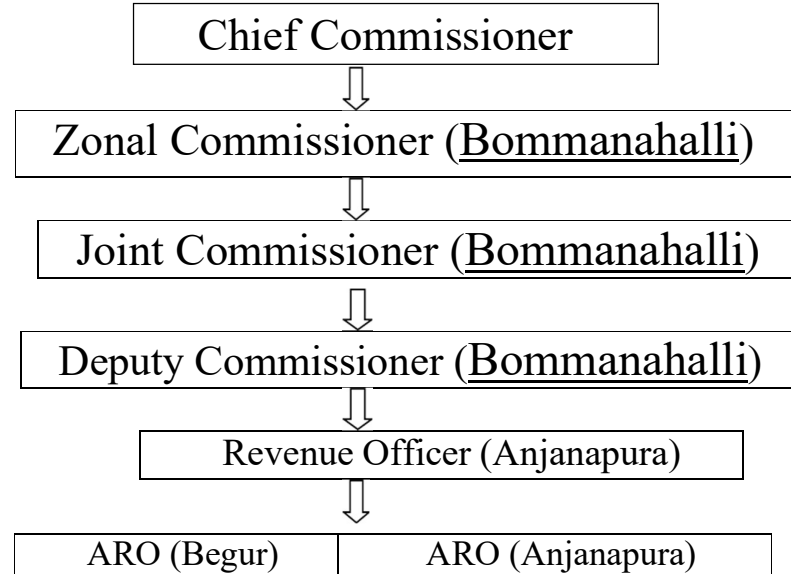


Revenue Officer (Anjanapura)Range-2021-22

(Published under Section 4(1)(b)(i) of Right to information Act-2005)

Organisational structure, aims and functions

1. Organisational structure



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4(1)(B)(I)- AIMS & FUNCTIONS

| Sl No | Name of the Organisation | Address | Functions |
|-------|---------------------------------------|--|---|
| 1 | Revenue Officer (Anjanapura) Division | O/o Joint Commissioner, Bommanahalli, Zone , Begur main road , BBMP Office Bangalore-560068. | There are Two sub-divisions viz, A.R.O (Begur & Anjanapura) under the supervision of the Revenue Officer (Anjanapura) The work of Tax Collections, has to be supervised and the files pertaining to Registration of Khatha for properties measuring up to an area of 4000sq.ft, and the applications pertaining to Khatha Registration/Bifurcation/Clubbing up to 4000sq.ft has to be Scrutinized and be approved. The Cases of property Assessment from 2001sqft to 6000sq.ft has to be recommended by this Officer, and also to attend to the Appeals against the said tax fixations received over & above these measurements the Khatha files will be submitted with due recommendation for approvals to the Deputy Commissioner (Bommanahalli).GPS Survey & e-Aasthi Supervision. |



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4(1)(B)(II)-POWERS & DUTIES OF OFFICERS & EMPLOYEES

| Sl. No | Designation Of the Official /Employee | Duties Allotted | Powers |
|--------|---------------------------------------|---|--|
| 2 | Revenue Officer (Anjanapura) Division | <p>There are two sub-divisions viz, A.R.O (Begur & Anjanapura) under the supervision of the Revenue Officer (Anjanapura) Division</p> <p>The work of Tax Collections, has to be supervised and the files pertaining to Registration of Khatha for properties measuring upto an area of 4000 sq.ft, and the applications pertaining to Khatha Registration /Bifurcation/Clubbing upto 4000 sqft has to be Scrutinized and be approved.</p> | <p>The Cases of property Assessment from 2001 sq.ft to 6000 sq.ft has to be recommended by this Officer, and also to attend to the Appeals against the said tax fixations received over & above these measurements the Khatha files will be submitted with due recommendation For approvals for The Deputy Commissioner (Bommanahalli)</p> |



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4(1)(B)(III)-PROCEDURE FOLLOWED IN DECISION MAKING PROCESS

| Activity | Description | Decision-making process/time limit for taking decision/channelsof Supervision and accountability | Designation of final decision authority |
|-----------------------------|----------------------------|--|---|
| Khata Registration | Khata Registration | 7 working days in the case of BDA/KHB allotted properties & Revenue sites the process should be completed within 30 days from the date of receipt from ARO's office. | The application and petitions received in this office regarding issue of Khatha Bifurcation/ Clubbing and Registration up to measurement of 4000 sqft, is to be scrutinized & approved or pass appropriate orders in cases of applications for measurement area and above 4000 sqft the Khatha files will be scrutinized and submitted for further approval of Deputy Commissioner (Bommanahalli). The assessment cases up to an sital area of 6000sq.ft is to be attended passing suitable orders and for measurement above the sital area of 6000 sqft files will be submitted for further approval and orders to Deputy Commissioner (Bommanahalli). |
| Khata Bifurcation/ Clubbing | Amalgamation & Bifurcation | The process should be completed within 30 days from the date of receipt from ARO's office. | |

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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 charterService Charter) |
|---|------------------|------------------------------------|------------|--|
| The rules and Regulations as per K.M.C Act 1976 and the Office orders issued by the Chief Commissioner B.B.M.P are to be adopted in discharging the Official work by the Revenue Officer. | | | | |

4(1)(B)(V)-RULES, REGULATIONS, INSTRUCTIONS, MANUALS & RECORDS HELD/USED

| Sl No | List of Acts, Rules, regulations Instructions Manuals | List of Acts Rules & etc... |
|--|---|-----------------------------|
| K.M.C Act 1976 and the instructions of the Chief Commissioner issued from time to time for discharging the day to day work is being followed | | |

4(1)(B)(VII)-ARRANGEMENTS FOR CONSULTATION WITH OF REPRESENTATION BY THE MEMBERS OF THE PUBLIC IN RELATION TO FORMULATION OF POLICY OR IMPLEMENTATION THEREOF

| Sl No | Function Service | Arrangements for consultation with of representation by the members of the public in relation to formulation | Arrangements for consultation with of representation by the members of the public in relation to implementation |
|---|------------------|--|---|
| The publics are consulted whenever any New Scheme is introduced to solicit General opinion. | | | |



Revenue Officer (Anjanapura)
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4(1)(B)(VIII)-BOARDS, COUNCILS COMMITTEES AND OTHER BODIES CONSTITUTED AS PART OF THE PUBLIC AUTHORITY

| Name of the Board,Council, Committee etc. | Composition | Powers & Functions | Whether its meeting are open to the public/Whether minutes of meeting accessible for public |
|---|-------------|--------------------|---|
| Not applicable | | | |

4(1)(B)(IX)&(X)-DIRECTORY OF OFFICERS/EMPLOYEES AND THEIR MONTHLY REMUNERATION

| Sl No | Name of the Officers/ employees | Designation | Office Address/ Contact Number/E-Mail ID | Monthly remuneration |
|-------|---------------------------------|-----------------|---|----------------------|
| 1 | Sri.N Srinivasa | Revenue officer | O/o Revenue officer, Anjanapura Division, BBMP RBI Lyout, J.P.Nagar 7th Phase, Bangalore-560078. ero176bangaloresouthac@gmail.com | |

4(1)(B)(XI)-BUDGET ALLOCATED TO EACH AGENCY INCLUDING PLANS ETC

| Agency | Plan Programmes/ Scheme/project/ activity/purpose for which budget is allotted | Proposed expenditureas on last year | Expected out comes | Report of disbursementsmade of where such details are available |
|--------|--|-------------------------------------|--------------------|---|
| Nill | | | | |

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4(1)(B)(XII) MANNER OF EXECUTION OF SUBSIDY PROGRAMMES

| Sl No | Name of the Programme /Activity | Nature/ Scale of Subsidy | Eligibility criteria for grant of subsidy | Designation of Officer for grant of subsidy |
|-------|---------------------------------|--------------------------|---|---|
| Nil | | | | |

b) Describe the manner of execution of the subsidy programme

| Sl No | Name of the Programme /Activity | Application Procedure | Sanction Procedure | Disbursement Procedure |
|-------|---------------------------------|-----------------------|--------------------|------------------------|
| Nil | | | | |

4(1)(B)(XIII)-PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATIONS 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 |
|-------|--|------------------------------------|---------------|--|
| Nil | | | | |



Revenue Officer (Anjanapura)
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4(1)(B)(XIV)-INFORMATION AVAILABLE IN ELECTRONIC FORM

| Sl No | Electronic data | Description (location of facility/name etc) | Contents of title | Designation and address of the custodian of information (held by whom) |
|-------|-----------------|---|-------------------|--|
| Nil | | | | |

4(1)(B)(XV)-PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION

| Facility | Description (location of facility/ name Etc.) | Details of information available |
|----------|--|----------------------------------|
| Nil | | |

4(1)(B)(XVI)-NAMES, DESIGNATIONS & OTHER PARTICULARS OF PUBLIC INFORMATION OFFICERS**a) Public Information Officer(PIO)**

| Sl No | Name of the Office/Unit | Name & Designation of the PIO | Office Tel No | E mail |
|-------|--|-------------------------------------|-----------------------|--------------------------------------|
| 1 | Revenue Officer (Anjanapura) Division RBI Lyout, J.P.Nagar 7 th Phase, Bengaluru-78. | Sri.N Srinivasa Revenue Officer | Mobile: 9448512163 | ero176bangaloresouthac @gmail.com |



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b) Assistant Public Information Officer

| Sl No | Name of the Office/Unit | Name & Designation of the PIO | Office Tel No | E mail |
|-------|-------------------------|----------------------------------|---------------|--|
| 1 | ARO Begur | Sri. Santhosh Kumar ARO | 7259653938 | arobegur@gmail.com |
| 2 | ARO Anjanapura | Sri.Indrajith Lamani ARO | 9731321490 | anjanapura1946aro@gmail.com |

C)Appellate Authority

| Sl No | Name of the Office/Unit | Name & Designation of the PIO | Office Tel No. | E mail |
|-------|--|-------------------------------------|--------------------|--|
| 1 | Deputy Commissioner, Bommanhalli Begur main road , BBMP Office Bangalore-560068. | Smt.Shashikala | Mobile: 9480684353 | dcbommanahalli2014@gmail.com |

SECTION 4(1)(B)(XVII)- ANY OTHER USEFUL INFORMATION / INFORMATION FREQUENTLY ASKED BY THE PUBLIC
Please Visit Official website-bbmp.gov.in for any other information.

Narasimhan

Revenue Officer (Anjanapura)
Bruhat Bengaluru Mahanagara Palike