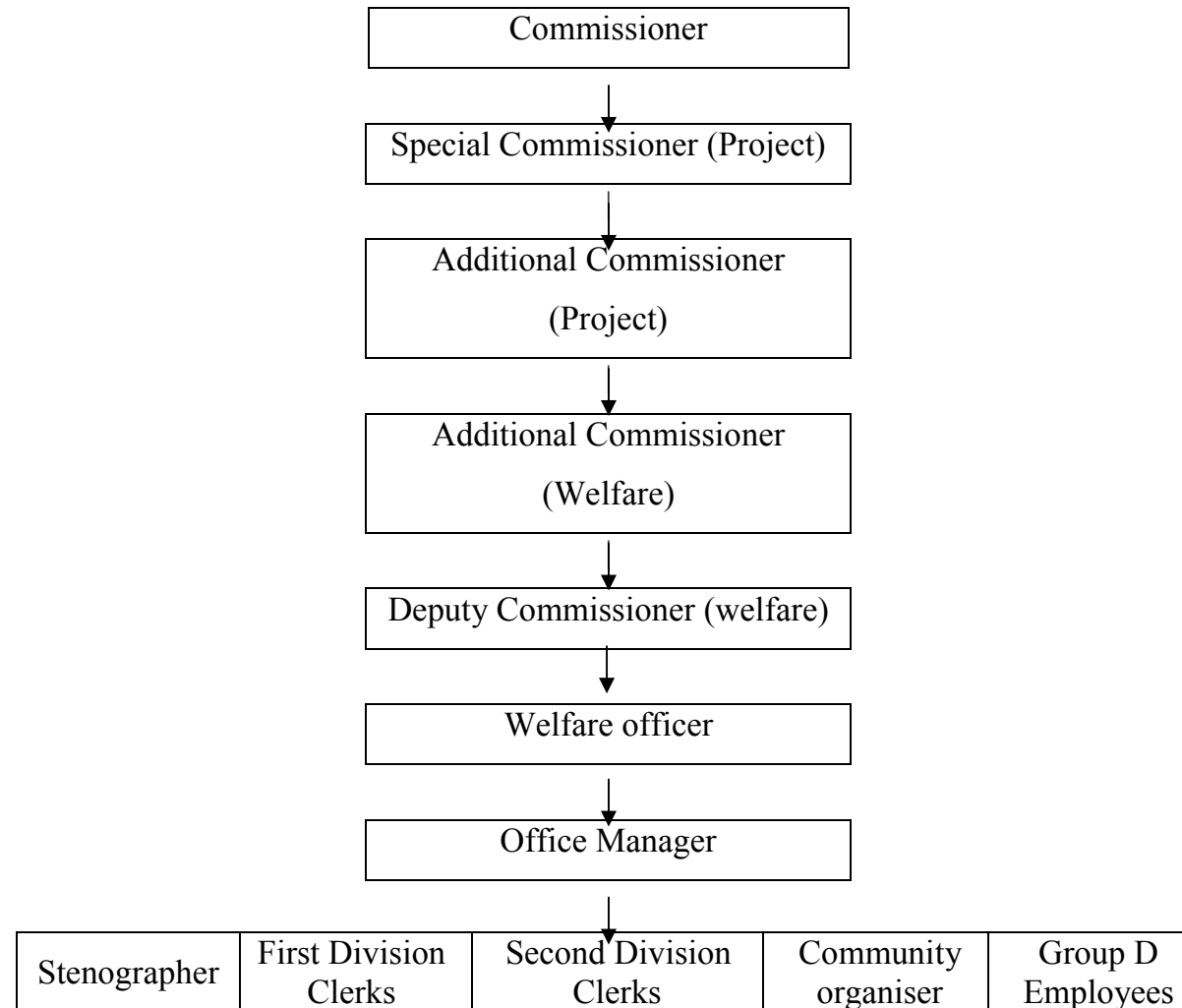


WELFARE SECTION, HEAD OFFICE  
BRUHAT BANGALORE MAHANAGAR PALIKE  
2 ND FLOOR, N.R SQUARE, BANGALORE-02

(4 (1)(B) Information as on MAY-2012

**Section 4(1)(b)(i) – Organizational structure, aims and functions.**

**Organizational structure**



Sl. No	Name of the organization	Address	Aims	Functions
	BRUHAT BANGALORE MAHANAGARA PALIKE, HEAD OFFICE, WELFARE SECTION	O/o The welfare officer, Head Office, Bruhat Bangalore Mahanagara Palike Corporation offices, Annexue-1-2 <sup>nd</sup> floor, N.R.Square, Bangalore-02 Ph-22975570.	Welfare of Scheduled caste/Scheduled Tribe, Backward classes, Minorities, Women, Physically Handicapped, Senior Citizens and General category.	<p>Bruhat Bangalore Mahanagara Palike has taken up several Training, Financial Assistance/Subsidy, issue of Facilities and other Welfare Programmes and Schemes for the Welfare of Scheduled caste/Scheduled Tribe, Backward classes, Minorities, Women, Physically Handicapped, Senior Citizens and General category.</p> <p>B.B.M.P is utilizing the 22.75% funds out of the Palike Budget for the Development and Welfare of the Scheduled Caste/Scheduled Tribe community. Funds have been reserved for the Development, Training, Financial Assistance/Subsidy and individual beneficiary activities/welfare programme for Backward class, Minorities, women, Physically Handicapped, Senior Citizens and General category.</p> <p>Centrally sponsored SJSRY scheme are also being implemented through 08 Zonal Offices in BBMP area.</p> <p><u>SJSRY will have four major components, namely-</u></p> <ul style="list-style-type: none"> <li>(i). Urban Self Employment Programme (USEP)</li> <li>(ii). Urban Women Self-help Programme (UWSP)</li> <li>(iii). Skill Training for Employment Promotion amongst Urban Poor (STEP-UP)</li> <li>(iv). Urban Community Development Network (UCDN)</li> </ul>

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

Sl. No	Designation of the official/employee	Duties allotted	Powers
1	Commissioner	The Commissioner is the overall controlling authority of the welfare Section.	Overall controlling authority of the welfare Section.
2	Additional/Joint Commissioner (Welfare)	<p>Additional/Joint Commissioner (Welfare) is the head of the welfare section. He discharges the duties as per the delegation of powers by the commissioner and under KMC Act, KCSR, KFC, KTC KTPP Etc., orders issued by the Administrator, Commissioner and Karnataka Government from time to time. He frames policies, Guidelines, regulations and give guidance in implementing various welfare schemes for SC, ST, BCM, Women and General category at zonal level. He recommends the files for orders or approval of the Commissioner, Standing Committee's and Palike Council. These schemes and programmes are implemented by the zonal Additional/Joint commissioners as per the decision of the above.</p> <p>He also guides and monitors the SJSRY scheme being implemented at Zonal level.</p>	He discharges the duties as per the delegation of powers by the Commissioner and under KMC Act, KCSR, KFC, KTC KTPP act Etc., orders/decisions issued/taken by the Palike Council, Standing Committee's, Commissioner and Karnataka Government from time to time. He frames policies, guidelines regulations and give guidance in implementing various welfare schemes for SC, ST, BCM, Women and General category at zonal level.
3	Deputy commissioner (welfare)	Deputy commissioner (welfare) discharges the duties as per the delegation of powers by the Commissioner and under KMC Act, KFC, KTC, KTPP act etc orders/decisions issued/taken by the Palike Council, Standing Committee's, Commissioner, Additional Commissioner and Karnataka Government from time to time. He recommends the files for orders to Additional Commissioner (Welfare) and higher authorities.	Recommendation of files for orders and approval to Additional Commissioner (Welfare) and higher authorities.
4	Welfare officer	The welfare officer is the drawing officer and over all in charge of the welfare section staff. He/She discharges the duties, as per the KMC Act, KCSR, KFC, KTC KTPP Act, RTI Act 2005 etc,	The welfare officer is the drawing officer and over all in charge of the welfare section

		<p>orders/decisions issued/taken by the Palike Council, Standing Committee's, Commissioner, Additional Commissioner, Deputy Commissioner, and Karnataka Government. He/She submits the files connected with schemes for SC/ST's under 22.75% funds for orders or approval from the higher authorities submits annual/administrative reports, submits the replies to audit reports. She is the public information officer for the welfare section (Head Office Only) and provides information to the public, Commissioner, Palike Council/Standing committees and Government.</p> <p>She submits the files connected with BCM, Women Welfare and SJSRY schemes for orders or approval from the higher authorities.</p>	Submission of files connected with SC/ST, BCM, Women Welfare and SJSRY welfare schemes for orders or approval from the higher authorities.
5	Manager	The Manager Supervises the working of the sub staff, forward the files with the remarks to the higher authorities, attends the Right to Information files, Staff attendance, supervision etc, and other works as directed by the higher officers are his duties and responsibilities.	Supervision of the office, staff and forwarding of files with the remarks to the higher authorities.
6	Sri.Arun kumar.N, F.D.A	Disposal of files and papers connected under 22.75% funds, Government Letters, RTI applications, zonal correspondence, Office stationary and duties as allotted by the higher authorities.	-
7	Smt.Deepa nadavinamani. F.D.A.	Disposal of files connected with Women Welfare schemes, RTI applications, zonal correspondence Establishment work, Safai Karmachari Survey, and duties allotted by higher authorities.	-
8	Smt.Sujatha. F.D.A	O.O.D to O/o Additional Commissioner (Welfare)	-

9	Malikarjunaswamy, Stenographer	O.O.D to O/o Council Section.	-
10	Manjunath, S.D.A.	Receiving and dispatching papers & files. Attends the files, Government letters RTI applications, zonal correspondence connected with BCM, General category Schemes and duties as allotted by the higher authorities.	-
11	Kiran S. Varekar, Community Organiser	Disposal of files connected with Swarna Jayanthi Shahari Rozgar Yojane, RTI applications and as duties allotted by the higher authorities.	-
12	Govinda - Peon	The official is the group 'D' staff and works as per instructions of the officers and staff in the office. He carries Tappal to various offices. His responsibility is to maintain cleanliness of the office.	-
13	Chennamma - peon	The official is the group 'D' staff and works as per instructions of the officers and staff in the office. She carries Tappal to various offices. Her responsibility is to maintain cleanliness of the office.	-
14	Ramamurthy - Driver	O.O.D to O/o Horticultural suptd.(west)	-

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

Activity	Description	Decision-making process/time limit for taking decision/channels of supervision and accountability	Designation of final decision authority
Welfare	Welfare section has taken up various schemes/programmes for which guide lines, modalities, etc are put up by the welfare officer for decision making to Deputy Commissioner (Welfare), Additional Commissioner (Welfare), Commissioner, within the frame work of KMC Act, KTC KFC, KCSR,KTPP Act, RTI Act 2005 etc. After the above orders Notes are submitted to standing committees, Bruhat Bangalore Mahanagara Palike council and Government of Karnataka for taking decisions.	The files are put up by the welfare officer which will be forwarded to Deputy Commissioner (Welfare), Additional Commissioner (Welfare), Commissioner for approval and orders.	After the Commissioner's orders/approval Notes are submitted to standing committees, Bruhat Bangalore Mahanagara Palike council and Government of Karnataka for taking decisions.

**Section 4(1)(b)(vi) – 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)
	Various welfare Schemes and programmes are being implemented by the welfare section.	Guide lines have been issued for the implementation of various schemes and programmes under taken for Scheduled caste, Scheduled Tribes, Backward classes, Minorities, women welfare and General category. Government order and circulars are also the basis for norms and standards of performances	The programmes are implemented with in the financial year.	<ol style="list-style-type: none"> <li>1. Address proof</li> <li>2. Age proof</li> <li>3. Caste certificate</li> <li>4. Income certificate</li> <li>5. Other qualifications, merits, as necessary for the Particular schemes.</li> </ol>

**Section 4(1)(b)(v) – Rules, regulations, instructions, manuals and records held/used**

Sl. No	List of Acts, rules, regulations, instructions, manuals	Gist of Act, rules etc.
	The following are being used by this office for discharging of its functions. The KMC Act 1976, Corporation Manual, KFC, KTC, KCSR, KTPP Act, RTI Act 2005 etc. circular's and office orders/decisions issued/taken by Palike Council/Standing committees, Commissioner and Karnataka Government.	KMC Act 1976, Corporation Manual, KFC, KTC, KCSR, KTPP Act, RTI Act circulars and office orders/decisions.

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

Sl. No	Category of the document	Title of the Document	Custodian of the Documents
	<p><b><u>First Category Documents.</u></b></p> <p><b><u>Second category Documents.</u></b></p>	<p>(a) Attendance Register                      (b) Personal Register/Receiving Register.                      (c) Cash Book                      (d) Acquaintance Roll                      (e) Salary Disbursement Registers.                      (f) AC, DC and NDC Bill Registers.                      (g) Cheque Registers.                      (h) Stock Registers.</p> <p>(1) Standing committee and BBMP Resolution on files of various schemes.                      (2) Processing files of Different Schemes                      (3) Other correspondence Files</p>	<p>Manager/First Division Assistants/Second Division Assistants.</p>



**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 there of**

Sl. No	Function/service	Arrangements for consultation with or representation of public in relation with policy formulation.	Arrangements for consultation with or representation public in relation with policy implementation
	Welfare Activity	Applications, Requisitions and Suggestions received from the public will be considered for formulation of policies and submitted for approvals orders of the competent authority and for the decision by the standing committee and BBMP council.	Applications, Requisitions and Suggestions received from the public will be considered for implementation after the approval orders of the competent authority and for the decision by the standing committee and BBMP council.

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

Name of the board, council, committee, etc.	Composition	Power and functions	Whether its meetings are open to the public/ whether minutes of meetings accessible for public
(1) Bruhat Bangalore Mahanagara Palike council is constituted every five years after the election of councillors in each ward.	198 ward councilors are the members of the palike council.	As per KMC Act 1976.	The meetings are held by Bruhat Bangalore Mahanagara Palike council and various standing committees which are open to public but public cannot participate in the deliberations. The resolution copies of these meetings are accessible to the public.
(2) Various Standing committees are constituted every year after due election of committee members or the councillors.	11 ward councilors are dully elected as standing committee members.	As per KMC Act 1976.	

**Section 4(1)(b)(ix) & Section 4(1)(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. (Gross Salary)
1	Smt. Salma K.Fahim I.A.S.,	Joint Commissioner (Welfare)	O/o The Additional/Joint Commissioner (Welfare) Bruhat Bangalore Mahanagara Palike Corporation offices, Main Building, 2 <sup>nd</sup> floor, N.R.Square, Bangalore-02. Ph -22975591	-
2	Sri M.Venkata chalapathy	Deputy Commissioner (welfare)	O/o The Deputy Commissioner (welfare) Bruhat Bangalore Mahanagara Palike Corporation offices, Annexue-1-Ground floor, N.R.Square, Bangalore-02.Ph- 22975556	-
3	Sri Arun kumar.N	F.D.A	(Same as above) 22975570	Rs. 17,110.00
4	Smt.Deepa nadavinamani. F.D.A.	F.D.A	(Same as above) 22975570	
5	Smt.Sujatha. F.D.A	F.D.A OOD to the JC (welfare) office	(Same as above) 22975591	
6	Sri Mallikarjuna Swamy	Stenographer, OOD to the Council Section	-	Rs.21,670.00
7	Sri. Manjunath	S.D.A.,	O/o The welfare officer, Head Office, Bruhat Bangalore Mahanagara Palike Corporation offices, Annexue-1-2 <sup>nd</sup> floor, N.R.Square, Bangalore-02 22975570	Rs.13,295.00
8	Sri. Kiran S. Varekar	Community Organizer	(Same as above) 22975570	Rs.17,948.00
9	Govinda,	Peon., O.O.D to the office of the Deputy Commissioner (Welfare)	(Same as above) 22975570	Rs.20,724.00
10	Chennamma	peon	(Same as above) 22975570	Rs.18,367.00
11	Ramamurthy	Driver., OOD to the office of the Horticulture Superintendent, West Zone	-	Rs.14,650.00

**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)
Welfare Section	<p style="text-align: center;"><b>2011-12 Financial year</b></p> <p><b>1) SC/ST 22.75% Welfare Programmes (Rs. in lakhs)</b></p> <p>a) Economic Development programmes – Rs.6500.00</p> <p>b) Educational programmes – Rs.4500.00</p> <p>c) Other programmes – <u>Rs.2500.00</u></p> <p style="text-align: right;"><b>Total - <u>Rs.13500.00</u></b></p> <p><b>2) Backward Classes &amp; Minority Welfare Programmes</b></p> <p>BCMW – Allocation</p> <p>Spillover programmes – Rs. 1000.00</p> <p>Current Programmes - Rs. 1000.00</p> <p><b>3) Construction of Night Shelters (old zones Rs.100 Lakhs Rs.50 lakhs for new zones) - Rs. 500.00</b></p> <p>4) Developmental Programme to Economically Backward Classes - Rs. 500.00</p> <p>5) Operational cost for running day care centre for Elder - Rs. 8.00</p> <p>6) Suvarna Aryoga Suraksha Yojane - Rs. 2000.00</p> <p>7) BCMW-Human Resource Development (english Speaking course and capacity building) - Rs. 100.00</p> <p>8) Physically Disabled &amp; General Category Welfare Programme Allocation - Rs. 1500.00</p> <p>9) Women Welfare Programme</p> <p>WW- Allocation - <u>Rs. 1000.00</u></p> <p style="text-align: right;"><b>Total <u>-Rs.7608.00</u></b></p>	-	-	-

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

**SJSRY Scheme**

**(Amount In Lakhs)**

Agency	Plan/programme/ Scheme/Project/ Activity/purpose for which budget is allotted	FINANCIAL ACHIEVEMENT (as on 31-12-2012)					PHYSICAL ACHIEVEMENT (as on 31-12-2012)		Expected outcomes	Report of disbursements made or where such details are available (website, reports, notice board)
		Budget			Expend iture	Balance	Target	Acheve ment		
		Opening Balance	Releases from DMA during 2011-12	Cummulat ive Total						
DMA	USEP (L &S)	119.69	139.74	256.00	161.36	94.63	492	352	Concerned Zonal Offices	
	UWSP (L&S)	283.87	86.92	369.20	38.65	330.53	53	16	Concerned Zonal Offices	
	UWSP (RF )	106.60	63.42	168.47	41.40	127.07	431	345	Concerned Zonal Offices	
	STEP-UP	298.50	106.56	402.38	90.45	311.93	4932	669	Concerned Zonal Offices	
	UCDN	93.20	50.49	145.72	15.01	130.71	0	0	Concerned Zonal Offices	
<b>Grand Total</b>		<b>901.86</b>	<b>447.13</b>	<b>1341.77</b>	<b>346.87</b>	<b>994.87</b>	<b>5908</b>	<b>1382</b>		

**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
1	Economic Support Programme for Unemployed Youths-( Subsidy for self employment through Development Corporations/Bank Loan)	a) Maximum of Rs. 1.00 lakh Subsidy for purchase of Taxi vehicles of value up to Rs.4.5 lakhs. b) 25% subsidy to start business/Trade of unit cost Rs.4.5 lakhs.	a) Should be a Resident in BBMP limits. b) Should belong to SC/ST or BCM category. c) Income limit for SC/ST- Rs.1.00 lakh and BCM- Rs.22,000/- d) Age- 18 years and above	Zonal Additional/Joint Commissioner
2	Economic Support to Dr. B.R.Ambedkar Development Corporation for Micro Credit Scheme.	Subsidy of Rs.10,000/- to be released by BBMP	a) Should be a Resident in BBMP limits. b) Should belong to SC/ST or BCM category. c) Income limit for SC/ST- Rs.1.00 lakh and BCM- Rs.22,000/- d) Age- 18 years and above	Zonal Additional/Joint Commissioner

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

SL. NO	Name of programme/activity	Application procedure	Sanction procedure	Disbursement procedure
1	Economic Support Programme for Unemployed Youths-( Subsidy for self employment through Development Corporations/Bank	Public notification in daily news calling papers for applications from eligible candidates the applications are issued at zonal officers and some	As per guidelines & Rules and regulations	As per guidelines & Rules and regulations

	Loan)	are to be submitted with relevant documented are zonal office.		
2	Economic Support to Dr. B.R.Ambedkar Development Corporation for Micro Credit Scheme.	Public notification in daily news calling papers for applications from eligible candidates the applications are issued at zonal officers and some are to be submitted with relevant documented are zonal office.	As per guidelines & Rules and regulations	As per guidelines & Rules and regulations

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

**SJSRY Scheme**

**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
	1) Urban self employment programme	Subsidy would be provided at the rate of 25% of the project cost subject to a ceiling of Rs. 50,000/- per beneficiary.	The programme shall target the urban poor, defined as those living below the urban poverty line, as defined from time to time.	Concerned Additional/Joint Commissioners of the Zone.
	2) UWSP A) Loan & Subsidy	For setting up group enterprises, the UWSP group shall be entitled to a subsidy of Rs. 300,000/- or 35% of the cost of project or Rs. 60,000/- per Member of the Group, whichever is less. The remaining amount will be mobilized as Bank Loan and Margin Money	Urban poor women living below the poverty line, in any city/town. Preferably, the senior and better-performing urban women self help groups having credit management abilities and having skills in the proposed activity may be accorded thrust.	Concerned Additional/Joint Commissioners of the Zone.

	B) Revolving fund	The SHG/T&CS shall also be entitled to a lumpsum grant of Rs. 20,000/- as Revolving Fund at the rate of Rs.2000/- maximum per member. This Revolving Fund shall be available to a simple Self-Help Group / Thrift & Credit Society also,	A Self-Help Group / Thrift and Credit Society under UWSP shall be entitled for payment of revolving fund not earlier than one year after its formation. In other words, only such a body, in existence and functioning for at least one year, shall be eligible for payment of the revolving fund. The decision whether a group has been in existence and functioning for more than one year shall be taken on the basis of examination of the records of the group as regards the number of meetings held, the collections made from members towards group savings, the regularity of collection, the role of the group in capacity building or training of its members etc. The registration of the groups will be encouraged.	
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**b. Describe the manner of execution of the subsidy programme**

SL. NO	Name of programme/activity	Application procedure	Sanction procedure	Disbursement procedure
	1) Urban self employment programme	The Community Affairs Officer/Community Organizer will organise the community at the ward level and constitute NHGs, NHcs and CDSs. The applicant is to send application form through concerned C.D.Society. The C.D. Society will forward the application Zonal Additional/Joint Commissioner in BBMP area and onward transmission to concerned banks.	95% of the project cost would be made available by Banks (25% Subsidy amount and 70% of the project cost as Loan sanctioned by bank at the rate of interest applicable to such priority sector lending fixed by the Reserve Bank of India, from time to time). The interest will be charged only on the loan amount.	As per concerned bank procedure following RBI Guidelines/Instructions.
	2) UWSP A) Loan & Subsidy	Same as above	Loan (excluding the subsidy amount and margin money, if any, from the project cost) would be sanctioned by the banks at rates of interest applicable to such priority sector loans fixed by the Reserve Bank of India from time to time. The interest will be charged only on the loan amount.	As per concerned bank procedure following RBI Guidelines/Instructions.

	2B) Revolving fund	A Self-Help Group / Thrift and Credit Society under UWSP shall be entitled for payment of revolving fund not earlier than one year after its formation. In other words, only such a body, in existence and functioning for at least one year, shall be eligible for payment of the revolving fund. The decision whether a group has been in existence and functioning for more than one year shall be taken on the basis of examination of the records of the group as regards the number of meetings held, the collections made from members towards group savings, the regularity of collection, the role of the group in capacity building or training of its members etc.	UWSP group sets itself up as a Self-Help Group (SHG) / Thrift & Credit Society (T&CS), mobilizing savings and credit in addition to its other entrepreneurial activities, the SHG/T&CS shall also be entitled to a lumpsum grant of Rs. 20,000/- as Revolving Fund at the rate of Rs.2000/- maximum per member. This Revolving Fund shall be available to a simple Self-Help Group / Thrift & Credit Society also	As per S.J.S.R.Y. Scheme Guidelines
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**Section 4(1)(b)(xiii) – Particulars of recipients of concessions, permits or authorizations granted by the public authority**

SL NO	Name and address of recipient institutions	Nature/quantum of benefit granted	Date of grant	Name & designation of granting authority
	Not Applicable	Not Applicable	Not Applicable	Not Applicable

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

SL. NO	Electronic data	Description (site address/location where available, etc.	Contents or title	Designation and address of the custodian of information (held by whom)
	-	As per the Right to information Act 2005 chapter II rule 4(1)(b) all the information relating to the welfare Section has been computerized i.e., in an electronic form and also the information is available on the website <a href="http://www.bbmp.gov.in">www.bbmp.gov.in</a> line.org.	-	-



**Section 4(1)(b)(xv) –Particulars of facilities available to citizens for obtaining information**

Facility	Description (location of facility/name, etc.)	Details of information available
Notice boards pamphlet, Broachers etc.	Zonal officers and head office welfare section.	The information regarding the various schemes, training programmes and other programmes is available to the citizens in the News papers through advertisement and press notes. Also the information is available on the website, office notice Boards, pamphlet Broachers etc.

**Section 4(1)(b)(xvi) –Names, designations and other particulars of public information officers.**

**a. public information officer (PIO)**

SL. NO	Name of the office/administrative unit	Name & designation of PIO	Office tel.No. Residence tel No. Fax	E-Mail
	O/o The Welfare Officer (Head office) N.R square, Banglore-02	(VACANT) Welfare Officer	22975570	-

**b. Asst. public information officer**

SL. NO	Name of the office/administrative unit	Name & designation of APIO	Office tel.No. Residence tel No. Fax	E-Mail
	-	-	-	-

**c. Appellate authority**

SL. NO	Name of the office/administrative unit	Name & designation of Appellate Authority	Office tel.No. Residence tel No. Fax	E-Mail
	O/ o The Additional Commissioner (Welfare), N.R square, Banglore-02	Smt.Salma K.Fahim I.A.S., Joint Commissioner (Welfare)	22975591	-