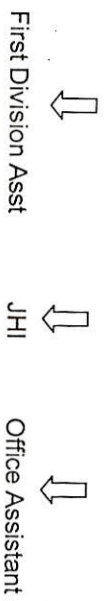
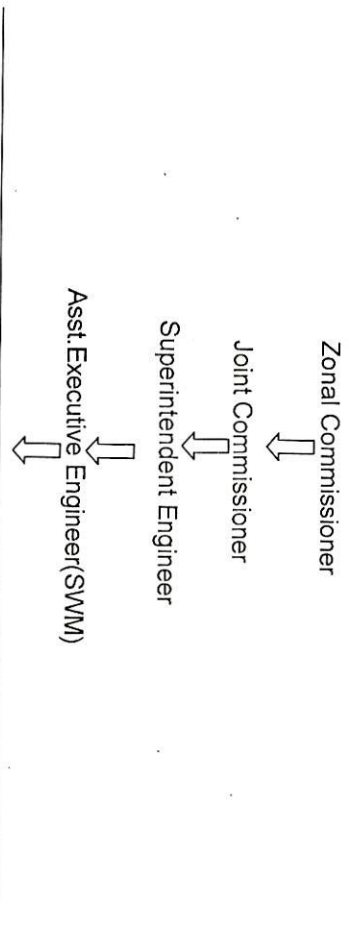


Section-4(1)(b)(i)-Organisational structure, aims and functions

Sl	Name of the Organisation	Address	Aims	Functions
1	BBMP	Assistant Executive Engineer(SWM) Dasarahalli Zone, Bagalagunte Bengaluru- 560073	Implementation of Provisions of Karnataka Municiple Council Act- 1964	Primary Door to Door Collection and Transportation of Segregated Waste and Street Sweeping Waste and Secondary Transportation of Segregated Waste and processing of segregated wet waste.

Organization Structure



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

SI	Designations of the Official / Employee	Duties allotted	Powers
1	Assistant Executive Engineer	Supervision & Executing the works at sub-division level Any other works allotted by higher authority	Over all responsibility of organisation at sub-Division level
2	First Division Assistant	Office correspondence at Sub-Division level Preparations of salary bills and scrutiny of civil works bills Answering to RTI applications Any other works allotted by higher authority	Maintenance of Office Establishment at Sub-Division level
3	Junior Health Inspectors	Supervision & Executing of solid waste management works at ward level Any other works allotted by higher authority	Overall responsibility of disposing the solid waste & cleaning at ward Level
4	Poura Karmikas (DPS)	Cleaning and sweeping work at zonal office and sub-Division office	
5		Any other works allotted by higher authority works allotted by higher authority	

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

SI	Activity	Description	Decision- making process/ time limit for taking decision/ channels of supervision and accountability	Designation of final decision authority
1	Solid waste management	Planing & Estimation of solid waste management works by assistant Engineers and health inspectors based on the ward survey regarding the garbage production Once the estimation/ work is approved by the concerned authority tender will be called for execution	Assistant Engineers submit the plan & estimation to assistant executive engineer who intum scrutinize and forward to chief/superintendent engineer The whole process takes about 15 days chief/superintendent engineer is responsible for calling/ receiving/ opening of tender. This process taks about 30 to 45 days	BBMP Council/ commissioner/ Joint Commissioner BBMP Council/ commissioner/ Joint Commissioner

		cleaning and sweeping of roads, drains & door to door collection of garbage and disposal to dumping yard. Health inspector & Assistant engineer is responsible for execution of SWM work	Assistant Executive Engineers supervise the execution of SWM works. If there are any bottlenecks in executions he direct the health inspectors & Assistant engineers to look in to the matter. It is a daily work.	BBMP Council/ commissioner/ Joint Commissioner
	Solid waste management	Preparation & submission of bills for payment by health inspector & Assistant engineers based on performance of contractor in disposing the solid waste.	Assistant Executive Engineer scrutinize the bills and submit the bills to chief/superintendent engineer for payment	BBMP Council/ commissioner/ Joint Commissioner
			The whole process takes about 7 to 15 days	
2	Salary payment	FDA prepare the salary bills during the month end based on staff attendance & submit to AEE	Assistant Executive Engineer scrutinize and approve the bill and forward to ACF for payment. The whole process takes about 1 week	BBMP Council/ commissioner/ Joint Commissioner
3	Disposal of RTI applications	FDA prepare reply by collecting the answers from concerned assistant engineers and submit to the AEE	AEE scrutinize the letter and approve. The reply letter will be sent to the concerned applicant. The process takes about 3 to 5 days.	BBMP Council/ commissioner/ Joint Commissioner
4	Disposal of Other Official/ public letters	FDA prepare reply by collecting the answers from concerned assistant engineers and submit to the AEE	AEE scrutinize the letter and approve. The process takes about 3 to 5 days.	BBMP Council/ commissioner/ Joint Commissioner

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

Similar to the section 4(1) (b) (iii)

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

Sl	List of Acts, rules, regulations, instructions, manuals	Gist of Act, Rules, etc
1	Karnataka municiple council act-1964	
2	BBMP Act	
3	Karnataka civil services rules	
4	Karnataka finance code	

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

sl	category of the document	Title of the document	custodian of the document
1	A	Acquittance register	AEE/AE/FDA/JHI
2	A	Service registers	AEE/AE/FDA/JHI
3	B	Personal Files	AEE/AE/FDA/JHI
4	C	Electricity Bill File	AEE/AE/FDA/JHI
5	C	vehicle files	AEE/AE/FDA/JHI
6	C	SBR register	AEE/AE/FDA/JHI
7	D	RTI register	AEE/AE/FDA/JHI
8	D	Inword register	AEE/AE/FDA/JHI
9	D	Outword register	AEE/AE/FDA/JHI
10	D	Tapal book	AEE/AE/FDA/JHI
11	D	Court cases register	AEE/AE/FDA/JHI
12	B	Permanent Staff Attendance register	AEE/AE/FDA/JHI
13	B	Contract staff Attendance register	AEE/AE/FDA/JHI
14	B	Water men & Drivers Attendance register	AEE/AE/FDA/JHI
15	D	Office order & Note sheet register	AEE/AE/FDA/JHI
16	B	Cash Book	AEE/AE/FDA/JHI
17	B	DC bill register	AEE/AE/FDA/JHI

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

List of Janaspandana Programmes conducted

Sl	Date	Place
1	05-01-2024	Ambedkar Bhavan Yalahanka

Public grievance redressal system: The complainants received in this office and also from the zonal and central office control rooms will be forwarded to the ward JHI to take necessary actions. After receiving the complainants ward JHI inspect the spot and take the necessary action as per the KMC act 1976.

Section 4(1)(b)(viii) - Boards, Councils, Committees and other bodies constituted as part of the public authority: Not Applicable.

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

Sl	Name of the Officers/ Employees	Designation	Office address/ contact Number/ e-mail ID	Pay scale/ monthly remuneration etc
1	Yogesh B.S	Assistant executive Engineer	BBMP, Dasarahalli zone, Bagalagunte, Bengaluru-560073, Ph-8660328488	Rs. 64,250/-
2	Shantha B.M	First Division Assistant	BBMP, Dasarahalli zone, Bagalagunte, Bengaluru-560073,	Rs.28,300/-
3	Ramesh H	Junior Health Inspector	BBMP, Dasarahalli zone, Bagalagunte, Bengaluru-560073, Ph-9844083424	Rs.47650/-
4	Kashipati C	Junior Health Inspector	BBMP, Dasarahalli zone, Bagalagunte, Bengaluru-560073, Ph-9731152311	Rs.23,500/-
5	Padmaja V	Computer Operator	BBMP, Dasarahalli zone, Bagalagunte, Bengaluru-560073,	Rs. 14,240/-(SRS)
6	Ramakrishna	Office Assistant	BBMP, Dasarahalli zone, Bagalagunte, Bengaluru-560073, Ph-9606199950	Rs. 25,200/-

**Section 4(1)(b)(xi) Budget allocated to each agency including plans etc.-Works list attached**

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. (websites, Reports, Notice board)
e-tender	Door to door collection and transportion of segregated wet waste, sanitary waste and street sweeping waste and secondary transportion of segregated wet and streer sweeping waste.	Rs.30.00 crores	Works completed as per the tender guidelines.	Payment through Executive Engineer, Dasarahalli Division  Assistant Executive Engineer Solid Waste Management Cell

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**Section 4(1)(b)(xii) Manner of execution of subsidy programmes: Not Applicable**

**Section 4(1)(b)(xiii) Particulars of recipients of concessions, permits or Authorisation granted by the public authority**

S.I	Name and Address of recipient institutions	Nature/ quantum of benefit granted	date of grant	Name & designation of granting authority.
1	Sri.Ganga Fesality and Management Sevises No:222,8th D main,1st Block, HRBR Layout, Kalyananagar Bangalore-560043	Solid Waste Management	01-07-2023	BBMP
2	M/S Maathru Constuctions, No. 2127/1, Ground Floor,Kousthubha Nilaya, 9th Main Road, D Block,Bangalore-560092.	Solid Waste Management	05-01-2023	BBMP
3	Associated Human Resource Services Pvt.Ltd, # 160, Rashi Complex , 2nd Block,Nagarabhavi 2nd stage,Bangalore-560072	Solid Waste Management	06-01-2023	BBMP
4	S.R.S Enter Prises, No:181, 'C' Indira Nilaya, NH Layout, 1st Phase, Rajivgandhi Nagara, Kodigehalli Bangalore-560098.	Solid Waste Management	01-11-2022	BBMP
5	Sri G. Sunil No. 66, Coconut Avenue road,Malleswaram Bangalore-560003.	Solid Waste Management	31-10-2023	BBMP
6	Sri.B.H. Anand Kumar, No.154, MEC LayOut, Ganpatinagara Peenya 2nd Stage Bangalore-560058.	Solid Waste Management	15-09-2018	BBMP

*[Signature]*  
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7	Sri. Ranga Enter Prises, Kallipalya Madigondanahalli Kuduru Hobali, Magadi Taluk, Ramanagara District	Solid Waste Management	01-03-2019	BBMP
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**Section 4(1)(b)(xiv) Information available in Electronic form**

Information is published on BBMP website (bbmp.gov.in) Every year

**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
BBMP, web site	bbmp.gov.in	All the information related to BBMP

**Section 4(1)(b)(xvi) - Names, Designations and other particulars of public information officers**

**a. Public information officers (PIO)**

Sl	Department	Address of PIO & Phone Number	Address of Appellate Authority & Phone Number
1	AEE (SWM)	Yogesh B.S Assistant Executive Engineer, Dasarahalli Zone, Bagalagunte Bangalore-73 Ph:8860328488	Ravi.K.V Superintendent Engineer Dasarahalli Zone, Bagalagunte Bangalore-73 Ph:9480683818

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

Information is published on BBMP website (bbmp.gov.in) Every year

*[Signature]*  
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