

RTI ACT OF 2005
INFORMATION AS PER SECTION 4(1)(a)
Indexing and cataloguing of all information.

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RTI ACT OF 2005
INFORMATION AS PER SECTION 4(1)(b)
Section 4(1)(b) (i) - Organisational structure, aims and functions.

Sl.No.	Name of the Organisation	Address	Aims	Functions.
1.	O/o The Deputy Commissioner (Land Acquisition and TDR)	BBMP Head Office, 1 st Floor, Annex Building-3, N.R.Square, Bengaluru-02	Acquisition of private lands for public purpose like formation of roads, drains, fly-overs etc, Under TDR Scheme as per Sec. 14(B) of Town and country planning Act 1961 & As per Land Acquisition Act 1894	

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

Sl. No.	Designation of the official/employee	Duties allotted	Powers
1.	Deputy commissioner (LAQ & TDR)	Under the supervision of Commissioner Performing duties under Sec 175, 176 of KMC Act & Sec.3 of Clause(IV) & other sections of Land Acquisition Act 1894. Discharging duties under Sec 14(B) of KTCP Act 1961.	1)Under Sec.3 of Clause(IV) & other sections of Land Acquisition Act 1894. 2)Under sec. 175 & 177 of KMC Act 1961 3)Sec 14(B) of KTCP Act
2.	SLAO & AC(TDR)	Under the supervision of Deputy Commissioner (LAQ & TDR) Performing duties under Sec 175, 176 of KMC Act & Sec.5(A) & other sections of Land Acquisition Act 1894. Discharging duties under Sec 14(B) of KTCP Act 1961.	1)Under Sec. 5(A) & other sections of Land Acquisition Act 1894. 2)Under sec. 175 & 177 of KMC Act 1961 3)Sec 14(B) of KTCP Act

3.	Tahashildar (LAQ & TDR)	Under the supervision of DC (LAQ & TDR) & SLAO Performing duties under Sec 175, 176 of KMC Act & Sec. 5(A), 3 & other sections of Land Acquisition Act 1894. Discharging duties under Sec 14(B) of KTCP Act 1961.	1)Under Sec. 5(A), 3 & other sections of Land Acquisition Act 1894. 2)Under sec. 175 & 177 of KMC Act 1961 3)Sec 14(B) of KTCP Act
4.	Asst. Engineer (TDR)	Under the supervision of DC (LAQ & TDR) & SLAO Performing duties under Sec 175, 176 of KMC Act. Discharging duties under Sec 14(B) of KTCP Act 1961.	1)Under sec. 175 & 177 of KMC Act 1961 2)Sec 14(B) of KTCP Act
5.	First & Second Division Assistant (LAQ)	Under the supervision of DC (LAQ & TDR) & SLAO Performing duties under Sec 175, 176 of KMC Act & various sections of Land Acquisition Act 1894.	1)Under various sections of Land Acquisition Act 1894. 2)Under sec. 175 & 177 of KMC Act 1961
6.	D-Group (3 Nos.)	Under the supervision of DC (LAQ & TDR) & SLAO discharging the duties as per the hand book of office procedure	-

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
Land Acquisition	Issue of 4(1), 6(1), conducting of 5(A) enquiry, 9&10 enquiry, passing of award.	Proposal comes from user dept. – scrutiny of proposal by LAQ sec. – obtaining documents – proposal placed before the respective standing committees & Council – Proposal sent to UDD for approval – Proposal sent to RD for approval – Issue of 4(1) Noti. By DC(LAQ) – Publication in the news papers & Gazette – 5(A) enquiry by SLAO – Proposal to RD for 6(1)(A) approval – Publication of 6(1) by DC (LAQ) after RD Approval – Conduct of 9 & 10 enquiry - Approval of award by SLAO. Time limit – 3 years – for the entire process from 4(1) Noti . to passing of award & handing over possession.	Preliminary approval for the proposal – Town Planning Standing Committee – Taxation and Finance Committee – Major Works Committee – BBMP Council. Final Approval for Noti. by the UDD & RD . Approval for 6(1)(A) Noti. by RD . Issue of 4(1) Noti. by DC (LAQ)Conduct of 5(A) , 9 & 10 enquiry & passing of award and handing over possession to the user Dept. by SLAO.
TDR	TDR is envisaged under KTCP Act 1961 under Sec 14(B).	Issue of Noti. by the user Dept. Under Sec. 14(B) for the specific public purpose – Preparation of DPR's by the user Dept. – Issue of TDR Applications – Collection of completed applications with relevant documents – Regn. of Relinquishment Deed – Issue of DRC with the signature of Commissioner BBMP.	Preparation of DPR's by user Dept. – Issue of TDR Appl. by user dept. – Collection of completed TDR Appl. by user Dept. & Rtd. Staff of TDR sec of respective zones – processing of TDR file and registration of Relinquishment Deed by Zonal Addl/JC – Preparation and issue of DRC with the signature of Commissioner BBMP – 3 months time limit with all necessary documents.

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.	Land Acquisition	Issue of 4(1), 6(1), conducting of 5(A) enquiry, 9&10 enquiry, passing of award.	Proposal comes from user dept. – scrutiny of proposal by LAQ sec. – obtaining documents – proposal placed before the respective standing committees & Council – Proposal sent to UDD for approval – Proposal sent to RD for approval – Issue of 4(1) Noti. By DC(LAQ) – Publication in the news papers & Gazette – 5(A) enquiry by SLAO – Proposal to RD for 6(1)(A) approval – Publication of 6(1) by DC (LAQ) after RD Approval – Conduct of 9 & 10 enquiry - Approval of award by SLAO. Time limit – 3 years – for the entire process from 4(1) Noti. to passing of award & handing over possession.	Priliminary approval for the proposal – Town Planning Standing Committee – Taxation and Finance Committee – Major Works Committee – BBMP Council. Final Approval for Noti. by the UDD & RD . Approval for 6(1)(A) Noti. by RD . Issue of 4(1) Noti. by DC (LAQ)Conduct of 5(A) , 9 & 10 enquiry & passing of award and handing over possession to the user Dept. by SLAO.
2.	TDR	TDR is envisaged under KTCP Act 1961 under Sec 14(B).	Issue of Noti. by the user Dept. Under Sec. 14(B) for the specific public purpose – Preparation of DPR's by the user Dept. – Issue of TDR Applications – Collection of completed applications with relevant documents – Regn. of Relinquishment Deed – Issue of DRC with the signature of Commissioner BBMP.	Preparation of DPR's by user Dept. – Issue of TDR Appl. by user dept. – Collection of completed TDR Appl. by user Dept. & Rtd. Staff of TDR sec of respective zones – processing of TDR file and registration of Relinquishment Deed by Zonal Addl/JC – Preparation and issue of DRC with the signature of Commissioner BBMP – 3 months time limit with all necessary documents.

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
1.	Sec. 175 & 177 of The Karnataka Municipal Corporation Act 1976	Empowers the corporation to acquire the property for public purpose.
2.	Some of the Rules & Amendments of Karnataka Municipal Corporation Act 1976	
3.	Land Acquisition Act 1894 & including the Amendments made later like, Sec. 4(1), 5, 5A, 6, 6(1), 7, 9, 10, 11, 11A, 12, 12A, 13, 13A, 14, 14A, 15, 15A, 16, 17, 18, 19, 20, 23, 25, 26, 27, 28, 29, 30, 31, 32, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 45, 46, 47, 48, 49, 50 and etc.,	Prescribes the mode of appl. i.e., the land acquisition Act 1894
4.	Subject to TDR Sec. 14(B) of the Karnataka Town & Country Planning Act 1961 & the Amendments & the Government Notifications made with respect to this.	Empowers the BBMP to acquire the property for any public purpose by giving benefit of TDR.
5.	Circulars, Office Orders and delegation of Powers issued by the Govt. & the Commissioner BBMP for the implementation of TDR Scheme	UDD/154/BEM/RUPRA/2004, dt: 18-01-2005, prescribes the detailed procedure for the implementation of Sec. 14(B) of KTCP Act 1961. Comm. BBMP has delegated his powers to the Addl/JC of 8 zones to issue TDR

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

Sl.No.	Category of the document	Title of the document	Custodian of the document
1.	Case Register	-	FDA(LAQ)
2.	Award Register	-	FDA(LAQ)
3.	Attendance Register	-	FDA(LAQ)
4.	Stock Register	-	FDA(LAQ)
5.	Acquittance Register	-	FDA(LAQ)
6.	Govt. Orders and circulars file	-	AE(TDR) & FDA(LAQ)
7.	TDR Application Booklets	-	AE(TDR)
8.	DRC Registers	-	AE(TDR)
9.	Other related documents	-	AE(TDR) & FDA(LAQ)
10.	Land acquisition and TDR files	-	AE(TDR) & FDA(LAQ)

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
1.	TDR	Brochures are printed and distributed among the citizens, explaining the scheme for the information of public. Public are free to come to the TDR section and clarify the doubts at any time during office hours in Head office and all the Zonal offices. Detailed circulars and orders have been issued prescribing the implementation process and officers involved in the implementation process. Zonal DC's have been appointed as the <u>"Nodal officers"</u> for the implementation of TDR scheme at the zonal level.	
2	Land acquisition	4(1) Noti. is issued in the news papers and in the Gazette. Affected parties are heard at the time of Sec. 5(A), 9 & 10 enquiry under the Land Acquisition Act 1894. Aggrieved parties can appeal to the in respect of higher compensation under Sec. 18 of the Land Acquisition Act 1894.	

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

Name of board, council, committees etc.	Composition	Powers and functions	Whether its meetings are open to the public/whether minutes of meetings accessible for public
Land acquisition – Accounts and Finance committee , Town Planning Committee, Major works committee – BBMP Council.	Elected corporators and chairman of standing committee's	To take decisions whether to acquire the lands for the specific public purpose	Yes. The meetings of standing committee's and BBMP Council and its proceedings are open to public.

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.
1.	Smt. S.M. Mangala, K.A.S	Incharge DC(LAQ & TDR)	BBMP Head Office, 1 st Floor, Annex Building-3, N.R. Square, Bengaluru-02.	Salary not drawn from this office
2.	Dr Soujanya.A, K.A.S	SLAO & AC(TDR)	-Do-	48838/-
3.	Smt. Geetha. H.R,	AE(TDR)	Working in the O/o the DC (LAQ), OOD from O/o the EE (RW), 2nd Floor, Annex Building-3, N.R. Square, Bengaluru-02.	26,700/-
4.	Smt. Rajeshwari	Tahasildar Grade-I (LAQ & TDR)	BBMP Head Office, 1 st Floor, Annex Building-3, N.R. Square, Bengaluru-02	44082/-
5.	Rekha K.M	FDA(LAQ)	BBMP Head Office, 1 st Floor, Annex Building-3, N.R. Square, Bengaluru-02.	23478/-
6.	Vidhya Manjary V. Sherkhane	SDA (LAQ)	BBMP Head Office, 1 st Floor, Annex Building-3, N.R. Square, Bengaluru-02.	18570/-
7.	M. Jayamma	SDA (LAQ)	BBMP Head Office, 1 st Floor, Annex Building-3, N.R. Square, Bengaluru-02.	18268/-
8.	Amarnath.B	D-Group	-Do-	17008/-
9.	Shanti	D-Group	Working in the O/o the DC(LAQ), OOD from O/o the Environmental Eng. Cotton pet sub-division, BBMP, .	10,400/-

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
LAQ	For the year 2014-15, Acquisition of land for Road widening, Waste Disposal site and others -	Current works – 5000 lakhs,	Nil	Expenditure as on date from 1-4-2010 is Rs. 2,98,65,473/-. Budget Details are available on BBMP website www.bbmp.gov.in

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

•Information of the nature of subsidy, eligibility criteria for accessing subsidy and designation of officer competent to grant subsidy under various programmes/scheme.

Sl.No.	Name of programme/activity	Nature/scale of subsidy	Eligibility criteria for grant of subsidy	Designation of officer for grant of subsidy
Not Applicable				

•Describe the manner of execution of the subsidy programme

Sl.No.	Name of programme/ activity	Application procedure	Sanction procedure	Disbursement procedure
1.	LAQ	Publication of 4(1) & 6(1) Notifications in the news papers and Gazette – passing of award under Sec. 23.	Award amount is paid by the SLAO with the approval of the Comm. By way of crossed cheque	By taking signature of the Khatedar/Owner in the award claim register . In case of disputes as to title, the award amount is sent to the civil court under the Sec. 18 of the Land Acquisition Act 1894.

Section 4(1)(b) (xiii) - Particulars of recipients of concessions, permits or authorisations 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				

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)
LAQ & TDR	-	www.bbmp.gov.in	DC (LAQ & TDR)	www.bbmp.gov.in

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

Facility	Description (location of facility/names, etc)	Details of information available
LAQ	All information pertaining to land acquisition in respect of BBMP – available at land acquisition section.	Details of the land acquisition done so far, and pending cases.

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

•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
1.	Land Acquisition section	Dr Soujanya .A. K.A.S. Asst. Comm. (Land Acquisition)	080-22975693 / 94. 9480685983	www.bbmpdclaq@g mail.com

•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
Not applicable				

•Appellate authority

Sl.No.	Name of the office/administrative unit	Name & designation of Appellate authority	Office Tel.No. Residence Tel.No. Fax	E-Mail
1.	Land Acquisition section	Smt. Mangala S.M., K.A.S, Dy. Comm. (Land Acquisition)	080-22975693 9480685449	www.bbmpdclaq@gmail.com