

OFFICE OF THE DEPUTY CHIEF INFORMATION OFFICER, BRUHAT BENGALURU MAHANAGARA PALIKE

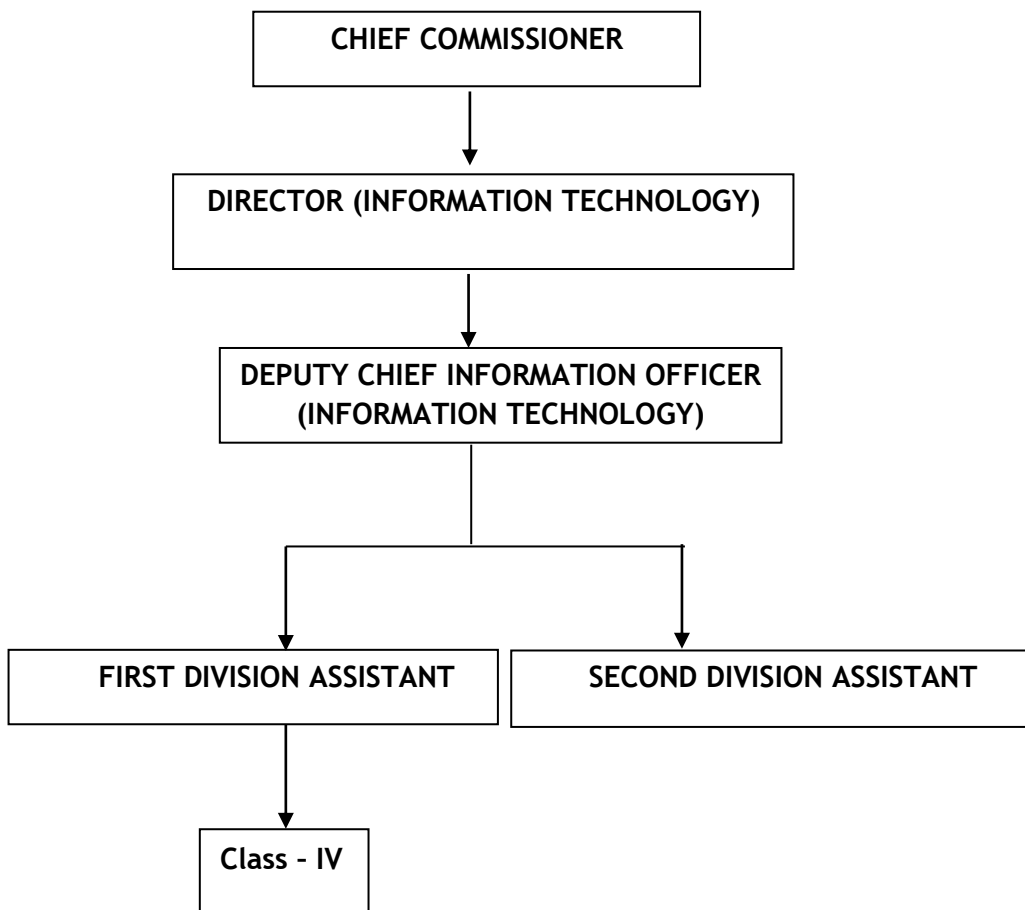
As per Section 4(1)B of Right to Information Act 2005

DUTIES AND RESPONSIBILITIES OF OFFICE OF THE DEPUTY CHIEF INFORMATION OFFICER

A. NAME OF THE OFFICE

Office of the Deputy Chief Information Officer
Bruhat Bengaluru Mahanagara Palike
2nd Floor, Annex Building,
Head Office, N.R.Square, Bengaluru 560 002

Section 4(1)b(i) Organisation structure, aims and functions:



Section 4(1)(b)(i) - Organizational structure, aims and functions:

Sl.No	Name of the organization	Address	Organizational structure	Aims	Functions
1.	IT Department, BBMP	No. 215, 2 nd Floor, Annex Building-2, BBMP Head Office, NR Square, BBMP Bengaluru-560002	BBMP Head Office and Zonal Office	To Computerize the entire BBMP Activities	Implementing Various IT related development and infrastructure.

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

Sl.No	Name of the organization	Address	Powers
1.	Director (IT)	Director-IT is the Head of the department, supervises and gives guidance in implementing various IT related development and infrastructure projects and controlling authority.	
2.	Deputy Chief Information Officer	Deputy Chief Information Officer supervises and gives guidance in implementing various IT related development and infrastructure projects like Management of Applications, Procurements, Tender Inviting etc., under relevant acts and orders as per the directions of Director (IT) on approval of the Chief Commissioner ,BBMP.	-
3.	Manager	Supervision of establishment, Maintenance of staff attendance. Obtaining replies from sub division offices in respect of questions of Legislative Assembly and Legislative Council as well as BBMP Council and submission of consolidated reports. Supervision and arrange for issuance of information from the Concerned, to time to time in respect of applications received under Karnataka information Act - 2005. Maintenance of Movement register of the staff, maintenance of lists of assets and liabilities of the staff and confidential reports etc.,	-
4.	First Division Assistant	To received and Inward of daily Tappals / Applications received from various	-

		departments and Citizens and then to issue / forward to the concerned subject case workers/ Sub divisions, maintenance of movement of register of files. Forwarding of Tappals, Receipts, Stationary receipts and issue to the staff daily maintaining register.	
5.	Second Division Assistant	Maintenance of Service Registers of staff and establishment work:- such as preparation of pay bills, maintenance of acquaintance register and cash books of salary disbursement of the staff. Maintenance of files of the personal staff. Preparation of DC bills. Maintenance of stock register and other works as and when entrusted by the Head of the Department.	-
6.	D Group	Works under the Head of the section. Assist the day to day duties of Officers in this section.	-

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
Administration / Engineering / Revenue / Town Planning / Legal / Health / Education and all other department of BBMP	Procurement of IT related infrastructure, Management of Software Applications as per the request / directions received from the Zonal Joint / Additional Commissioner and Head of the Departments of various offices and also uploading of 4(1)(a), 4(1)(b) and Tender notifications and documents in the Official website of BBMP as per the user requirement.	Supervision and monitoring the IT Related activities in the IT Department, upgrading the services, policy decisions with regard to improving the Revenue Sources and publishing the Policy Decision for the Information of General Citizens after obtaining the order from the Chief Commissioner	Chief 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 documents prescribing the norms (citizens charter, service charter etc.,)
1.	IT Department, BBMP	No. 215, 2 nd Floor, Annex Building-2, BBMP Head Office, NR Square, BBMP Bengaluru-560002	-	-

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.	1. KMC Act 1976 & Taxation Rules 2. KCSR Rule 3. KTCP Rule 4. KFC Rule 5. KPP Act 6. Government Orders	-

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'	The files relating to Procurement of Servers, Work Stations, Printer, Stationaries and Management of software applications available and maintained in the office of the Deputy Chief Information Officer. The files relating to P.R Register, Inwards Register, Outwards Register, Tender Register etc., are being maintained in the office.	IT Department

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 / Services	Arrangement for consultation with, or representation by the members of the public in relation to the formulation of policy or implementation
1.	IT Services	Before implementation of any new schemes/policy decision the Director (IT), BBMP will be consulted and finally a decision will be taken by the Chief Commissioner.

Section 4(1)(b)(viii) - Boards, Councils, Committees and other constituted as part of the public authority:

Sl.No	Composition	Powers and functions	Whether its meetings are open to the public/ whether minutes of meetings accessible for public
1.	There will be one Council Elected in each ward and standing committee will be constituted consisting of Corporation Councilors finally decision will be taken by the Corporation Council with regard to policy matters and any new schemes.	As per KMC Act 1976	Meetings are not open to the public / minutes of the meetings are not accessible for public

Section 4(1)(b)(ix) - A director of its officers and employees:

Sl.No	Name and Designation	Officer Address	Phone No.	No. of Posts Sanctioned	No. of Working
1.	K.Nagesh, Deputy Chief Information Officer	Office of Deputy Chief Information	9480688000	1	1

2.	Gagan.S, First Division Assistant	Officer, IT Department, No. 215, 2 nd Floor, Annex 2 Building, BBMP Head Office, NR Square Bengaluru-560002	9686837444	1	1
3.	Syed Mubarak, Second Division Assistant		8050765132	1	1 (OOD)
4.	Manjunath.V		8105473269	1	1

Section 4(1)(b)(x) - Directory of Officers / Employees and their monthly remuneration:

Sl.No	Name	Designation	Gross
1.	Sri K.Nagesh	Deputy Chief Information Officer	Rs. 1,05,303 /-
2.	Sri Gagan.S	First Division Assistant	Rs. 43,558/-
3.	Sri Syed Mubarak	Second Division Assistant	Rs. 33,670/-
4.	Sri. Manjunath.V	Peon	Rs. 35,045/-

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

Agency	Plans/programme/scheme/project/activity/purpose for which budget is allotted	Proposed expenditure as last year	Expected outcomes	Reports disbursements made or where such details are available
-	NA	NA	NA	NA

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

- a. Information of the nature of subsidy, eligibility criteria for accessing subsidy and designation of officer competent to grant subsidy under various program / schemes

Sl.No	Name of the Program / activity	Nature / scale of subsidy	Eligibility criteria for grant of subsidy	Designation of officer for grant of subsidy
1	NA	NA	NA	NA

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

Sl.No	Name of the Program / activity	Application Procedure	Sanction Procedure	Disbursement Procedure
1	NA	NA	NA	NA

Section 4(1)(b)(xiii) - Particulars of recipients of concessions, permits or authorization granted by it:

Sl.No	Name and address of recipient institutions	Nature/quantum of benefit granted	Date of grant	Name and designation granting authority
1	NA	NA	NA	NA

Section 4(1)(b)(xiv) - Information available in an electronic form:

Sl.No	Electronic Data	Description (Site, address/location where available, etc.,)	Contents of title	Designation and address of the custodian of information (held by whom)
1	NA	NA	NA	NA

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

Facility	Description (Location of facility / name, etc.,)	Details of information available
1	NA	NA

Section 4(1)(b)(xvi) - The name, designation and other particulars of the public information officer:

a. Public Information Officer (PIO)

Sl.No	Name of the Office / Administrative Unit	Name and designation of PIO	Office Tel No. / Mobile No.	email
1	Deputy Chief Information Office (IT Department)	K.Nagesh, Deputy Chief Information Officer	9480688000	itadv@bbmp.gov.in

b. Assistant Public Information Officer

Sl.No	Name of the Office / Administrative Unit	Name and designation of APIO	Office Tel No. / Mobile No.	email
1	Deputy Chief Information Office (IT Department)			itadv@bbmp.gov.in

c. Appellate Authority

Sl.No	Name of the Office / Administrative Unit	Name and designation of Appellate Authority	Office Tel No./Mobile No.	email
1	Deputy Chief Information Office (IT Department)	Deputy Commissioner (Admin)	080-22975549	dcadm@bbmp.gov.in

(xvii) Any other useful information / information frequently asked by the public

Such other information set by the BBMP will be implemented periodically under Public Disclosure Schedule, which will be updated yearly in the official website of bbmp www.bbmp.gov.in

Sd/-

DEPUTY CHIEF INFORMATION OFFICER
BRUHAT BENGALURU MAHANAGARA PALIKE