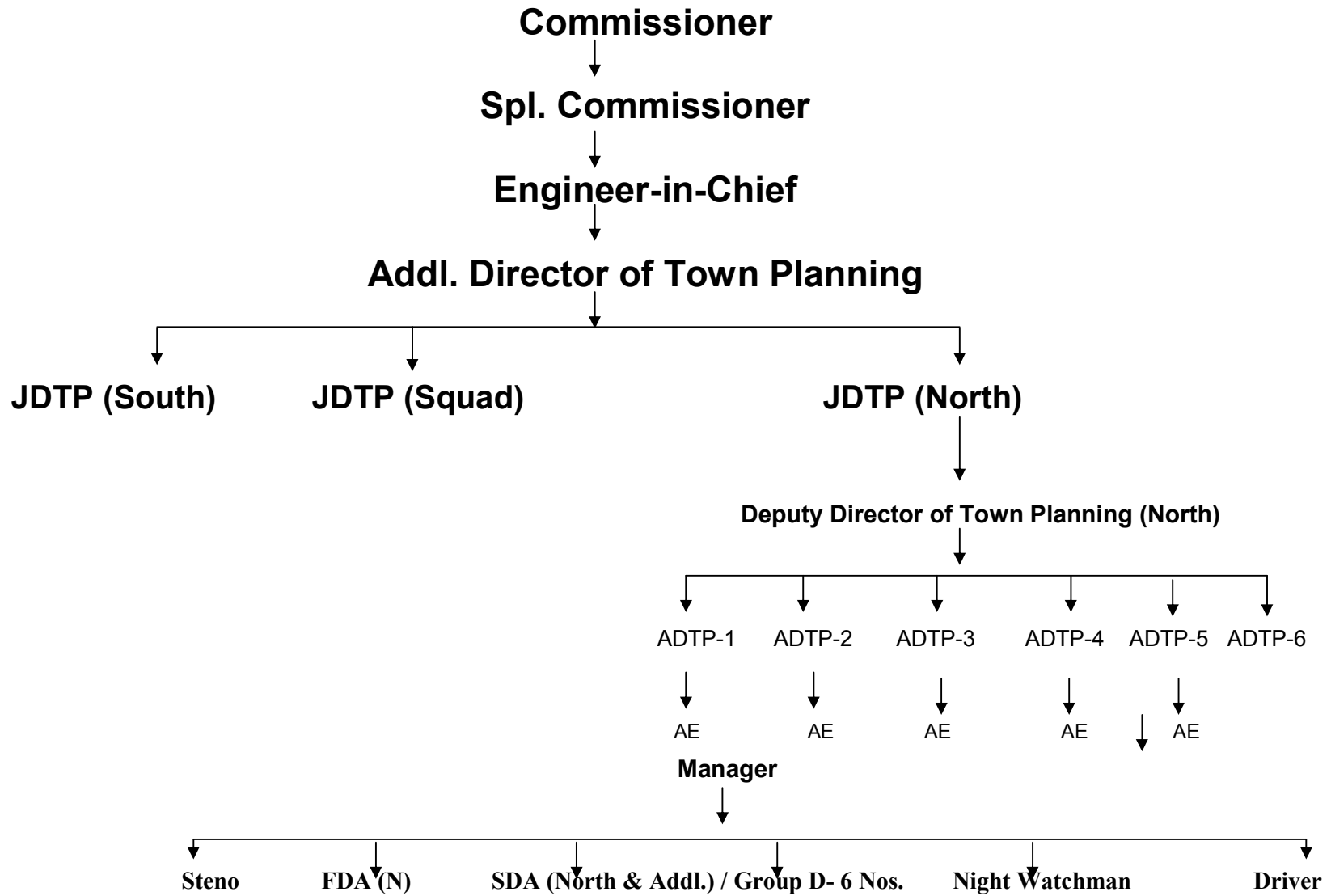


4 (1) B:

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



Section 4(1)(b)(i)- Organizational structure, aims and functions

Sl. No.	Name of the Organization	Address	Organizational structure	Aims	Functions
1.	Joint Director of Town Planning (North)	I,Head office Annexure Building 1st Floor, NR Square, Bangalore-560002	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 4 zonal offices –East, Mahadevapura, Yelahanka and Dasarahally. 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 I. 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 Addl. 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).		Sanction of building plans

Section 4(1)(b)(ii)-Powers and duties of officers and employees Joint Director of Town Planning (North) Division comprises of East, Mahadevapura, Yelahanka & Dasarahally Zones.

Sl. No.	Designation of the official/ employee	Duties allotted	Powers
1	K.Narasimha Murthy Joint Director of Town Planning (North)	Head of Town Planning section (North). Responsible for Plan sanction / CC / OC in North division. Appellate Authority under RTI for JDTP (North Division)	
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 and any other work assigned by the Joint Director (Town Planning-North) from time to time.	
3	B.Manjesh Asst. Director of Town Planning (North)	To put up files for plan sanction / CC / OC & Other technical & RTI files in Yelahanka, Byatarayanapura and Shivajinagar Constituencies and any other work assigned by the Additional Director of Town Planning and Joint Director (Town Planning-North) from time to time and also PIO for RTI .	
4	Vivekananda Asst. Director of Town Planning (North)	To put up files for plan sanction / CC / OC & Other technical & RTI files in Mahadevapura and K.R.Puram Constituencies and any other work assigned by the Additional Director of Town Planning and Joint Director (Town Planning-North) from time to time and also PIO for RTI .	
5	M.C.Prabhusharan Asst. Director of Town Planning (North)	To put up files for plan sanction / CC / OC & Other technical & RTI files in, Hebbala and Pulikeshinagara Constituencies and any other work assigned by the Additional Director of Town Planning and Joint Director (Town Planning-North) from time to time and also PIO for RTI .	
6	B.S.Krishnakumar Asst. Director of Town Planning (North)	To put up files for plan sanction / CC / OC & Other technical & RTI files in C.V.Ramanagar, Shanthinagar and Sarvagnanagar Constituencies areas and any other work assigned by the Additional Director of Town Planning and Joint Director (Town Planning-North) from time to time and also PIO for RTI .	
7	V. Shantharaj Asst. Director of Town Planning (North)	To put up files for plan sanction / CC / OC & Other technical & RTI files in Dasarahally Constituencies and areas and any other work assigned by the Additional Director of Town Planning and Joint Director (Town Planning-North) from time to time and also PIO for RTI .	
8	Shilpa Desai Asst. Director of Town Planning (North)	Work assigned by the Additional Director of Town Planning and Joint Director (Town Planning-North) from time to time	

9	Ashok Patil A.E. (North)	To put up files for plan sanction / CC / OC & Other technical & RTI files in Mahadevapura Constituency 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	Basavaraj S. Khelagi AE (North)	To put up files for plan sanction / CC / OC & Other technical & RTI files in, Yelahanka, Byatarayanapura, Dasarahally & Pulikeshinagar Constituency 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	D.Balaram A.E (North)	To put up files for plan sanction / CC / OC & Other technical & RTI files in C.V.Ramanagar, Shanthinagar and Sarvagnanagar and K.R.Puram Constituency 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	Jayakumar A.E.(North)	To put up files for plan sanction / CC / OC & Other technical & RTI files in Hebbala and Shivajinagar Constituency 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	Tabassum Aara A.E (North)	Processing of files submitted for Plan Sanction, Commencement Certificate & Occupancy Certificates through online	
14	Dakshayini Manager (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. Preparation of licences for plan sanctions and maintaining the registers of Plan Sanction, Commencement Certificate and Occupancy Certificate.	
15	Ravi Mario Steno	Stenographer to Additional Director of Town Planning	
16	M.Shivanna FDA (North)	OOD to Mayor Office	
17	T.K.Rameshkumar SDA (North)	To look after inward & outward tappal of the North section, to distribute the relevant papers to the concerned Asst. Engineer's and Junior Engineer's, FDA and others. To receive Applications for Building Plans / Occupancy Certificate / Commencement Certificate and any other work assigned by the Joint Director (Town Planning-North) from time to time. Collection and acceptance of fee in form Demand Drafts and its remittance.	
18	Nanjappa	Section To look after inward & outward tappal of the Additional Director of Town	

	SDA (Addl.DTP)	Planning section, to distribute the relevant papers to the concerned Asst. Engineer's and Junior Engineer's, FDA and others. Registration of Architects, Engineers and Supervisors	
19	M.Nagaraj Typist	OOD to PRO	
20	Srihari Driver	Under Joint Director of Town Planning (North)	
GROUP "D"			
21	Suresh R.	Group "D" employees have been assigned for routine office work and any other work assigned on the directions of the Joint Director (Town Planning-North). Night Watchman	
22	Vasu G		
23	Raja		
24	Nagaraj S.		
25	Gururaja		
26	Pandurangan		

Section 4(1)(b)(iii)-Procedure followed in decision-making process

Activity	Description	Decision-making process / time limit for taking decision/channels of supervision and accountability	Designation of final decision authority
AE/JE	Receipt of Application 1. Verifies the documents / enclosures. 2. Scrutinizes the Building Plans. 3. Inspects the Site / Building. 4. Puts up the file with checklist, site inspection report and his remarks.	This process takes about minimum of 30 days provided applicant furnishes the relevant records as per requirement.	Commissioner
ADTP:	Inspects the Site / Building. 1. Examines the checklist, site inspection report and AE/JE's remarks / note. In case further information is necessary or if there is any discrepancy in the submitted documents or the building plans are not in accordance with the Zonal Regulation		

	<p>/ Bye-laws, instructs on the file either to collect the information / to reject the application for the specified reasons. In such a case, the file is retransmitted to the AE / JE who issues an endorsement, under the signature of the Joint Director of Town Planning.</p>		
DDTP:	<ol style="list-style-type: none"> 1. Inspects the Site / Building. 2. Examines the checklist, site inspection report and AE / JE and ADTP remarks / note. 	<p>This process takes about minimum of 30 days provided applicant furnishes the relevant records as per requirement.</p>	<p>Commissioner</p>
JDTP:	<ol style="list-style-type: none"> 1. Inspects the Site / Building. 2. Examines the checklist, site inspection report and case worker's and ADTP & DDTP remarks / note. <p>If any clarifications are required, with his remarks on the file it is sent back to the concerned case worker through proper channel.</p>		
ADTP/DDTP:	<p>In case any doubts are raised by the Joint director of town planning he clarifies the same. In case if any further (more) information is required, it will be obtained. Again the file will be resubmitted through proper channel to JDTP.</p>		
JDTP:	<p>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.</p>		
Addl. DTP	<p>Verifies the file & inspects the site / building and submits the file to EIC with recommendations.</p>		
Engineer-In-Chief :	<ol style="list-style-type: none"> 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.	This process takes about minimum of 30 days provided applicant furnishes the relevant records as per requirement.	Commissioner
Commissioner:	Approves or rejects the file and send back to JDTP.		
JDTP	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 Addl. Director of Town Planning to the concerned.		

Section 4(1)(b)(iv)-Norms set for the discharge of functions

Sl. No.	Function/service	Norms/standards of performance set	Time frame	Reference document prescribing the norms (Citizens' Charter, service charter, etc.)
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.				

Section 4(1)(b)(v)- Rules, regulations, instructions , manuals, and records held/used

Sl. No.	List of Acts, rules, regulations, instructions, manuals	Gist of Act, rules, etc.
	<p>The following acts, rules & regulations are followed while approving the drawings:-</p> <ul style="list-style-type: none"> • 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. 	

Section 4(1)(b)(vi)- Categories of documents held

Sl. No.	Category of the document Held	Title of the document	Custodian of the document
1	A	SR of Staff -	Manager/F.D.A/S.D.A of Joint Director of Town Planning (North) office
2	A	Acquaintance Register	
3	A	Receipt Books	
4	A	LP Inward Register	
5	A	L.P. Issue Register	
6	A	Licence Book	
7	A	Commencement Certificate / Occupancy Certificate register	
8	B	Register for application of RTI	
9	B	Appeal register	
10	B	Personnel register	
11	B	General	
12	B	Attendance register	
13	B	Tappal book	

Section 4(1)(b)(vii)- Arrangement for consultation with, or representation by the members of the public in relation to the formulation of policy or implementation thereof:-

Sl. No.	Function/service	Arrangements for consultation with or representation of public in relation with policy formulation	Arrangements for consultation with or representation of public in relation with policy implementation
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.			

Section 4(1)(b)(viii)- Boards, councils, committees and other constituted as part of the public authority

Name of board, council, committee, etc.	Composition	Powers and functions	Whether its meetings are Open to the public / whether Minutes of meetings accessible for public
There is no Plan Scrutiny Committee as per Commissioner's Order No. ION / PR / 43 / 09-10 dated: 05-04-2010.			

Section 4(1)(b)(ix) (x) A Directory of its offices and employees and there remuneration:

Sl. No.	Name	Designation	Office address / contact number/e-mail ID	Monthly Salary
1	K.Narasimha Murthy	Joint Director of Town Planning	BBMP, Head office Annexure Building 1s rd floor, NR Square, Bangalore-560002 080-22975590	43,894/-
2	Ravindranath	Joint Director of Town Planning (Squad)		47,269/-
3	T.B.Panchakshariah	Deputy Director of Town Planning		34,332/-
4	B.Manjesh	Asst. Director of Town Planning		28,800/-
5	Vivekananda	- do -		30,300/-
6	M.C.Prabhusharan	- do -		47,419/-

7	B.S.Krishnakumar	- do -		36,094/-
8	K.A.Shantharaj	- do -		LPC yet to received
9.	Shilpa Desai	- do -		LPC yet to received
10	Ashok Patil	Asst. Engineer		31,800/-
11	Basavaraj S.Khelagi	- do -		27,300/-
12	D.Balaram	- do -		40,800/-
13	Jayakumar	- do -		
14	Tabassum Aara	- do -		21,675/-
15	Dakshayini	Manager		25,482/-
16	Ravi Mario			18,333/-
17	Shivanna	First Division Clerk		15,775/-
18	Ramesh Kumar T.K	Second Division Clerk		12,669/-
19	Nagaraj M	Typist		19,380/-
20	Srihari	Driver		18,842/-
21	Suresh R.	Peon		10,388/-
22	Vasu G	- do -		10,388/-
23	Raja	- do -		10,388/-
24	Nagaraj S.	- do -		11,667/-
25	Gururaj	- do -		9,825/-
26	Pandurangan	Night Watchman		18,834/-

Section 4(1)(b)(xi) — Budget allocated to each agency including plans, etc.

Agency	Plan/programme/scheme/project/activity /purpose for which budget is allotted	Proposed expenditure as on last year	Expected outcomes	Report of disbursements made or where such details are available (website, reports, notice board)
Not Applicable				

Section 4(1)(b)(xii)-Manner of execution of subsidy programmes

a. Information on the nature of subsidy, eligibility criteria for accessing subsidy and designation of officer competent to grant subsidy under various programmes/schemes

Sl. No.	Name of programme/activity	Nature/scale of subsidy	Eligibility criteria For grant of subsidy	Designation of officer for grant of subsidy
Not Applicable				

b. Describe the manner of execution of the subsidy programme

Sl. No.	Name of programme/activity	Application procedure	Sanction procedure	Disbursement procedure
Not Applicable				

Section 4(1)(b)(xiii)- Particulars of recipients of concessions, permits or authorisations granted by the public authority.

Sl. No.	Name and address of recipient institutions	Nature/quantum of benefit granted	Date of grant	Name designation of granting authority
Not Applicable				

Section 4(1)(b) (xiv) –Details in respect of the information, available to or held by it, reduced in an electronic form:-

Electronic Data	Description (site address / location where available, etc.	Contents or title	Designation and address of the custodian of information (held by whom)
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 Honb'le 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.			

Section 4(1)(b)(xv) — Particulars of facilities available to citizens for obtaining information:-

Facility	Description (location of facility/name, etc.)	Details of information available
Concerned officers / officials will be available for public contact between 3.30 P.M to 5.30 P.M on all working days.		

Section 4(1)(b)(xvi) — Names, designations and other particulars of public information officers:-

a. Public information officer (PIO)

Sl. No.	Name of the Office / Administrative Unit	Name & designation of PIO	Office tel. No. Residence tel. no. Fax	E-mail
1	Joint Director of Town Planning (North)	Sri. B.Manjesh	080 - 22975590	
2		Sri. Vivekananda		
3		Sri. M.C.Prabhusharan		
4		Sri. B.S.Krishnakumar		
5		Sri. K.A.Shantharaj		
6		Smt. Shilpa Desai		

b. Asst. Public Information Officer

Sl. No.	Name of the Office / Administrative Unit	Name & designation of APIO	Office tel. No. Residence tel. no. Fax	E-mail
1	Joint Director of Town Planning (North)	Sri. Ashok Patil	080 - 22975590	
		Sri. Basavaraj S. Khelagi		
		Sri. Jayakumar		
		Sri. D.Balarama		
2		Kum. Tabassum Aara		

c. Appellate authority

Sl. No.	Name of the Office / Administrative Unit	Name & designation of Appellate authority	Office tel. No. Residence tel. no. Fax	E-mail
1	Joint Director of Town Planning (North)	K.Narasimhamurthy, Joint Director of Town Planning (North)	080 - 22975590	

Section 4(1)(b)(xvii) — Any other useful information /information frequently asked by the public

The details pertaining to JOINT DIRECTOR TOWN PLANNING SECTION HEAD OFFICE will be published on Bruhat Bangalore Mahanagara Palike Official website www.bbmp.gov.in.

**JOINT DIRECTOR OF TOWN PLANNING (NORTH)
BRUHAT BANGALORE MAHANAGARA PALIKE**