

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

Sl. No.	Name of the Organisation	Address	Aims	Functions
1	Office of the Executive Engineer, Road Infrastructure West Division.	Bruhat Bangalore Mahanagara Palike Offices, N.R.Square, Bangalore - 560002	To build quality roads	Widening and Rehabilitation of Roads

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

Sl. No.	Designation of the Official/employee	Duties allotted	Powers
1	P.Gurudutt, Executive Engineer	Road Infrastructure, WEST & Bommanahalli-II	Duties and financial responsibilities as per PWD Departmental Code, VOL -1 Rule 31 to 41
2	G.Amarnath, Assistant Executive Engineer	Construction, Widening and maintainance of Package-4 of Bommanahalli Zone-2	Duties and financial responsibilities as per PWD Departmental Code, VOL -1 Rule 42 to 47
3	Ashok.S.Chitruk, Assistant Executive Engineer	Construction, widening and maintainance of Package-5, 6 Roads of Bommanahalli Zone-2	Duties and financial responsibilities as per PWD Departmental Code, VOL -1 Rule 42 to 47
4	A.R.Vijay Kumar Assistant Executive Engineer	Construction, widening and maintainance of Package-5, 5 Roads of Bommanahalli Zone-2	Duties and financial responsibilities as per PWD Departmental Code, VOL -1 Rule 42 to 47
5	M.Muniraju, Assistant Executive Engineer	Construction, widening and maintainance of Magadi Main Roads and all roads under West Zone	Duties and financial responsibilities as per PWD Departmental Code, VOL -1 Rule 42 to 47
6	KB.Prakash, Assistant Executive Engineer	Division Office Works	Duties and financial responsibilities as per PWD Departmental Code, VOL -1 Rule 42 to 47
7	KS Vijay Kumar Assistant Engineer	Handling works under Shri.M.Muniraju. A.E.E and Divisional office work	
8	Venkatesh, Assistant Engineer	Handling works under Shri. Ashok.S.Chitruk, A.E.E and Shri.G.Amarnath, A.E.E	

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, DPR and Sanctioning of Estimates	Preparing estimates for new roads or rehabilitation and widening of roads	<p>Preparation of estimates for new roads or rehabilitation and widening of roads</p> <pre> graph TD A["A.E-15 days"] --> B["A.E.E-3 days"] B --> C["E.E-3 days"] C --> D["S.E-3 days"] D --> E["C.E-3 days"] E --> F["D.C.E-3 days"] E --> G["TA-3 days"] F --> H["A.E-3 days"] G --> I["A.E-3 days"] H --> J["Special Comm.-3 days"] I --> K["P.P.E.D-3 days"] I --> L["T.V.C.C-3 days"] J --> M["Commissioner-3 days"] K --> N["Major works committees-10 days"] L --> N M --> O["Council-30 days"] N --> O </pre>	<p>1. Commissioner upto Rs. 3.00 crores</p> <p>2. Works council = 3.00 to 4.00 crores</p> <p>3. BBMP council = 4.00 to 5.00 crores</p> <p>4. Government = above 5.00 crores</p>

2	Appointment of Agency to Execute the work / Consultancy services	Preparing tender document, Agreement, work order	<p>Preparing tender document, Agreement, work order</p>	Government of Karnataka
3	Payment of bills	Preparing bills and payment of bills	<p>Preparing bills and payment of bills</p>	Commissioner

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.)
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	KTPP 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	E-Preserved for one year	Progress report	Executive Engineer/ A.E.E
2	E-Preserved for one year	PWD Scheduled rates 10-11	Executive Engineer/A.E.E
3	A-Preserved indefinitely	Agreement register	Assistant Engineer
4	A-Preserved indefinitely	Workorder register	Assistant Engineer
5	A-Preserved indefinitely	B.R.Register	A.O/A.S
6	E-Preserved for one year	Attendance register	
7	D- Preserved for five years	Inward register	
8	D- Preserved for five years	Outward register	

Section 4 (1) (b) (vii)-Arrangement for consultation with, or representation by the members of the public in relation to

Sl. No	Function/Service	Arrangments for consultation with or representation of	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,	Composition	Powers and functions	Whether its meeting are open
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	P.Gurudutt	Executive Engineer	N.R.Square, BBMP, Bangalore 02	Rs34,413.00
2	G.Amarnath	Assistant Executive Engineer	N.R.Square, BBMP, Bangalore 02	Rs35,644.00
3	Ashok.S.Chitruk	Assistant Executive Engineer	N.R.Square, BBMP, Bangalore 02	Rs45,964.00
4	AR.Vijaya Kumar	Assistant Executive Engineer	N.R.Square, BBMP, Bangalore 02	Rs34,000.00
4	M.Muniraju	Assistant Executive Engineer	N.R.Square, BBMP, Bangalore 02	Rs45,854.00
5	KB Prakash	Assistant Executive Engineer	N.R.Square, BBMP, Bangalore 02	Rs45,854.00
6	KS Vijay Kumar	Assistant Engineer	N.R.Square, BBMP, Bangalore 02	Rs22,794.00
7	Venkatesh	Assistant Engineer	N.R.Square, BBMP, Bangalore 02	Rs20,963.00

Section 4 (1) (b) (xi)-- Budget allocated to each agency including plans, etc

Sl No	Agency/ Budget head	Plan/Program me/ 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	Road related Infrastructure09-10	Rs.16749.35 Lakhs	Rs.550.317 Lakhs		
2	Arterial and sub arterial Roads(Bond Roads)09-10	0.10 Lakhs	91.57 in lakhs		
3	P2019	Rs.3714.42 Lakhs	Rs.198.47 Lakhs		

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**

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

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)	Contents of title	Designation and address of the custodian of information (held)
1	Web Based Project Management system	www.bbmp.gov.in/index.php?option=com_content&view=article&id=143&Itemid=186	Web-Based Project Management System (WPMS) 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	RTI Cell, BBMP head office, N.R.Square, Bangalore 560002	Application received in the RTI cell are answered based on informations gathered from respective 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, Road Infrastructure, West Division ,B.B.M.P	P.Gurudutt, Executive Engineer	9480683849	-

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	Assistant Executive Engineer - 1, Road Infrastructure, West ,B.B.M.P	Ashok.S.Chitruk	9886119264	-
2	Assistant Executive Engineer - 2, Road Infrastructure, West, B.B. M.P	G.Amarnath	9480684884	-
3	Assistant Executive Engineer - 3, Road Infrastructure, West, B.B. M.P	M.Muniraju	9739947109	-
4	Assistant Executive Engineer -4, Road Infrastructure, West, B.B. M.P	AR.Vijay Kumar	9341012461	-
5	Assistant Executive Engineer -5, Road Infrastructure, West, B.B. M.P	KB.Prakash	-	-

c) Appellate authority

Sl No	Name of the office/ administrative unit	Name and Designation PIO	Office tel.No Residence tel.No	E-mail
1	Chief Engineer, Superintending Engineer, Road Infrastructure, B.B.M.P, N.R.Square, Bangalore - 02	K.T.Nagraj I/C Chief Engineer	Chief Engineer:-9480683145, Superintending Engineer:-9845222224	-

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

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**Executive Engineer
Road Infrastructure-WEST**