

## Information under section 4(1)(b) of RTI Act

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

Sl. No.	Name of the organisation	Address	Aims	Functions
1.	JC (Advertisement)	BBMP Head office, 2 <sup>nd</sup> floor, Annex building, N.R.Square, Bangalore-02.	To earn revenue to BBMP through different types of advertisements	<ol style="list-style-type: none"> <li>1. To permit the agency for advertising</li> <li>2. Enrollment of Agencies</li> <li>3. Renewal of Agencies</li> <li>4. Inspection of sites</li> <li>5. To co-ordinate with different organisation</li> <li>6. Issue of licenses from the office</li> <li>7. Invitation of tenders for different works like bus shelter, pole kiosks, road medians etc., for advertising.</li> </ol>

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

Sl. No.	Designation of the official/employee	Duties allotted	powers
1.	JC (Advertisement)	To look after over all whole advertisements that are in BBMP limits and supervision of collection of advertisement tax and other works entrusted by Commissioner.	To discharge all the duties regarding advertisement matters.
2.	Executive engineer	Finalisation of tenders and other works	
3.	Assistant Executive Engineer	Inviting tenders, inspections etc.,	
4.	Assistant Revenue officer	To look after overall works regarding advertisement department and to discharge the duties pertaining to RTI-2005 and to inspect the records pertaining to administrative report, Audit report and budget estimate	
5.	Assistant Engineer	Preparation of tenders documentations, preparation of estimate etc.,	
6.	Manager	Checking of all the files regarding advertisement section.	
7.	Revenue Inspector	Inspection of sites, calculation of fees regarding advertisement	

		etc.,	
8.	First Divisional Clerk	Maintenance of files of individual organisation checking of calculation regarding advertisement tax and other details.	
9.	Second divisional clerk	Maintenance of service records, Establishment, Receiving and dispatch the files.	
10.	Tax Inspector	Collection of advertisement tax and remittance to bank. Maintenance of D.C.B. Records, Maintenance of Receipts books, Kerdhi books.	
11.	Peon	Dispatch of files.	

#### **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
Issue of licence (enrollment)	New agencies when they apply for license, licence will be issued.	Through FDC to Manager and to JC (Advertisement) Time limit for taking decision with in 45 days.	Commissioner
Renewal of licence (Enrollment renewal and renewal of hoarding on Pvt. land)	When agencies apply for renewal of license or hoarding renewal will be done.	Through FDC to Manager and to JC (Advertisement) Time limit for taking decision with in 45 days.	Commissioner
Tenders	Tenders will be called for new works like bus shelter, pole kiosk, road median, police umbrella, etc., on BOT basis.	Through Assistant engineer to Assistant Executive Engineer to Executive engineer to JC (Advertisement) to Special Commissioner Time limit for taking decision as per tender condition.	Commissioner
Permission for temporary banners and buntings.	When the application for temporary banners are received permission will be given through this office.	Through FDC to Manager to JC (Advertisement) Time limit for taking decision with in 2 days	JC (Advertisement)

**Section 4 (1) (b) (iv) - Norms set for the discharge of functions**

Sl. No.	Fucntion/service	Norms/Standards of performance set	Time-frame	Reference document prescribing the norms (Citizens Charter, service charter, etc.)
1.	To renew permission/ licence of hoardings	Advertisement Bye-law - 2006	45 days	KMC Act 1976 Section 423 (24)
2.	Tenders	KTTP Act	As per tender condition	KTTP Act 1999 Act No: 29 of 2000

**Section (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.	Karnataka municipal Corporation Act, 1976 Section 134 to 139	134. Tax on advertisement 135. Prohibition of advertisements without written permission of commissioner 136. permission of commissioner to become void in certain places 137. Owner or person in accupation to be deemed responsible. 138. removal of un-authorized hoardings 139. collection of tax on advertisement
2.	Tenders Manual	As per KTTP Act 1999 Karnataka Act No: 29 of 2000

**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	Service register	Establishment clerk Second Divison Clerk
2.	B	Renewal files of advertisement hoardings	First Divison Clerk
3.	C	Advertisement agency enrollment	First Divison Clerk
4.	C	Advertisement agency renewal files of	First Divison Clerk

5.	C	Stock book	Establishment clerk Second Divison Clerk
6.	B	Attendance book	Establishment clerk Second Divison Clerk
7.	B	Salary Aquitance book	Establishment clerk Second Divison Clerk
8.	B	PR Book	Establishment clerk Second Divison Clerk
9.	B	Kirdi Book	Tax Inspector
10.	B	Receipt Book	Tax Inspector
11.	C	Bus shelter files	First Divison Clerk
12.	C	Road median files	First Divison Clerk
13.	C	Flower pot files	First Divison Clerk
14.	C	Bulk shop files	First Divison Clerk

**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.	Amendment of Bye-law	General arrangement with decisions of town planning committee, tax and finance committee and council decision which will be forwarded to Government for approval through Commissioner.	Approval from Government is sought for the orders and proceedings of the committee and council.
2.	Making of advertisement Bye-laws		
3.	Renewal of Advertisement agencies		
4.	Enrolment of advertisement agencies		
5.	Collection of Advertisement Tax		
6.	Inviting Tenders		

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

Name of board, council, committee etc.,	composition	Powers and functions	Whether its meetings are open to the public/whether minutes of meeting accessible for public
Town planning committee		Approval of tenders before calling and places of work where to be taken and time limit.	Meetings are closed for public proceedings will be accessible to public.
Tax and finance committee		Fixation of tax/rate of advertisements.	Meetings are closed for public proceedings will be accessible to public.
Council		All the matters regarding advertisements will be discussed and finalized	Publics will be allowed for council meetings and proceedings of meetings will also be available.

**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.	Sri.Y.M.Ramachandra murthy	Joint Commissioner (Advertisement)	JC(Advertisement) 22975571	--
2.	Sri. Jayaram	Executive Engineer (Advertisement)	JC(Advertisement) 22975571	Rs. 40053/-
3.	Sri. N.L. Satish	Assistant Executive Engineer (Advertisement)	JC(Advertisement) 22975571	Rs. 43801/-
4.	Smt. Vimalambeke	Assistant Revenue Officer	JC(Advertisement) 22975571	--
5.	Sri. Mujahid pasha	Assistant Engineer	JC(Advertisement) 22975571	Rs. 21574/-
6.	Sri. Nandakumar	Junior Engineer	Major works committee	Rs. 30327/-
7.	Smt. Lakshmi.B.	Manager	JC(Advertisement) 22975571	Rs. 17219/-
8.	Sri.K.Gopal	Revenue Inspector	JC(Advertisement) 22975571	Rs. 20320/-
9.	Sri.M.Kumar	First Division Assistant	JC(Advertisement) 22975571	Rs. 12176/-
10.	Kumari. Bhuvaneshwari	Tax inspector	JC(Advertisement) 22975571	Rs. 10526/-
11.	Kumari. A. Ramya	Second Division Assistant	JC(Advertisement) 22975571	Rs. 11145/-
12.	Smt. Siddamma	Peon	JC(Advertisement) 22975571	Rs. 15222/-
13.	Sri. K.Sundar	Peon	JC(Advertisement) 22975571	Rs. 7956/-
14.	Smt. Rukmini	Peon	JC (Welfare)	Rs. 7414/-
15.	Sri. Ramanna	Peon	JC(Advertisement) 22975571	Rs. 12125/-

**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)
Agency will be fixed by calling tenders	Projects like bus shelter, Pole kiosk, Police umbrella, etc., on BOT basis. Budget is not allotted.	Nil	Depending upon the tender quoted by the agency	<a href="http://www.bbmp.gov.in">www.bbmp.gov.in</a>

**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
No Subsidy programme				

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

Sl. No.	Name of Programme /activity	Application procedure	Sanction procedure	Disbursement procedure
No Subsidy programme				

**Section 4 (1) (b) (xiii) - Particulars of recipients of concessions, permits or authorisations granted by the public authority**

Sl. No.	Name of 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 to electronic form**

Sl. No.	Electronic date	Description site address/location where available, etc	Contents of title	Designation and address of the custodian of information (held by whom)
1.	Website	Advertisement	Street wise list of permitted hoardings	<a href="http://www.bbmp.gov.in">www.bbmp.gov.in</a>

**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
Electronic data	<a href="http://www.bbmp.gov.in">www.bbmp.gov.in</a>	Zone wise and street wise list of advertisement hoardings

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

- a. Public information officer (PID)

Sl. No.	Name of office / administrative unit	Nature & designation of PIO	Office tel No. Residence tel. No. fax	E.mail
1.	Joint Commissioner (Advertisement)	Sri.Y.M.Ramachandramurthy K.A.S.	22975571	bbmp.advertisement@gmail.com

b. Asst. public information officer

Sl. No.	Name of office / administrative unit	Nature & designation of APIO	Office tel No. Residence tel. No. fax	E.mail
1	Assistant Revenue Officer (Advt)	Smt. Vimalambike	22975571	bbmp.advertisement@gmail.com

C. Appellate authority

Sl. No.	Name of office / administrative unit	Nature & designation of Appellate authority	Office tel No. Residence tel. No. fax	E.mail
1.	Additional Commissioner (Finance)	Additional Commissioner (Finance)	22975551	bbmp.advertisement@gmail.com

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

Please give any other information of details of publications which are of relevance or of use to the citizens or which are frequently asked by the public.

SD/-  
Joint Commissioner (Advertisement)  
Bruhat Bangalore Mahanagara Palike