

# Bruhat Bengaluru Mahanagara Palike

## Office of the Executive Engineer

Infrastructure Division, #307, 3rd Floor, Annexe Building-3, N. R. Square, Bangalore-560002.

### 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 obtaining administrative approval for infra works.	Preparing estimates for Grade Separators infrastructure works		<ol style="list-style-type: none"> <li>1. Commissioner upto Rs. 0.50 crores</li> <li>2. Standing Committee = 0.50 to 2.00 crores</li> <li>3. BBMP council = 2.00 to 5.00 crores</li> <li>4. Government = above 5.00 crores</li> </ol>
2	Appointment of Agency to Execute the work / Consultancy services	Preparing tender document, invitation for tender and obtaining approval to tender		<ol style="list-style-type: none"> <li>1. Commissioner upto Rs.60.00 lakhs.</li> <li>2. SC (MW) from Rs.60.00 lakhs to Rs.250.00 lakhs.</li> <li>3. Council from Rs.250 lakh to Rs.500 lakh.</li> <li>4. Government of Karnataka as an Rs.500.00 lakhs.</li> </ol>

3	Payment of bills	Preparing bills and payment of bills	AE 15 days	Commissioner
			AEE 3 days	
			EE 2 days	
			Account Superintendent 7 days	
			CAO 3 days	
			Spl Comm 3 days	
			TVCC 3 days	
			Spl Comm 3 days	
			Commissioner 3 days	
			CAO 3 days	

**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.)
1	Providing infrastructure projects in BBMP limits	As described in Section 4(1)(b)(v)	Project specific	KTPP bid documents and RFP
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 code 2	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	KMC Act	All applicable rules and acts
8	KTPP act	All applicable rules and acts
9	Karnataka Country & Town Planning Act	All applicable rules and acts
10	RTI 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	A-Preserved indefinitely	Agreement register	Executive Engineer/A.E.E
2	A-Preserved indefinitely	Workorder register	Executive Engineer/A.E.E
3	A-Preserved indefinitely	B.R.Register	A.O/A.S
4	D- Preserved for five years	Inward register	F.D.A
5	D- Preserved for five years	Outward register	F.D.A
6	E-Preserved for one year	Attendance register	F.D.A
7	E-Preserved for one year	Progress report	Executive Engineer/ A.E.E
8	E-Preserved for one year	PWD Scheduled rates 14-15	Executive Engineer/A.E.E

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

Sl. No	Function/Service	Arrangments for consultation with or representation of public in relation with policy formulation	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, council, committee, etc	Composition	Powers and functions	Whether its meeting are open to the public/ whether minutes of meeting accessible for public
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/employees	Designation	Office address/ Contact number/e-mail ID	Monthly remuneration etc.
1	M.Lokesh	Executive Engineer	N.R.Square, BBMP, Bangalore 02 9480683176	Basic Pay Rs. 40050 + Allowance
2	M.Narendra	Assistant Executive Engineer	N.R.Square, BBMP, Bangalore 02 9663739874	Basic Pay Rs. 47700 + Allowance
3	C.Purushottam	Assistant Executive Engineer	N.R.Square, BBMP, Bangalore 02 9980528850	Basic Pay Rs. 44250 + Allowance
4	B. Shyamasundar	Assistant Executive Engineer	N.R.Square, BBMP, Bangalore 02 9480684273	Basic Pay Rs. 50100+ Allowance
5	K.N. Ravi Kumar	Assistant Engineer	N.R.Square, BBMP, Bangalore 02 9742396599	Basic Pay Rs. 25300+Allowance
6	N. Santosh	Assistant Engineer	N.R.Square, BBMP, Bangalore 02 9980037234	Basic Pay Rs. 24600+Allowance

7	P. Jayaram	Assistant Engineer	N.R.Square, BBMP, Bangalore 02	9482731331	Basic Pay Rs. 34500+Allowa
8	E. Eranna	Assistant Engineer	N.R.Square, BBMP, Bangalore 02	9535563588	Basic Pay Rs.24600+Allowance

**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	GoK Grants 2013-14 P2649	Tender Sure	-	Work under progress	-
2	GoK Grants / P2678	Underpass at Magadi Road	-	Work under progress	
3	P2160	Signal Free Corridor	-	Tender in process	
4	JnNURM Grants / P1616	Underpass at Tagore Circle		Physically work is completed	
5	P1627	Subway at KR Market		Physically work is completed	
6	JnNURM Grants / P1722	Underpass at Puttenahalli		Physically work is completed	

**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 to grant subsidy under various programmes/schemes

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 authority**

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 available,etc.)	Contents of title	Designation and address of the custodian of information (held by whom)
1	Web Based Project Management system	<a href="http://bbmp.gov.in/">http://bbmp.gov.in/</a>	Web-Based Project Management System (WBPMS) 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	1. RTI CELL, Bruhat Bangalore Mahangara Palike, Head office, N.R.Square, Bangalore - 02 2. O/o the Executive Engineer, Infrastructure division, #307, 3rd floor, Annexe building-3, BBMP Head office, N.R,Square, Bangalore -02	Application received in the RTI cell are answered based on informations available in this 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, Infrastructure, Bruhut Bengaluru Mahanagara Palike	M.Lokesh Executive Engineer	9480683176	<a href="mailto:eeinfrastructurebbmp@gmail.com">eeinfrastructurebbmp@gmail.com</a>

**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	O/o The Executive Engineer, Infrastructure Division	M.Narendra AEE-1	9663739874	<a href="mailto:eeinfrastructurebbmp@gmail.com">eeinfrastructurebbmp@gmail.com</a>

2	O/o The Executive Engineer, Infrastructure Division	C.Purushottam AEE-2	9980528850	eeinfrastructure@ ail.com
3	O/o The Executive Engineer, Infrastructure Division	B. Shayamsundar AEE-3	9480684273	eeinfrastructurebbmp@ ail.com

**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, Bruhut Bengaluru Mahanagara Palike, N.R.Square, Bangalore -02	K.T.Nagraj, Superintending Engineer	9845222224	ktnagarajase@yahoo.com

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

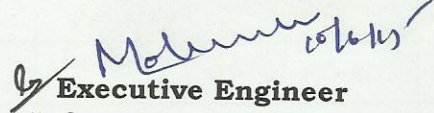
1	
---	--

*[Handwritten Signature]*  
**Executive Engineer**  
**Infrastructure Division**  
*[Handwritten Initials]*

**Bruhat Bangalore Mahanagara Palike****Office of the Executive Engineer****Infrastructure Division, #307, 3rd Floor, Annexe Building-3, N. R. Square, Bangalore-560002.****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 of file	Location of file	Date on which file can be destroyed/ custodian of file
1	24-Nov-03	A-Preserved indefinitely	1	Construction of Pedestrian Subway at K R Market	Office Wardrobe	Assistant Engineer
2	16-Jan-06	A-Preserved indefinitely	2	Construction of Underpass at Puttenahalli and Ring road Junction	Office Wardrobe	Assistant Engineer
3	23-May-06	A-Preserved indefinitely	3	Consultancy Services for Construction Pedestrian Subway at City Market	Office Wardrobe	Assistant Engineer
6	17-Mar-07	A-Preserved indefinitely	4	Consultancy Assignment of Project Management for Construction of Underpass at Tagore Circle	Office Wardrobe	Assistant Engineer
4	4-Apr-07	A-Preserved indefinitely	5	Project Management Services for Construction of Underpass at Puttenahalli Junction at Bangalore City	Office Wardrobe	Assistant Engineer
5	7-Nov-07	A-Preserved indefinitely	6	Construction of Underpass at Tagore Circle Basavangudi	Office Wardrobe	Assistant Engineer
7	19-Oct-10	A-Preserved indefinitely	7	EIRL for Construction of Underpass at Tagore Circle	Office Wardrobe	Assistant Engineer
8	17-Jul-12	A-Preserved indefinitely	8	Construction of Signal Free Corridor at Hosur Road from Central Silk Board to Vellara Junction in Bangalore City.	Office Wardrobe	Assistant Engineer
9	24-Nov-12	A-Preserved indefinitely	9	Painting and other repairs to Windsor Hotel Underpass.	Office Wardrobe	Assistant Engineer
10	24-Nov-12	A-Preserved indefinitely	10	Repairs and painting to Mekhri Circle Underpass.	Office Wardrobe	Assistant Engineer
11	27-Nov-12	A-Preserved indefinitely	11	Construction of 4 lanes divided bi directional Underpass at the Junction of Magadi Road and Basaveshwara Nagar Road along Magadi Road, Bangalore?	Office Wardrobe	Assistant Engineer
12	3-Jan-13	A-Preserved indefinitely	12	Providing Project Management Consultancy Services including Proof Checking, Construction Supervision and Quality Control for the work of Construction of Signal Free Corridor along identified stretches of Outer Ring Road (from Mysore Road Junction to Central Silk Board Junction) in Bangalore City.	Office Wardrobe	Assistant Engineer

Sl. No.	Date on which Opened (Files to be listed Chronologically)	Category A,B,C,D,E,	File No.	Subject of file	Location of file	Date on which file can be destroyed/ custodian of file
13	4-Jan-13	A-Preserved indefinitely	13	Project Management Consultancy Services including proof checking, construction supervision and quality control for the work of Construction of 4 lanes divided bi directional Underpass at the Junction of Magadi Road and Basaveshwara Nagar Road along Magadi Road, Bangalore"	Office Wardrobe	Assistant Engineer
14	1-Mar-13	A-Preserved indefinitely	14	Upgradation of 5 roads in Bangalore city as per "Tender Sure" Standards (Package-3). Kempegowda Road, Nrupatunga Road, Modi Hospital Road, Siddaiah Puranik Road, 11th Main road Jayanagar road	Office Wardrobe	Assistant Engineer

  
**Executive Engineer**  
**Infrastructure Division**