

Bruhat Bangalore Mahanagara Palike
Office of the Executive Engineer
Road Infrastructure -Darahalli Division

Template for Section 4 (1) (a)- indexing and cataloging of all information

Sl. No.	Date on which Opened (Files to be listed Chronologically)	Category A,B,C,D,E,	File No.	Subject	Location of file	Date on which file can be destroyed/ custodian of file
1	09.02.2018	A	EE/RI-D.halli/WO/27/2017-18	Improvements to roads and drains at Muneshwar Temple surrounding area at Srigandhanagara in ward No-70.	Wardrobe - 1	Accounts Officer - Road infrastructure zone
2	09.02.2018	A	EE/RI-D.halli/WO/28/2017-18	Improvements to roads and drains at back side of Konika Garments surrounding area in ward No-70, Rajgopalanagar.	Wardrobe - 1	Accounts Officer - Road infrastructure zone
3	09.02.2018	A	EE/RI-D.halli/WO/29/2017-18	Improvements to roads and drains at Srigandhanagara main road and R/S & L/S cross roads in ward No-70, Rajgopalanagar	Wardrobe - 1	Accounts Officer - Road infrastructure zone
4	09.02.2018	A	EE/RI-D.halli/WO/31/2017-18	Improvements to roads and drains at Kapilanagara main and cross roads in ward No-70, Rajgopalanagar	Wardrobe - 1	Accounts Officer - Road infrastructure zone
5	09.02.2018	A	EE/RI-D.halli/WO/32/2017-18	Improvements to roads and drains at Annapoorneshwari nagara main and cros roads in ward No-70, Rajgopalanagar	Wardrobe - 1	Accounts Officer - Road infrastructure zone
6	09.02.2018	A	EE/RI-D.halli/WO/35/2017-18	Improvements to roads and drains at Shambavi Nagara main and cross roads in ward No-70, Rajgopalanagar	Wardrobe - 1	Accounts Officer - Road infrastructure zone

7	09.02.2018	A	EE/RI-D.halli/WO/36/2017-18	Improvements to roads and drains at back side of DM public school surrounding area at Bhyraveshawara nagar in ward No-70	Wardrobe - 1	Accounts Officer - Road infrastructure zone
8	09.02.2018	A	EE/RI-D.halli/WO/37/2017-18	Improvements and development Sushruthi Bank cross roads in ward No.41	Wardrobe - 1	Accounts Officer - Road infrastructure zone
9	09.02.2018	A	EE/RI-D.halli/WO/38/2017-18	Improvements and development of KIADM cross roads near Andhrahalli main road in ward No.41, PIA sub division.	Wardrobe - 1	Accounts Officer - Road infrastructure zone
10	09.02.2018	A	EE/RI-D.halli/WO/40/2017-18	Improvements and development of road from 9 th cross to 20 th cross Nelagadharanahalli main roads and cross roads in ward No.41, PIA sub division.	Wardrobe - 1	Accounts Officer - Road infrastructure zone
11	09.02.2018	A	EE/RI-D.halli/WO/41/2017-18	Improvements and development of road in Peenya 2 nd stage 6, 7, 8, 9, 10 th cross roads ward No.41, PIA sub division.	Wardrobe - 1	Accounts Officer - Road infrastructure zone
12	09.02.2018	A	EE/RI-D.halli/WO/42/2017-18	Improvements and development of road in Peenya 4 th Phase 1, 2 and 3 rd cross roads in ward No.41, PIA sub division.	Wardrobe - 1	Accounts Officer - Road infrastructure zone
13	09.02.2018	A	EE/RI-D.halli/WO/44/2017-18	Improvements and development of roads in behind Bhatru Hotel, Peenya 4 th phase in ward No.41.	Wardrobe - 1	Accounts Officer - Road infrastructure zone
14	09.02.2018	A	EE/RI-D.halli/WO/51/2017-18	Improvements and developments main roads and cross roads in Rajagopalanagar main road and Estren side of Rajagopalanagar in ward No.41	Wardrobe - 1	Accounts Officer - Road infrastructure zone

15	09.02.2018	A	EE/RI-D.halli/WO/52/2017-18	Improvements and developments of cross roads surrounding Sathya Narayana Temple and 1 st cross to 9 th cross in Shivapura in ward No.41	Wardrobe - 1	Accounts Officer - Road infrastructure zone
16	09.02.2018	A	EE/RI-D.halli/WO/53/2017-18	Improvements and developments of Rajani Farm main to Rajagopalanagar to Laggere main roads in ward No.41	Wardrobe - 1	Accounts Officer - Road infrastructure zone

Section 4 (1) (b) (i)- Organisational Structure, aims and functions

Sl. No.	Name of the Organisation	Address	Aims	Functions
1	Office of the Executive Engineer, Road Infrastructure, Dasarahalli Division	Bruhat Bangalore Mahanagara Palike Offices, N.R.Square, Bangalore - 560002	Execution of Major road works	Improvement, Strengthening and Rehabilitation of Roads

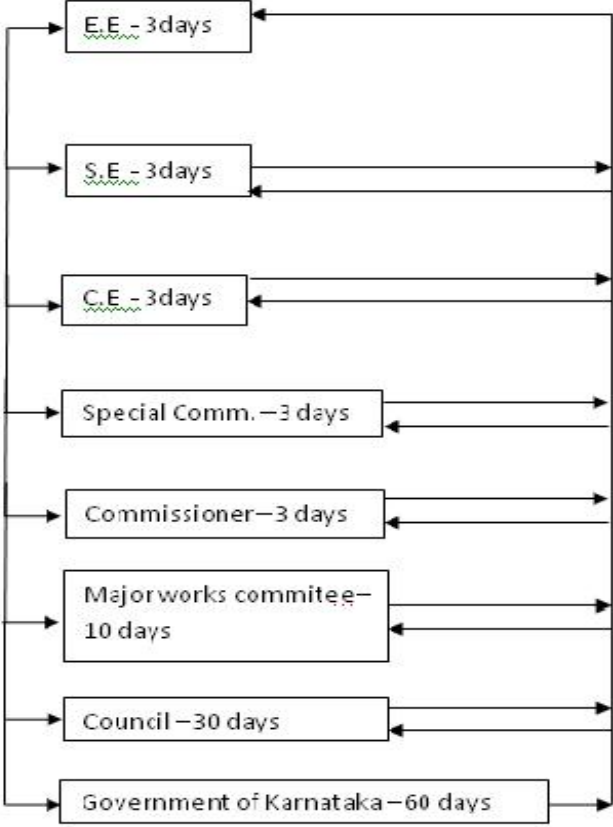
Section 4 (1) (b) (ii)- Powers and duties of Officers and employes

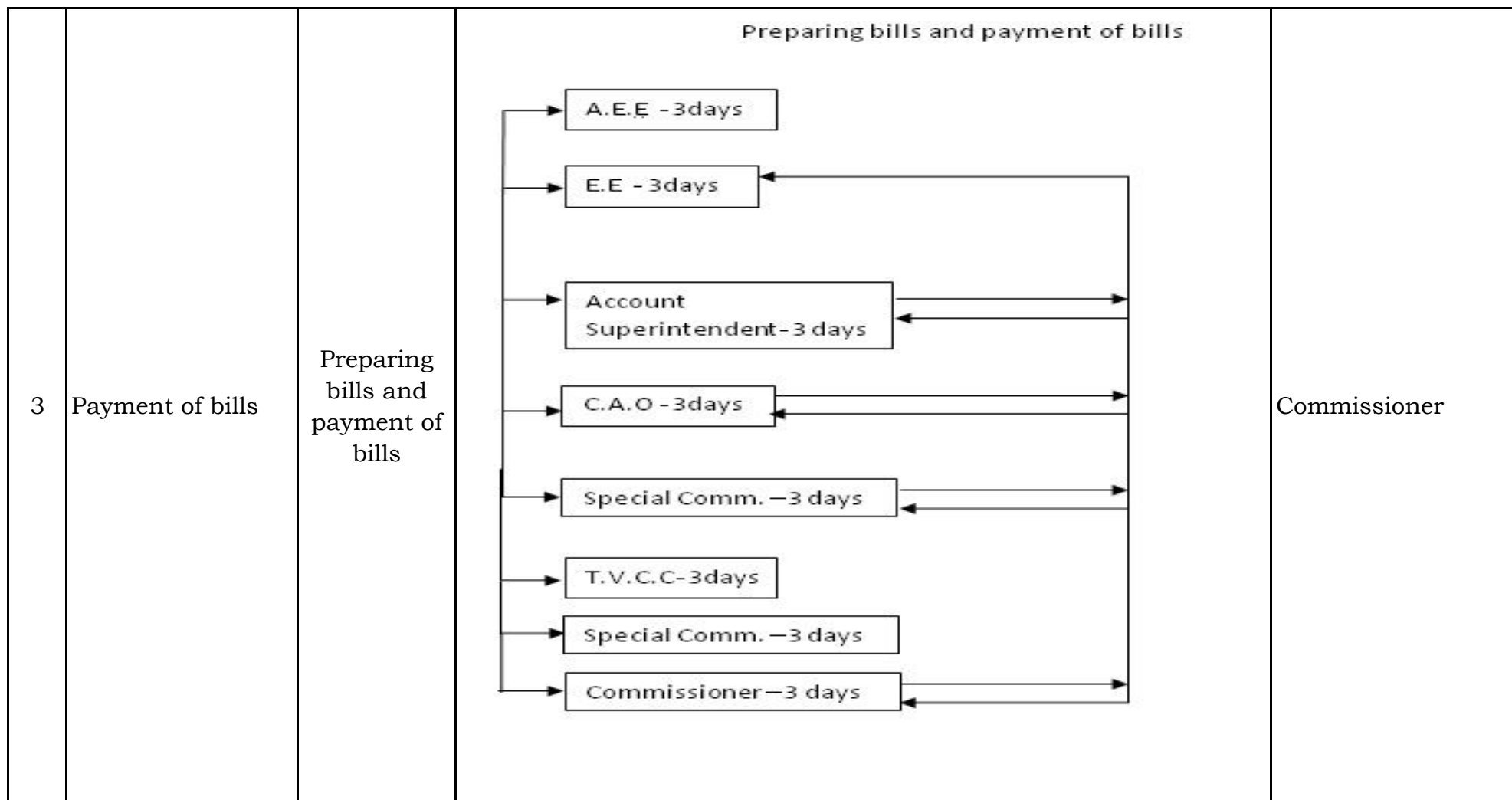
Sl. No.	Designation of the Official/employee	Duties allotted	Powers
1	M. Kempegowda Executive Engineer	Road Infrastructure Dasarahalli Division	Duties and financial responsibilities as per PWD Departmental Code, VOL -1 Rule 31 to 41
2	Srinivasa H K Assistant Executive Engineer	Road Infrastructure Dasarahalli Division	Duties and financial responsibilities as per PWD Departmental Code, VOL -1 Rule 42 to 47

3	Shiva shankar murthy H J Assistant Executive Engineer	Road Infrastructure Dasarahalli Division	Duties and financial responsibilites as per PWD Departmental Code, VOL -1 Rule 42 to 47
4	Venktesh N D Assistant Engineer	Handling works under Shri. Srinivasa H. K. A.E.E	Duties and financial responsibilites as per PWD Departmental Code, VOL -1 Rule 42 to 47
5	Basavaraja C Nagappa Assistant Engineer	Handling works under Shri. Srinivasa H. K. A.E.E	Duties and financial responsibilites as per PWD Departmental Code, VOL -1 Rule 42 to 47

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

Sl. No.	Activity	Description	Decision- making process/time limit for taking decision/Channels of Supervision and accountability	Designation of final decision authority
1	Preparation of Estimates, and Sanctioning of Estimates	Preparing estimates for improvement, strengthening and asphaltting of roads	<p>Preparing estimates for improvement, strengthening and asphaltting of roads</p> <p>Preparation of estimates for new roads or rehabilitation and widening of roads</p> <pre> graph TD AE15[A.E - 15 days] --> AEE3[A.E.E - 3 days] AEE3 --> EE3[E.E - 3 days] EE3 --> AE3[A.E - 3 days] EE3 --> ASuper[Account superintendent - 3 days] ASuper --> AE3 AE3 --> SE3[S.E - 3 days] SE3 --> ACE3[A.C.E - 3 days] ACE3 --> DCE3[D.C.E - 3 days] ACE3 --> TA3[TA - 3 days] ACE3 --> AE3_2[A.E - 3 days] DCE3 --> AE3_2 TA3 --> AE3_2 AE3_2 --> PPED3[P.P.E.D - 3 days] AE3_2 --> TVCC3[T.V.C.C - 3 days] PPED3 --> TVCC3 TVCC3 --> Comm3[Commissioner - 3 days] TVCC3 --> MWCom10[Major works committee - 10 days] TVCC3 --> Council30[Council - 30 days] Comm3 --> MWCom10 MWCom10 --> Council30 </pre>	<p>1. Commissioner upto Rs. 3.00 crores</p> <p>2. Works council = 3.00 to 4.00 crores</p> <p>3. BBMP council = 4.00 to 5.00 crores</p> <p>4. Government = above 5.00 crores</p>

2	Appointment of Agency to Execute the work / Consultancy services	Preparing tender document, Agreement, work order	<p>Preparing tender document, Agreement, work order</p>  <pre> graph TD A[Preparation] --> B[E.E. - 3 days] A --> C[S.E. - 3 days] A --> D[C.E. - 3 days] A --> E[Special Comm. - 3 days] A --> F[Commissioner - 3 days] A --> G[Major works committee - 10 days] A --> H[Council - 30 days] A --> I[Government of Karnataka - 60 days] B --> A C --> A D --> A E --> A F --> A G --> A H --> A I --> A </pre> <p>The flowchart illustrates the process of preparing tender documents, agreements, and work orders. It involves eight entities, each with a specific timeframe for their contribution:</p> <ul style="list-style-type: none"> E.E. - 3 days S.E. - 3 days C.E. - 3 days Special Comm. - 3 days Commissioner - 3 days Major works committee - 10 days Council - 30 days Government of Karnataka - 60 days 	Government of karnataka
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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 (Citizen's Charter, Service Charter, etc.)
Not applicable - (This format may be treated as Citizen's Charter)				

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

Sl. No.	List of Acts, rules, regulations, instructions,	List of Act, rules, etc.
1	PWD code 1 and PWD code 2	All applicable rules and acts
2	PWD Accounts code 1 and PWD Accounts	All applicable rules and acts
3	Land Acquisition act	All applicable rules and acts
4	Karnataka civil service rules	All applicable rules and acts
5	Karnataka financial code	All applicable rules and acts
6	Karnataka treasury code	All applicable rules and acts
7	KTPP act	All applicable rules and acts

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

Sl. No.	Category of the document	Title of the document	Custodian of the documents
1	E-Preserved for one year	Progress report	Executive Engineer/ A.E.E
2	E-Preserved for one year	PWD Scheduled rates 10-11	Executive Engineer/A.E.E
3	A-Preserved indefinitely	Agreement register	Assistant Engineer
4	A-Preserved indefinitely	Workorder register	Assistant Engineer
5	A-Preserved indefinitely	B.R.Register	A.O/A.S
6	E-Preserved for one year	Attendance register	
7	D- Preserved for five years	Inward register	
8	D- Preserved for five years	Outward register	

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

Sl. No	Function/Service	Arrangments for consultation with or	Arrangments for consultation with or representation of public in relation with policy implementation
Not Applicable			

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

Name of board,	Compositio	Powers and functions	Whether its meeting are open to
Not Applicable			

Section 4 (1) (b) (ix)-& Section 4 (b)(x)- Directory of officers/employees and their monthly remuneration

Sl. No	Name of the officers/employee	Designation	Office address/ Contact number/e-mail ID		Monthly remuneration etc.
1	M. Kempegowda	Executive Engineer	N.R.Square, BBMP,Bangalore 02	9480685240	Rs. 97100
2	Srinivasa H K	Assistant Executive Engineer	N.R.Square, BBMP,Bangalore 02	8971530903	Rs.72500
3	Shiva shankar murthy H J	Assistant Executive Engineer	N.R.Square, BBMP,Bangalore 02	9480685447	Rs. 58250
4	Venktesh N D	Assistant Engineer	N.R.Square, BBMP,Bangalore 02	9901665499	Rs. 24600
5	Basavaraja C Nagappa	Assistant Engineer	N.R.Square, BBMP,Bangalore 02	8762086646	Rs. 52650

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

Sl No	Agency/ Budget head	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, report, notice board)
1	Road Infrastructure Road Related Works P2902 2018-19	Rs. 866.90 Crores	Rs.1920.00 Crores	-	-

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 component**

Sl No	Name of the programme/activity	Nature/scale of subsidy	Eligibility criteria for grant subsidy	Designation of officer for grant of subsidy
Not applicable				

b) Describe the manner of execution of subsidy programme

Sl No	Name of the 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

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

Section 4 (1) (b) (xiv)-- Information available in electronic form

Sl No	Electronic data	Description (site address/location where	Contents of title	Designation and adress of the custodian of information (held
1	Web Based Project Management system	www.bbmp.gov.in	Web-Based Project Management System (WPMS) is a professional tool to manage projects on line from conception to completion.	Concerned Officers handling the works

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

Sl No	Facility	Description (location of facility/name,etc)	Details of information available
1	RTI Cell	RTI Cell, BBMP head office, N.R.Square, Bangalore 560002	Application received in the RTI cell are answered based on informations gathered from respective Division

Section 4 (1) (b) (xvi)- Names, Designation and other particulars of public information officers**a) Public Information officer (PIO)**

Sl No	Name of the office/ administrative unit	Name and Designation of PIO	Office tel.No Residence tel.No	E-mail
1	Executive Engineer, Road Infrastructure - Dasarahalli Division B.B.M.P	M. Kempegowda	9480685240	-

b) Asst. Public Information officer

Sl No	Name of the office/ administrative unit	Name and Designation of APIO	Office tel.No Residence tel.No	E-mail
1	Assistant Executive Engineer -1 Road Infrastructure Dasarahalli Division	Srinivasa H K	8971530903	-

c) Appellate authority

Sl No	Name of the office/ administrative unit	Name and Designation PIO	Office tel.No Residence tel.No	E-mail
1	Superintending Engineer, Road Infrastructure, B.B.M.P, N.R.Square, Bangalore -02	Pralhallad B.S	9480683031	-

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

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**Executive Engineer
Road Infrastructure - Dasarahalli Division**