

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

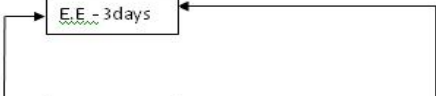
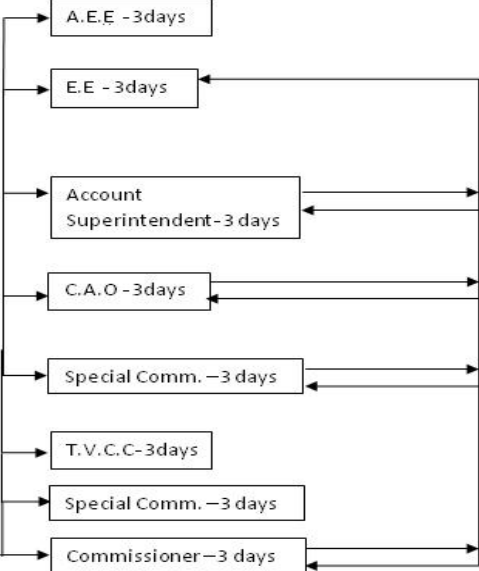
Sl. No.	Name of the Organisation	Address	Aims	Functions
1	Office of the Executive Engineer, Road Widening Division-4	Bruhat Bangalore Mahanagara Palike Offices, N.R.Square, Bangalore - 560002	To build quality roads	Widening of roads

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

Sl. No.	Designation of the Official/employee	Duties allotted	Powers
1	P. Gurudath Executive Engineer	Road Infrastructure,Road Widening Division-4	Duties and financial responsibilities as per PWD Departmental Code, VOL -1 Rule 31 to 41
2	B S Nagendra Prasad , Assistant Executive Engineer	Bellary, Banasawadi, Sankey Road Widening, Indira Gandhi Musical fountain work	Duties and financial responsibilities as per PWD Departmental Code, VOL -1 Rule 42 to 47
3	Vishwas I K , Assistant Engineer	Handling works under Sri. B.S Nagendra Prasad, A.E.E and Divisional office work	
3	Gopala reddy H M , Assistant Engineer	Handling works under Sri. B.S Nagendra Prasad, 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, General Correspondance related to the work, preparation of progress report etc., and other works referred by chief engineer if any	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 AE15[A.E-15 days] --> AEE3[A.E.E-3 days] AEE3 --> EE3[E.E-3 days] EE3 --> AE3_1[A.E-3 days] EE3 --> AS3[Account superintendent-3 days] AS3 --> AE3_2[A.E-3 days] AE3_1 --> SE3[S.E-3 days] SE3 --> CE3[C.E-3 days] CE3 --> DCE3[D.C.E-3 days] CE3 --> TA3[TA-3 days] CE3 --> AE3_3[A.E-3 days] DCE3 --> PPE3[P.P.E.D-3 days] DCE3 --> TVC3[T.V.C.C-3 days] TA3 --> PPE3 TA3 --> TVC3 AE3_3 --> PPE3 AE3_3 --> TVC3 PPE3 --> COM3[Commissioner-3 days] TVC3 --> COM3 COM3 --> MWCOM10[Major works committee-10 days] MWCOM10 --> COUNCIL30[Council-30 days] </pre>	<ol style="list-style-type: none"> 1. Commissioner upto Rs. 50.00 Lakhs 2. Works council = 50.00 to 200.00 Lakhs 3. BBMP council = 200.00 to 500.00 Lakhs 4. Government = above 500.00 Lakhs

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	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

Sl. No	Function/Service	Arrangements for consultation with or	Arrangements for consultation with or representation of public in relation with policy implementation
Not Applicable			

Section 4 (1) (b) (viii)-Boards, councils, committees and other bodies constituted as part of the public

Name of board, council,	Composition	Powers and functions	Whether its meeting are open to the 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	P. Gurudutt	Executive Engineer	N.R.Square, BBMP, Bangalore 02	9480683849	Rs. 38,832.00
2	B S Nagendra Prasad	Assistant Executive Engineer	N.R.Square, BBMP, Bangalore 02	9343814852	Rs. 47,269.00
3	GopalaReddy H M	Assistant Engineer	N.R.Square, BBMP, Bangalore 02	6845542225	Rs. 30,300.00
4	Vishwas I K	Assistant Engineer	N.R.Square, BBMP, Bangalore 02	9741544844	Rs. 23,563.00

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	Road Widening and others P-1733	Rs.177.10 Lakhs	Rs.177.10 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**

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

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
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, Road Widening Division-4, 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, Road Widening Division-4, B.B.M.P	B.S Nagendra Prasad	9343814852	-

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, Road Infrastructure, B.B.M.P, N.R.Square, Bangalore -02	S.Somashekar, Chief Engineer	Chief Engineer:-9480683173,	-
2	Superintending Engineer, Road Infrastructure, B.B.M.P, N.R.Square, Bangalore -02	S.Prabhakar, Chief Engineer	Superintending Engineer:-9480685379,	-

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

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**Executive Engineer
Road Widening Division-4**