

Bruhat Bangalore Mahanagara Palike

Duties and Responsibilities of Revenue Department Staff

Revenue Officer:-

Supervision over Assistant Revenue Officer and Revenue Staff, Assessment of property, Recovery/exempt of property tax and Katha Registration/Bifurcation/ amalgamation upto 4000 sft. He will attend to the assessment of properties in sital area upto 4000 sft. and any appeals pertaining to taxation of properties with sital area upto 4000 sft.

To work as ERO for Election work and as charge officer for censes duties He will work under the direct supervision and control of zonal Joint Commissioner/Deputy Commissioner.

Assistant Revenue Officer

Will be in charge of three or four wards and he is a head of the revenue sub-division. Will supervise over the work of Revenue inspector and tax inspector of the concerned wards and directly responsible for assessment and collection of property taxes.

He will work as Assistant Electro Registration Officer for election work and as censes charge officer during censes work. He will be responsible for maintenance for assessment registers and DCB of property taxes. He will be responsible for receipt and disposal of katha transfer/bifurcation and katha registration applications. He will attend to assessment of properties with a sital area up to 1200 sft., he will report to the revenue officer concerned and work under the supervision and control of the concerned zonal Joint Commissioner/Deputy Commissioner.

Assessor:-

He will identify the under assessment and un assessed properties and put up proposals for fixation and revision of tax assessments. He will attend to collection of arrears taxes due and assist the ARO in censuses/election/survey work whenever necessary. He will Works directly under the control of Assistant Revenue Officer

Manager:-

He will be responsible for maintenance of files DCB, mutation resistors and work pertaining to office establishment. He will monitor the work of the clerk/accountant work in the sub-division. He will collect and maintain property tax data from revenue inspectors and tax inspectors from time to time. He will attend to the audit observations and verify the daily collection registers and attendance registers regularly. He will supervise the disposal of petitions and applications received from public and also disposal of government reference court cases and shall work directly under the control of Assistant Revenue Officer.

First Division Clerk:-

He will work under the supervision of office manager to attend the work of maintaining files and registers pertaining to office establishment and will be incharge of maintaining quittance register, cash register S.R's of the staff. He will maintain the dishonored cheques registers and daily collection register. Shall prepare statements pertaining to collection of property taxes periodically. He will verify the remittances of property taxes and attend to any audit observations of the sub-division. And he Directly work under the control of manager and Assistant Revenue Officer.

Revenue Inspector

1. Over all supervision of the work of Tax inspectors/Bill Collectors
2. Verification of Hand Book, Kirdi Register, Receipt Book and Remittance Challan maintained by Tax Inspectors
3. Monitoring the issue or intimation notices, preparation of defaulter's lists, issue of show cause notices, execution of warrants as per the orders of the ARO and collection property tax.
4. Identification of unassessed properties and bring them under tax net after following procedure:
 - a) Issue of notices u/s 117 of KMC to assess the new buildings/additional constructions.
 - b) After getting the reply, to verify the property details and put up proposals for assessment or for Registration of Katha.
 - c) If no reply is received within 7 days from the date of issue of the notice u/s 117, collect the available information about the property and put up proposals for assessment/or for Registration of Katha.
5. Propose unique municipal number for new properties in the respective street after verification of the assessment register and the location of the property
6. Identification of new constructions, alterations and additions to be existing structures changes in usage status and put up proposal for the revision of tax to such cases.
7. Processing the applications for katha transfer, katha bifurcation and amalgamation within the stipulated period.
8. Processing the other miscellaneous applications received in ARO's office relating to his jurisdiction.
9. Service of the assessment orders etc. to the owner of the property and make necessary mutation entry in the Hand Book of the concerned Tax Collector.
10. Attending to the election and census related works or any other work as and when entrusted by the ARO.

11. Listing of all BBMP properties and maintaining details of leased properties in this jurisdiction and to collect lease amounts from time to time.
12. Remittance of the lease amount/Sale amount/improvement charges to the band under the respective head of account and give information for computerization of the collection details.
13. Attending to survey damages caused due to natural calamities. And propose estimate of property loss.
14. Maintaining maps and details of wards and constituency boundaries.
15. Maintaining the KTR and PR Books, by updating the details of files attended and disposed.

Tax Collector

1. Maintain Hand Book every year by listing all the properties streetwise and ward wise in his jurisdiction of the basis of DCB and Assessment Register.
2. Issue of intimation (Notices) to all the tax payers for payment of tax.
3. Preparation of defaulters list after the voluntary period is over.
4. Preparation of show cause notices and issue notice to the defaulters.
5. Persuasion of collection of tax.
6. Preparation of warrants in case of chronic defaulters.
7. Execution of warrants along with Revenue Inspectors as per the directions of the ARO
8. Collection of property tax by visiting house to house and update the collection details in the computer.
9. Preparation of Khirdhi book, Challan and enter in the computer.
10. Remittance to the bank after getting verification of Khirdhi book and Challan by the Revenue Inspector or Manager.
11. Maintain the list of activated and deactivated PID's
12. Tax Receipt is to be issued only through computers.