatarayanapura Zones.

Sl. No.	Name & Designation	Duties / Responsibilities
1	K. Narasimha Murthy Joint Director of Town Planning (North)	Head of Town Planning section (North). Responsible for Plan sanction / CC / OC in South division. Public Information Officer under RTI for North Division. Signing authority for plans approved by Commissioner.
2	T.B. Panchaksharaiah Deputy Director of Town Planning (North)	Town Planning section (North). Responsible for scrutiny and putting up Plan sanction / CC / OC files in North division. Putting up of other files.
3	H.M. Ramachandra Asst. Director of Town Planning (North)	Putting up files for plan sanction / CC / OC & Other technical & RTI files in Sarvagna Nagar, C.V. Raman Nagar and Shanthinagar areas and any other work assigned by the Joint Director (Town Planning-North) from time to time.

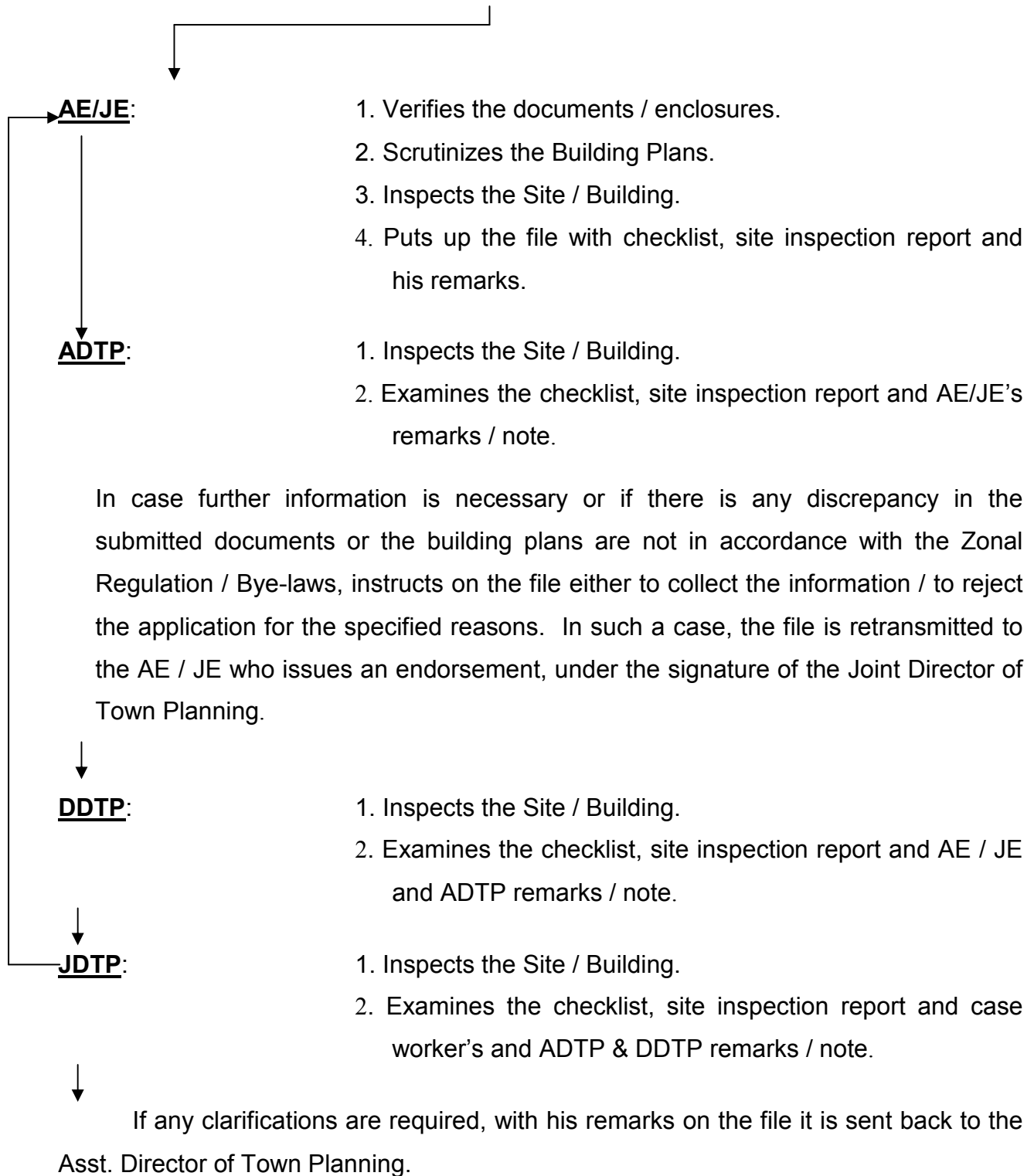
4	Vivekananda Asst. Director of Town Planning (North)	Putting up files for plan sanction / CC / OC & Other technical & RTI files in K.R. Puram and Mahadevapura areas and any other work assigned by the Joint Director (Town Planning-North) from time to time.
5	B. Manjesh ADTP (North)	Putting up files for plan sanction / CC / OC & Other technical & RTI files in Yelahanka and Byatarayanapura areas and any other work assigned by the Joint Director (Town Planning-North) from time to time.
6	M.C. Prabhusharan Asst. Director of Town Planning (North)	Putting up files for plan sanction / CC / OC & Other technical & RTI files in Hebbal and Shivajinagar areas and any other work assigned by the Joint Director (Town Planning-North) from time to time.
7	A. Ramesh Asst. Director of Town Planning (North)	Putting up files for plan sanction / CC / OC & Other technical & RTI files in Dasarahalli and Pulakeshinagar areas and any other work assigned by the Joint Director (Town Planning-North) from time to time.
8	S.B. Kumar AE (North)	Putting up files for plan sanction / CC / OC & Other technical & RTI files in Dasarahalli and Pulakeshinagar areas and also verification of buildings along with higher officers approved by the Central Office and any other work assigned by the Joint Director (Town Planning-North) from time to time.
9	Basavaraj S. Kelagi AE (North)	Putting up files for plan sanction / CC / OC & Other technical & RTI files in Yelahanka and Byatarayanapura areas and also verification of buildings along with higher officers approved by the Central Office and any other work assigned by the Joint Director (Town Planning-North) from time to time.
10	D. Balaram AE (North)	Putting up files for plan sanction / CC / OC & Other technical & RTI files in Sarvagna Nagar, C.V. Raman Nagar and Shanthinagar areas and also verification of buildings along with higher officers approved by the Central Office and any other work assigned by the Joint Director (Town Planning-North) from time to time.
11	Ashok Patil JE (North)	Putting up files for plan sanction / CC / OC & Other technical & RTI files in K.R. Puram and Mahadevapura areas and also verification of buildings along with higher officers approved by the Central Office and any other work assigned by the Joint Director (Town Planning-North) from time to time.
12	S. Jayakumar JE (North)	Putting up files for plan sanction / CC / OC & Other technical & RTI files in Hebbal and Shivajinagar areas and also verification of buildings along with higher officers approved by the Central Office and any other work assigned by the Joint Director (Town Planning-North) from time to time.
13	Dakshayini Manager (North)	Designated to work in the section on Administrative matters. After ascertaining for fees deposits, to issue building licence, plan sanction copies, Commencement Certificate and Occupancy Certificate as the case may be after the



		signature of Joint Director and his sub-ordinate officers. Any other work assigned by Joint Director from time to time and any other work assigned by the Joint Director (Town Planning-North) from time to time.
14	Rajashekar M Dasma FDA (North)	Designated to work in the section on establishment matters. Preparation of pay bills, increments of the officers and officials of Joint Director (Town Planning-North) and also maintenance of the Service Register and personnel files of the officers / officials. Receiving fresh submission of the building plans and acceptance of initial Demand Drafts for the plan proposals and its remittance. Also accepting plan sanction and other fees as approved from the relevant files. Issue receipts and maintain records for such acceptance both for BBMP accounts and Labour Cess. Issuing of Registration certificates for Archites / Engineer / Supervisor's. Any other work assigned by Joint Director from time to time.
15	P.C. Ugraiah SDA (South)	To look after inward & outward tappal of the section, to distribute the relevant papers to the concerned Asst. Engineer's and Junior Engineer's, FDA and others. To receive Occupancy Certificate / Commencement Certificate applications and any other work assigned by the Joint Director (Town Planning-South) from time to time.
16	Survesh Kumar Steno	O.O.D to Sri. Raghu, MLA office.
17	M. Nagaraj Typist	O.O.D to P.R.O office (Central Office).
18	Vasu. G, Group D	Group "D" employees have been assigned for routine office work, tappal taken over to Zonal offices and any other work assigned on the directions of the Joint Director (Town Planning-North).
19	Suresh. S, Group D	
20	Nagaraj. S, Group D	
21	Raja, Group D	
22	Pandurangan, Night Watchman	Night watchmen and any other work assigned on the directions of the Joint Director (Town Planning-North).
23	Srihari Driver	Driver for Joint Director (Town Planning-North).
24	Gangadhara Swamy Driver	Driver for Addl. Director (Town Planning).

### (iii) WORK FLOW AT HEAD OFFICE

#### Receipt of Application:



**ADTP/DDTP:**



1. In case if any doubts are raised by the Joint Director of Town Planning he clarifies the same.
  2. In case if any further (more) information is required, it will be obtained.
- Again the file will be resubmitted to the JDTP.

**JDTP:**



If the documents and the building plans are in order, JDTP puts up the file to the Addl. Director of Town Planning with specific recommendations.

**Addl. DTP**



Verifies the file & inspects the site / building and submits the file to EIC with recommendations.

**Engineer-In-Chief :**



1. Inspects the Site / Building.
  2. Examines the checklist and the plans and note of Addl. Director of Town Planning.
- If the Engineer-In-Chief finds the documents and the building plans are in order, with his specific opinion and recommendations submits the file to Special Commissioner (Projects) for consideration and approval by Commissioner.

**Spl. Commissioner:**



He examines the proposals with reference to the checklist, notes of various officers and if need be inspects the site and after satisfying all the conditions are fulfilled, submits the file to the Commissioner with specific recommendations for approval.

**Commissioner:**

Approves or rejects the file and send back to JDTP.

**JDTP:**

The approved file once received from the office of Commissioner is endorsed by JDTP and sent to AE / JE for preparation of fee endorsement. The applicant is endorsed to remit the necessary fees in the form of D.D, in the name of Commissioner, Bruhat Bangalore Mahanagara Palike.

After remittance of the fees to the BBMP the final building plans are signed and issued by the Joint Director of Town Planning to the concerned.

This process takes about minimum of 30 days provided applicant furnishes the relevant records as per requirement.

**(iv) The norms set by it for the discharge of its functions:-**

The rules and regulations as per KMC Act 1976 & RMP -2015, KTCP Act 1961 at the office orders issued by the Commissioner, BBMP are to adopted in discharging the official work by the Joint Director.

**The power delegation is as below:-**

1. **Head Office** – For sanction of all plans with height exceeding 15.0 m or B+G+4 UF. The Town Planning section at the head office is headed by Addl. Director of Town Planning. Commissioner is the plan sanctioning authority.
2. **Zonal Offices** – For sanction of all plans with a maximum height of upto 15.0 m or B+G+3 UF. The Town Planning section at Zonal Offices are headed by Asst. Director of Town Planning. The Zonal offices are headed by Addl. Commissioners / Joint Commissioners, who are plan sanctioning authority for respective zones.
3. **Suvarna Paravanige** – For sanction of Residential plan within 3 working days on sital area upto 4000 sft. The Suvarna Paravanige counters are situated at the Zonal offices of BBMP. It is headed by Asst. Director of Town Planning.

Commencement Certificate is issued at the respective office where plan is sanctioned.

For all buildings, Occupancy Certificate is issued where plan is sanctioned.

Committee has been formed for scrutiny for issue of plan sanction / Commencement Certificate / Occupancy Certificate at Zonal office.

**(v) The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions:-**

**Rules and regulations:** The following acts, rules & regulations are followed while approving the drawings:-

- Karnataka Town & Country Planning Act 1961
- Karnataka Municipal Corporation Act 1976
- Building Bye-laws 2003
- Revised Master plan – 2015 of Bangalore.
- NOC's from different departments such as Fire Force Department, Airport Authority of India, BWSSB, BSNL, BESCOM and KSPCB.
- Circulars issued by the Government and BBMP.

**(vi) A statement of the categories of documents that are held by it or under its control:-**

Sl.No	Index
1	SR of Staff -
2	Acquaintance Register
3	Receipt Books
4	LP Inward Register
5	L.P. Issue Register
6	Licence Book
7	Commencement Certificate / Occupancy Certificate register
8	Register for application of RTI
9	Appeal register
10	Personnel register
11	General
12	Attendance register
13	Tappal book

- (vii) **The particulars of any arrangements that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof:-**

When draft Building By-laws are published in gazette, it is kept open for public suggestions & comments for 30 days. The final Building Bye-laws is prepared after reviewing the public suggestions and incorporating valid suggestions.

- (viii) **A statement of the boards, council, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public:-**

There is no Plan Scrutiny Committee as per Commissioner's Order No. ION / PR / 43 / 09-10 dated: 05-04-2010.

- (ix) **A Directory of its offices and employees:**

**Details of Officials as per section 4 (1) A and 4 (1) B of RTI Act for Town Planning Section.**

**For Joint Director (Town Planning-South) Head Office**

Sl. No.	Officer	Designation	Telephone No.	Remarks
1	ADTP	Public Information Officer (PIO)	22117133	For plans sanctioned at Head office in the areas falling under Bommanahalli / Rajajeshwari Nagar / West / South Zone

**For Joint Director (Town Planning-North) Head Office**

Sl. No.	Officer	Designation	Telephone No.	Remarks
1	ADTP	Public Information Officer (PIO)	22975590	For plans sanctioned at Head office in the areas falling under East / Dasarahalli / Mahadevapura / Yelahanka Zone

**For Zonal Office**

Sl. No.	Officer	Designation	Telephone No.	Remarks
1	ADTP	Public Information Officer (PIO)	West: 22975648 South: 22975708 Bommanahalli:25735642 Rajajeshwarinagar:28600954 East : 22975801 Dasarahalli : 22975901 Mahadevapura : 28512231 28436777 Yelahanka : 23636671 22975936	For plans sanctioned at respective zones

**For Suvarna Paravanige (SP)**

Sl. No.	Officer	Designation	Telephone No.	Remarks
1	AEE of concerned sub-division	Public Information Officer (PIO)	West: 22975648 South: 26575022 Bommanahalli: Rajajeshwari Nagar: East : 22975801 Dasarahalli : 22975901 Mahadevapura : 28512231 28436777 Yelahanka : 23636671 22975936	For plans sanctioned at respective Counters

**(X) a) SALARY DETAILS OFFICERS AND EMPLOYEES PERTAINING TO JOINT DIRECTOR (TOWN PLANNING-SOUTH) :**

Sl. No.	Name	Designation	Monthly Salary
1	T. Nataraj	Joint Director of Town Planning	31,923/-
2	P. Rajeev	Deputy Director of Town Planning	30,161/-
3	P.V. Chandrashekar	Asst. Director of Town Planning	41,883/-
4	G.N. Parameshwara	- do -	29,682/-
5	D. Ramegowda	- do -	44,871/-
6	H.N. Prabhakar	- do -	41,883/-



7	Shivaramaiah	- do -	23,623/-
8	P. Yashoda	Asst. Engineer	21,299/-
9	S.L. Ashwath	- do -	25,532/-
10	C. Sadashiva	- do -	22,461/-
11	R. Chandrashekar	- do -	22,861/-
12	P. Dayananda	Junior Engineer	OOD from AEE, Basavanagudi
13	M. Chandraprakash	Manager	17,125/-
14	N.C. Mahesh	First Division Clerk	12,567/-
15	S. Amarnath	Second Division Clerk	9,828/-
16	Marigowda	Peon	10,575/-

**b) SALARY DETAILS OFFICERS AND EMPLOYEES PERTAINING TO JOINT DIRECTOR (TOWN PLANNING-NORTH) :**

Sl. No.	Name	Designation	Monthly Salary
1	B.M. Tirakanagoudar	Addl. Director of Town Planning	41,651/-
2	K. Narasimha Murthy	Joint Director (Town Planning-North)	30,187/-
3	T.B. Panchasharaiah	Deputy Director (Town Planning-North)	23,642/-
4	H.M. Ramachandra	ADTP (North)	41,294/-
5	Vivekananda	- do -	22,079/-
6	B. Manjesh	- do -	20,945/-
7	M.C. Prabhusharan	- do -	40,521/-
8	A. Ramesh	- do -	17,163/-
9	S.B. Kumar	Asst. Engineer	3,378/-
10	Basavaraj S. Kelagi	- do -	22,996/-
11	D. Balaram	- do -	-
12	Ashok Patil	Junior Engineer	-
13	S. Jayaram	- do -	-
14	Dakshayani	Manager	21,498/-
15	Rajashekar M. Dasma	First Division Clerk	15,634/-
16	P.C. Ugraiah	Second Division Clerk	13,449/-
17	Sarvesh Kumar	Steno	O.O.D to Sri. Raghu, Councillor office 15,090/-
18	Nagaraj.M	Typist	O.O.D to P.R.O

			office 18,082/-
19	Vasu.G	Peon	8,548/-
20	Suresh.R	- do -	8,797/-
21	Nagaraj.S	- do -	7,434/-
22	Raja	- do -	8,023/-
23	Pandu Rangan	Night Watchman	16,254/-
24	Srihari	Driver	12,947/-
25	Gangadhara Swamy	Driver	-

(xi) **The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made:-**

Not applicable

(xii) **The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes:-**

Not Applicable

(xiii) **Particulars of recipients of concessions, permits or authorizations granted by it:-**

Not Applicable

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

Scanning & Digitization Records pertaining to plan sanction of the Joint Director (Town Planning) Head office is effective from 01-04-2008 as per the orders of the Hon'ble Information Commission. Accordingly, an agreement dated: 21-11-2009 is entered with M/s. Keonics for the Digitization process.

The process is commenced, and as on 19-03-2010, 209 files of this section have been scanned and digitized. This is a continues process for updating of existing files and when the new files are generated.

All the Zones of the Town planning Section are directed to complete the process of Scanning & Digitization of their plan sanction files and send compliance to the Information Commission.

(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:-**

Concerned officers / officials will be available for public contact between 3.30 P.M to 5.30 P.M on all working days.

(xvi) a) **Joint Director (Town Planning-South) The names, designations and other particulars of the Public Information Officers:-**

- Sri. P.V. Chandrashekar, ADTP
  - Sri. G.N. Parameshwara, ADTP
  - Sri. D. Ramegowda, ADTP
  - Sri. H.N. Prabhakar, ADTP
  - Sri. Shivaramaiah, ADTP
- } 080 - 22117133

b) **Joint Director (Town Planning-North) The names, designations and other particulars of the Public Information Officers:-**

- Sri. H.M. Ramachandra, ADTP
  - Sri. Vivekananda, ADTP
  - Sri. M.C. Prabhusharan, ADTP
  - Sri. A. Ramesh, ADTP
  - Sri. B. Manjesh, ADTP
- } 080 - 22975590

(xvii) **Such other information as may be prescribed, and thereafter update these publications every year:-**

The details pertaining to JDTP (South) office will be published on BBMP website [www.bbmp.gov.in](http://www.bbmp.gov.in).

#### **4 (1) C:**

**To publish important policies and decisions for the information of General Public.**

The important circulars and orders are published in the Bruhat Bangalore Mahanagara Palike website for the information of the General Public.

Addl. Director of Town Planning  
Bruhat Bangalore Mahanagara Palike