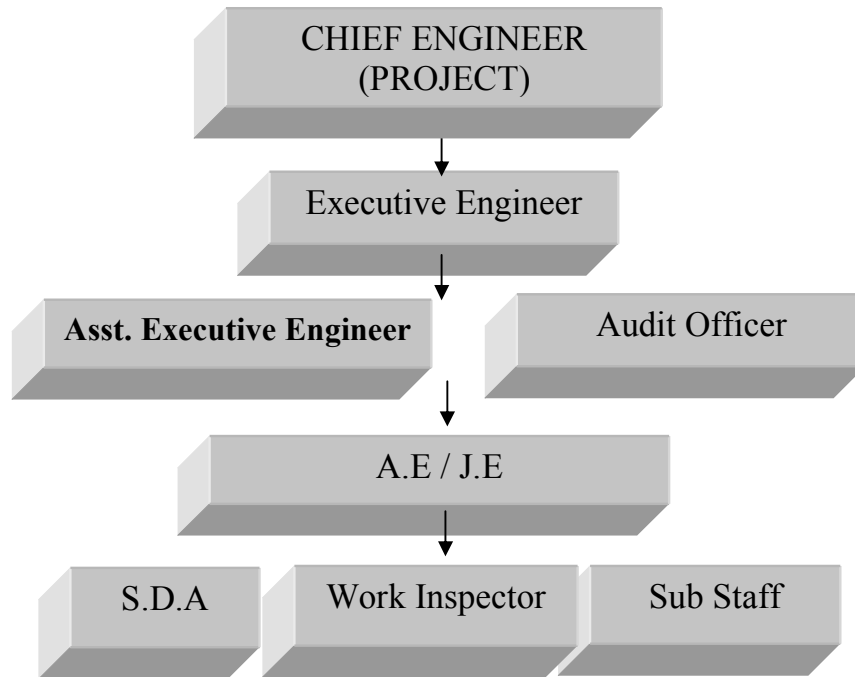


INFORMATION ON 4(1) (a) OF EXECUTIVE ENGINEER, MPED- CENTRAL

Section 4(1)(b)(i) organizational structure, aims and functions.

Sl no	Name of the organization	Address	Aims	Functions
	Office of the Executive Engineer, MPED – Central	BBMP - head office, NR Square, Bangalore – 02	1) Maintenance works @ HO, other office 2) Improvement works 3) New Constructions 4) Miscellaneous works 5) Other works assigned by Superiors	1) Day to day maintenance @ HO & other buildings 2) Maintenance of Townhall 3) Preparation of estimate for various maintenance works 4) Execution of projects assigned 5) Tendering & Execution 6) Payment of Bills

**ORGANISATION STRUCTURE**



Section 4(1)(b)(ii) Powers and duties of officers and employees.

Sl no	Designation of the official / employee	Duties allotted	Powers
1	Executive Engineer	Overall monitoring of division, Tendering, Payment of Bills & allied works	1) According AS / TS sanctions to the estimate approved by the competent authority not exceeding Rs. 10.00 lakhs 2) Inviting tenders for the works approved by competent authority 3) Attending office works & monitoring of works progress. 4) Processing of all day to day correspondence & allied works
2	Assistant Executive Engineer	Overall monitoring of sub division work assigned by time to time, suggestion for improvements & development	1) Preparation of estimates, DPR, etc., 2) Monitoring of works including maintenance 3) Assisting division work 4) Day to day correspondence, monitoring of sub ordinates Functioning 5) Attending office works 6) Works bills & Mis bills 7) Attending works assigned by Superiors
	Auditing officer	Scrutiny of bills, attending audit paras, assisting executive engineer for scrutiny of tender & allied works, Bank Remittance of EMD / SD & other payments	Scrutiny of bills, attending audit paras, assisting executive engineer for scrutiny of tender & allied works, Bank Remittance of EMD / SD & other payments
3	AE / JE	Preparation of estimates Supervision & timely completion work Attending day to day works Attending office works Suggestions for improvements	Supervision of works, maintenance works, preparation of estimates, DPR, attending office works, water supply, Sanitary maintenance, housekeeping maintenance, Recording bills, attending complaints & other works assigned time to time
4	Work Inspector		Supervision of daily maintenance of Head office. Attending complaints, supervision of on –going works
5	Second Division Clerk	Inward & outward, day to day tappals, & files, establishment works, Scrutiny of bills & bank remittances, & any other works assigned by superiors	Maintenance of office register, Maintenance of service particular of Sub – division staff preparation of meeting papers, preparation of salary bills
6	Supporting staff		Attending day to day work

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

Activity	Description	Decision – making process / time limit for taking decision / channels of supervision & accountability	Designation of final decision authority
1) Submission of action plan for annual budget. 2) Submission of estimates for administrative sanction & Tendering. 3) Tendering 4) Execution of works 5) work bills 6) Establishment	Preparation of action of plan for the budget & detailed estimate for individual works. Tendering process & execution of works, progress monitoring, payment of bills & Establishment,	The estimates soon after administrative approval will be processed by technical sanction & Tendering. The tenders received will be processed & finalized with in validity period.	As per delegation of power vested to the officer concerned from time to time.

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 (citizens charter service charter etc.,
1	Action plan for the annual budget pertain to division	As per approved action plan & requirement	As per requirement	KMC act
2	Tendering & execution	As per KTTP act & prevailing norms	As per KTTP act & PWD norms	KTTP act & PWD code & G – 65 & Relevant records

Section 4(1)(b)(v) – Rules, Regulations, Instructions, Manuals & Records held / used:

Sl.no	List of acts, rules regulations, instructions manuals	List of act, procedure, conditions etc.,
1	Tender condition PWD manual KTTP ACT, e-Procurement, e-tendering as per prevailing norms, Standard Tender Document	KTTP act, tender condition, book let, & related documents.

Section 4(1)(b)(vi) – Categories of documents held

Sl.no	Category of the document	Title of the document	Custodian of the document
1	A	AS / TS register Work order register, BR Register Cash register, New Measurement book	Office superintendent
2	B	Measurement book	Concerned AEs & JEs
3	C	Tender files, estimate files,	
4	D	Tappal / Leave register	Concerned SDC

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	Arrangements for consultation with or representation of public in relation with policy formulation	Arrangements for consultation with or representation of public in relation with policy implementation
	NA to MPED-C		

Section 4(1)(b)(viii) – Board, Councils, Committees and other bodies constituted as part of the public authority.

Name of board, council, Committee etc.,	Composition	Powers & functions	Whether its meetings are open to the public / whether minutes of meetings accessible for public
NA to MPED-C			

Section 4(1)(b)(ix) & Section 4 (1) (b) (x) – Directory of officers / employees and their monthly remuneration

Name of the officers / employees	Designation	Office address / contact number / e-mail ID	Monthly remuneration etc.,
L. Chandrashekhar	EE	Office of the MPED – Central (080 - 22485320)	Rs.34,332/-
G.S. Girisetty	AEE	-- do --	Rs.41,675/-
M. Chandresh	AE	-- do --	Rs.28,950/-
N. Naveen Kumar	JE	-- do --	Rs.16,897/-
Azhar Pasha	JE	-- do --	Rs.16,897/-
V Sandeep	WI	-- do --	Rs.11,570/-
N. Sridhar	SDC	-- do --	Rs.11,450/-
Venkatesh	Group D	-- do --	Rs 9,638/-
Sub Staff	Group D		

Section 4(1)(b)(xi) – Budget allocated to each Agency including plans etc.,

Agency	Plan / Programme / Scheme / Project / Activity / Purpose for which budget is allocated	Proposed expenditure as on last year	Expected outcomes	Report of disbursements made are where such details are available (website reports, notice boards)
	To be furnished by CAO			

Section 4(1)(b)(xii) – Manner of execution of subsidy programmes

Sl no	Name of programme / Activity	Nature / scale of subsidy	Eligibility criteria for grant of subsidy	Designation of officer for grant of subsidy
	NA to MPED-C			

b. Describe the manner of execution of the subsidy programme

Sl.no	Name of the programme / activity	Application procedure	Sanction procedure	Disbursement procedure

Section 4(1)(b)(xiii) particulars of Recipients of concessions, permits or authorizations. Granted by the public authority

Sl.no	Name & address of recipients institutions	Nature / Quantum of benefit granted	Date of grant	Name and designation of granting authority

Section 4(1)(b)(xiv) – Information available in electronic form

Sl. no	Electronic data	Descriptions (site address / Locations where available etc.,)	Contents or title	Designation and address of the custodian of information (held by whom)
	e-Portal	Website: <a href="http://www.bbmp.gov.in">http://www.bbmp.gov.in</a>	* Introduction and objectives * Duties and responsibilities.	IT Advisor BBMP

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

a) Public information officer (PIO)

Slno	Name of the office / Administrating unit	Name & Designation of PIO	Office Tel no residence Tel no & FAX	Email
	PRO			

b) Asst Public Information Officer

Slno	Name of the office / Administrating unit	Name & Designation of PIO	Office Tel no residence Tel no & FAX	Email
	Office of PRO			

c) Appellate Authority

Sl. no	Name of the office / Administrating Unit	Name & Designation of Appellate authority	Office Tel no Residence Tel no FAX	Email
	Chief Engineer (Project)			

Section 4(1)(b)(xvii) – Any other useful information / Information frequently asked by the Public Please give any other information or details of publications which are of relevance or of use to the citizens or which are frequently asked by the public.

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	Arrangements for consultation with or representation of public in relation with policy formulation	Arrangements for consultation with or representation of public in relation with policy implementation
	NA to MPED-C		

Section 4(1)(b)(viii) – Boards, Councils, Committees & other bodies constituted as part of the Public Authority

Name of board, council committee, etc,	Composition	Powers & functions	Whether its meetings are open to the public whether minutes of meetings accessible for public
To be furnished by Council Secretary			

Section 4(1)(b)(ix) – & section 4(i)(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.,
	To be furnished by Administrative section			

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

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 (website, reports, notice board)
	To be furnished by CAO			

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 competent to grant subsidy under various programmes / schemes.

Sl. no	Name of programme / activity	Nature / scale of subsidy	Eligibility criteria for grant of subsidy	Designation of officer for grant of subsidy
	NA to MPED-C			

- b. Describe the manner of execution of the subsidy programme

Sl. no	Name of programme / activity	Application procedure	Sanction procedure	Disbursement procedure
	NA to MPED-C			