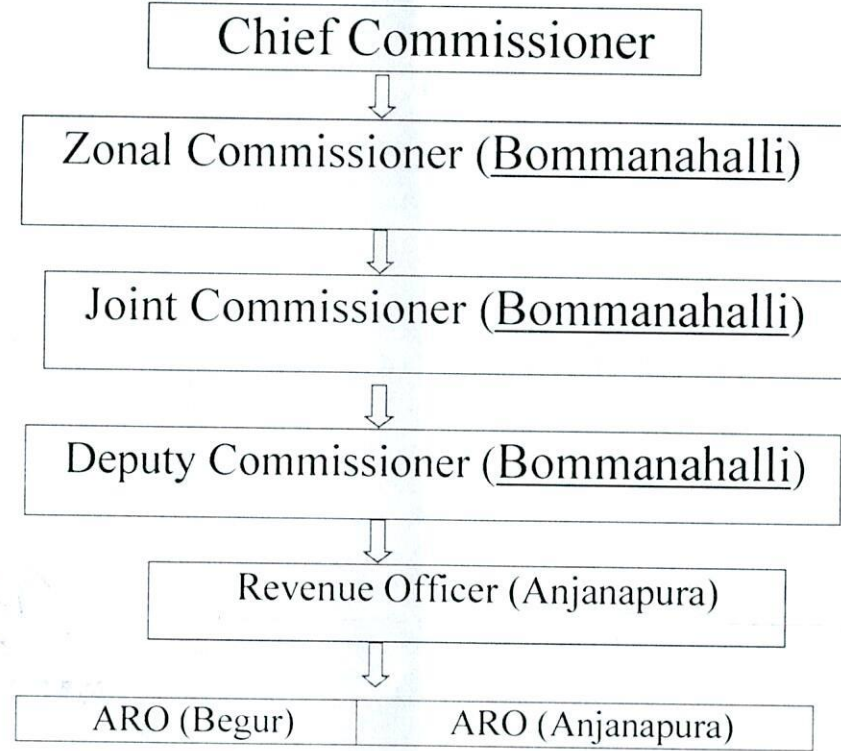


Revenue Officer (Anjanapura)Range.

(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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ಬೃಹತ್ ಬೆಂಗಳೂರು ಮಹಾನಗರ ಪಾಲಿಕೆ

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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ಅಂಜನಾಪುರ ವಿಭಾಗ

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ಕರ್ನಾಟಕ ರಾಜ್ಯ ಸರ್ಕಾರ
ಆಂಜನಾಪುರ ವಿಭಾಗ
ಬೆಂಗಳೂರು ಮಹಾನಗರ ಪಾಲಿಕೆ

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 charter Service 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 public are consulted whenever any New Scheme is introduced to solicit General opinion.			

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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.R.Basavachari	Revene 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 Pogramme /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				

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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.R.Basavachari Revenue Officer	Mobile: 9480684577	erol76bangaloresouthac@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.Narasimhalu ARO	9844196881	arobegur@gmail.com
2	ARO Anjanapura	Sri.Dodda Samachari ARO	9480685868	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.	Sri.D.K Babu	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.

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Revenue Officer (Anjanapura)
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