

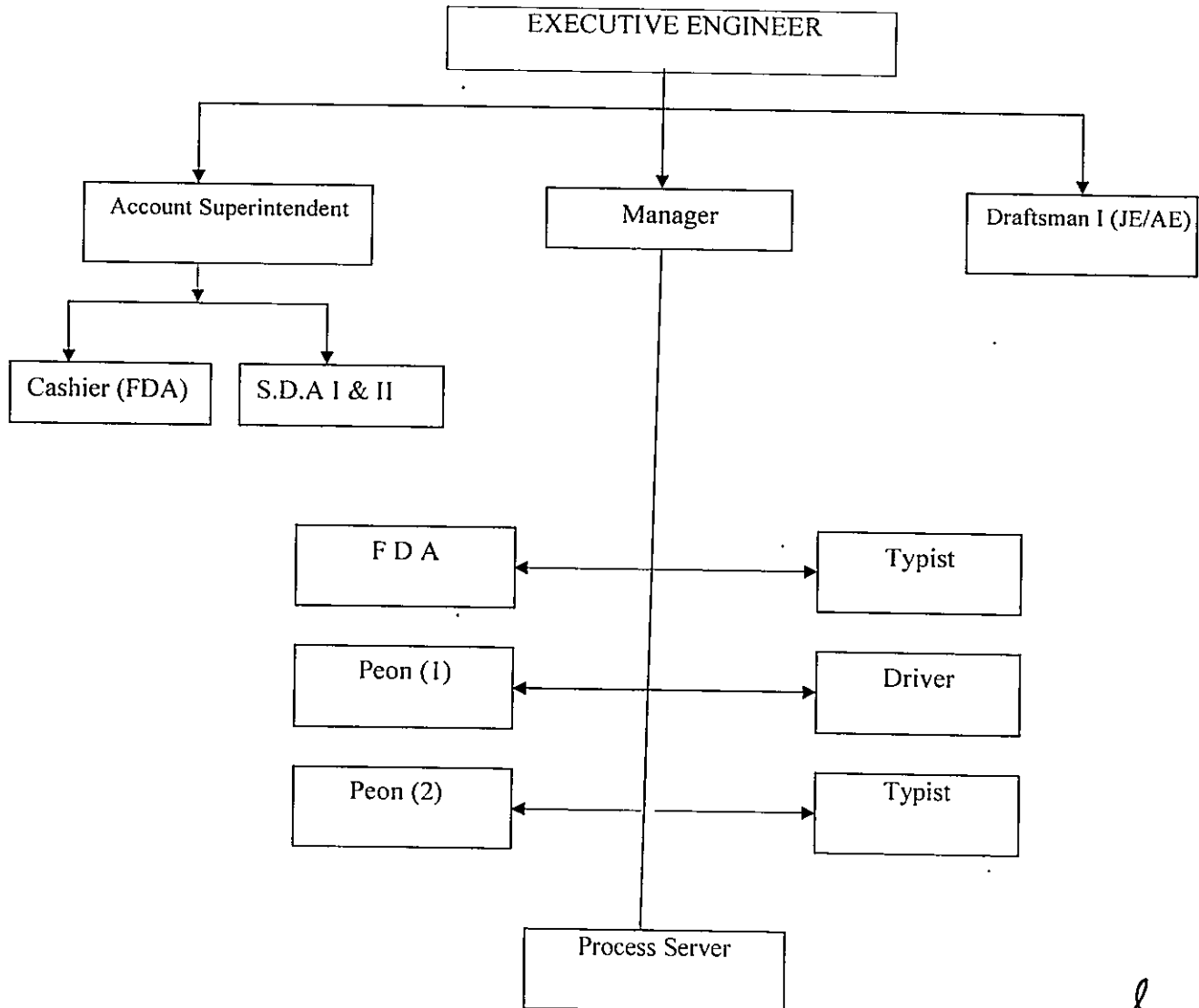
BRUHAT BANGALORE MAHANAGARA PALIKE  
HANDBOOK OF RIGHT TO INFORMATION ACT-2005

UNDER SECTION 4(1)(B) for the year 2023-24

OFFICE OF THE EXECUTIVE ENGINEER  
DASARAHALLI DIVISION

4(i). The Particulars of its organization, functions and duties:-

- a) Name of the Organization: Bruhat Bangalore Mahanagara Palike.  
b) Department: Executive Engineer, Dasarahalli Division, (Engineering Department)  
c) Structure: Staff pattern



*[Signature]*  
EXECUTIVE ENGINEER  
Bruhat Bengaluru Mahanagara Palike  
Dasarahalli Division, Bengaluru-73.

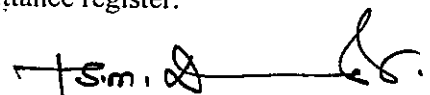
## DUTIES AND FUNCTIONS

The Duties and functions of the office Dasarahalli Division are as follows:

Maintenance of development works of the wards attached to Dasarahalli Division as per the Provisions of Karnataka Municipal Corporation Act 1976 under rule 58 & 59, based on the decision of the council and directives of the commissioner in connection with Administrative and Technical services.

### II. THE POWERS AND DUTIES AND FUNCTIONS OF OFFICEER AND STAFF

1. **EXECUTIVE ENGINEER** is the head of the office of Dasarahalli Division and functioning the duties within the frame of rules and regulations as per directions of the Higher Authorities relating to the Correspondence of Mahanagara Palike. Inspection of works personally or submission of reports to the Chief Engineer (Dasarahalli) in respect of works verified and scrutinized by the Technical staff. Supervision of work of the staff of Division Office with Administrative Control. Calling Tender in respect of approved works, issuing work orders to the contractors, checking and supervision of the works of the Contractors, Passing contractors bills and issue of cheques to the contractors.
2. **ACCOUNT SUPERINTENDENT** : Equal to Sub Divisional Officer and Financial advisor to Executive Engineer, Supervision of accounts branch, Supervisions of accounts matters, verification of works bills, passing of bills, issuing cheques, furnishing replies to the audit observations, preparation of annual Budget etc.,
3. **MANAGER**: Supervision of office establishment. Maintenance of staff attendance and verification, Leave sanction register of the staff, obtaining replies from sub division offices in respect of questions of Legislative Assembly and Legislative Council as well as BMP Council and submission of consolidated reports, preparation of staff Budget and Appendix-B, submission of monthly reports to higher authorities. Supervision and arrange for issuance of information from the Concerned, to time to time in respect of applications received under Karnataka information Act – 2005. Maintenance of movement register of the staff, maintenance of lists of assets and liabilities of the Staff and confidential reports etc.
4. **JUNIOR / ASSISTANT ENGINEERS(DRAUGHTSMAN(1))**: Dasarahalli Division is comprising of 8 wards viz. Ward No.15, 16, 17, 18, 19, 20, 21, 22, 23, 24 & 25. Each of the Engineers has to collect and scrutiny the estimates of works of 8 wards and to submit the report to the Chief Engineer (Dasarahalli) for approval of the Estimates and preparation for technical sanction. Arranging for calling tenders in respect of works specified under each year Budget as approved. Arranging to get executed the agreements from the contractors in respect of works entrusted and arranging for issue of work orders, submission of any other information to the Higher Authorities as required time to time.
5. **First Division Assistant**: Maintenance of service registers of staff and establishment work:- such as preparation of pay bills, maintenance of acquitceance register and cash books of salary disbursement of the staff. Maintenance of files personal of the Engineering staff. Preparation of DC bills. Maintenance of stock register and other works entrusted by the higher authorities. Auditing of works bill pertaining to ward No. 15, 16, 17, 18, 19, 20, 21, 22, 23, 24 & 25 of Shettyhalli, T.Dasarahalli, Peenya Industrial Area & Hegganahalli Sub-Division and maintenance of 'C' Register preparation of monthly schedule docket, maintenance of MB Books of concerned wards and also to work as per the directions of the higher authorities in respect of any other works.
6. **Cashier (First Division Assistant)**: Maintenance of cash register relating to works weekly fund reports, monthly revenue receipts and preparation of monthly account statements and submit to the higher authorities. Issue of cheques to the Contractors for the works bills. Quarterly Income Tax reports. And DD's Issue of tender books, Report regarding yearly GST and also other reports connected to cash section. Verifications of MB scrutiny of works bills and to pass the bills, maintenance of work cash book, EMD FSD Register and remittance register.

  
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7. **Second Division Assistant (1):** Inward of daily tappals / applications received from various departments and publics and then to issue to the concerned subject case workers/ sub divisions, maintenance of movement register of files. Forwarding of tappals, receipts, Stationary receipts and issue to the staff daily maintaining register.
8. **Drivers:** To attend the driving work of the vehicle allotted to the division and to maintain the Log- Book.
9. **Tappal Dispatcher:** To disperse the signed files and papers to the concerned staff and also to send tappal to the different departments concerned.
10. **Class IV Employees:** To open the office well in time, cleaning the office premises and to clean the table and furniture of the office. To attend the work as instructed by the office staff. They should also attend the work entrusted by the Higher Authorities.

**(III) PROCEDURE FOLLOWING WHILE TAKING DECISION MAKING PROCESS INLCUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY .**

The officer and staff working in the division office is performing their duties as described and as instructed and entrusted by the higher authorities.

Works are being taken up on essentiality and importance according to Administrative as well as supervising process as per the list of programme of works within the stipulated grants under respective heads, duly submitting proposals with recommendation to the higher authorities for approval. After completion of work the same will be recorded in the register of the Accounts section filing the concerned files.

**IV) THE NORMS SET BY IT FOR THE DISCHARGE OF ITSFUNCTIONS**

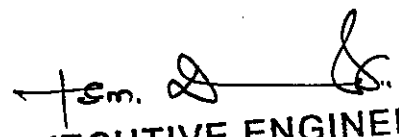
Procedure prescribed by the Govt. of Karnataka (Works and allocation) 1977, Karnataka Transparency in public procurement Act 2002 and KMC Act 1976 being followed duly observing the measures stipulated there in, besides following the orders and guidelines of the Commissioner.

**V) THE RULES, REGULALATION MANUALS AND RECORDS HELD BY IT OR UNDER ITS CONTROAL OR USED BY ITS EMPLOYEES FOR DISCHARGES ITS FUNCTIONS**

- a) Karnataka Civil Service Rules 1958
- b) Karnataka Civil Service (General Recruitment) Rules 1977
- c) Service Manual
- d) Office Procedure
- e) KCS (Conduct) Rules 1966
- f) KCS (CCA) Rules 1957
- g) KFC
- h) Treasure Code
- i) MCE
- j) Order, Circulars issued by DPAR regarding Service matters.
- k) Delegation of powers issued by FD from time to time

**VI) A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL**

1. Cash Book (work and general)
2. Remittance Register
3. Deposit Register
4. Cheque Books

  
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5. Measurement book
6. Agreement register
7. Work order Register
8. C Register
9. Inward and Dispatch Register
10. other essential register

VII) THE PARTICULARS OF ANY ARRANGEMENTS THAT EXISTS FOR CONSULTATION WITH, OR REPRESENTATION BY THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLANTATION THEREOF DOCUMENTS, BOOKLETS, ACT AND BYELAWS, RULES BEING OBSERVED BY THE STAFF WHILE MAINTAINING THE WORKS IN THE DEPARTMENT

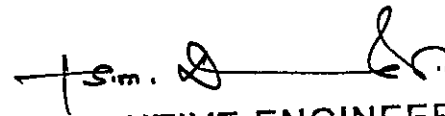
Bruhat Bangalore Mahangara Palike is in independent body headed by the Commissioner as appointed by the Government and the palike is function with the elected representatives who have taken decision in the discussion held in the palike meeting as per KMC Act 1976 and the decision will be reviewed by the Commissioner and passed final orders

VIII) A STATEMENT OF THE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS ITS PART OR FOR THE PURPOSE OF ITS ADVICE, AND AS TO WHETHER MEETINGS OF THOSE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES ARE OPEN TO THE PUBLIC, OR THE MINUTES OF SUCH MEETINGS ARE ACCESSIBLE FOR PUBLIC

Not applicablle

IX) A DIRECTORY OF ITS OFFICERS ANDEMPLOYEES

Sl. No	Name of the Officer / Employee	Designation	Office Address	Teleph one	Remarks
1	Sri B M Dharanendra Kumar	Executive Engineer, Dasarahalli Division	Office of the Executive Engineer Dasarahalli Division, MEI layout, Hesaragatta main road, Bangalore- 560 073.	080-29635911	
2	Sri Nagarajappa D M	Manager			
3	Smt.Rekha L	Account. Superintendent			
4	Vacant	Asst. Engineer			
5	Puttaswamy K	DM (A.E)			
6	Smt.Shobha P	F.D.A			
7	Sri Govindaraju K	S.D.A			
8	Sri Ramanjini H	Peon			
9	Sri Nagappa B	Driver			

  
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X) THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPANION AS PROVIDED IN ITS REGULATIONS

Sl. No	Name of the Officer Employee	Designation	Pay Scale	Basic Pay
1	Sri B M Dharanendra Kumar	Executive Engineer, Dasarahalli Division	67550-104600	83900
2	Sri Puttaswamy K	DM (A.E)	43100-83900	56800
3	Sri Nagarajappa D M	Manager	37900-70850	50150
4	Smt. Rekha L	Account. Superintendent	40900-83900	48900
5	Smt. Shobha P	F.D.A	27650-52650	31100
6	Sri Govindaraju K	S.D.A	25800-51400	31100
7	Sri Ramanjini H	Peon	17000-28950	29600
8	Sri Nagappa B	Driver	Equal work equal pay	21400

XI) THE BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENTS MADE

Head of Account (Ward)	15	16	17	18	19	20	21	22	23	24	25
Programme of Works 2023-24 (Rs in Lakhs)	70.00	70.00	75.00	70.00	75.00	70.00	70.00	75.00	70.00	70.00	75.00
Addl. Grants (Rs in Lakhs)	150.20	0.00	84.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total (Rs in Lakhs)</b>	<b>220.20</b>	<b>70.00</b>	<b>159.40</b>	<b>70.00</b>	<b>75.00</b>	<b>70.00</b>	<b>70.00</b>	<b>75.00</b>	<b>70.00</b>	<b>70.00</b>	<b>75.00</b>

XII) THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES


Not applicable

XIII) PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATIONS GRANTED BY IT

Not applicable

XIV) DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT REDUCED IN AN ELECTRONIC FORM

Details of Engineering works etc

  
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XV) THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION, INCLUDING THE WORKING HOURS OF A LIBRARY OR READING ROOM, IF MAINTAINED FOR PUBLIC USE

Not applicable

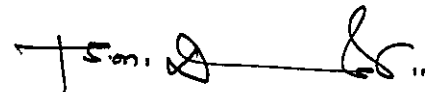
XVI) THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS

Public information officer:- Executive Engineer, Dasarahalli Division,  
Asst. Information Officer:- Asst. Executive Engineer of namely respective Sub Divisions.  
Shettyhalli, T. Dasarahalli, Peenya Industrial Area & Hegganahalli Sub-Division.


For the benefits of the public for getting information public grievance Cell and Karnataka Right to information Act -2005, Information Centre is opened at Central office, Bruhat Bangalore Mahanagara Palike in Narasimharaj Square, Bangalore-02 from there public can file appeals and applications and get the information. Public service center information centers are opened in ranges from have revenue, Engineer and Health Department related information are available to the public.

XVII) SUCH OTHER INFORMATION AS MAY BE PRESCRIBED AND THEREAFTER UPDATE THESE PUBLICATIONS EVERY YEAR

Public relation officer/I.T. Advisor, Bruhat Bangalore Mahanagara Palike will publish the information time to time and also information if any by the, palike the same will be adopted.



Executive Engineer,  
Dasarahalli Division Public  
Information Officer



Bruhat Bangalore Mahanagara Palike