

Bruhat Bengaluru Mahanagara Palike
Office of the Executive Engineer

Project Central -5, Ground Floor, Annexe Building-2, N. R. Square, Bangalore-560002.

Section 4 (1) (b) (i) - Particulars of its organization, its functions and duties

Name of the Office	Office of the Executive Engineer (Projects Central-5), Ground Floor, Annexe building-2, Head office premises, BBMP, N.R.Square, Bengaluru 560 002		
Particulars	Executive Engineer	-	01 No.
	Asst. Executive Engineer	-	01 No.
	Assistant Engineer	-	01 No.
	Data Entry Operator	-	01 No.
Functions and Duties	Preparation of DPR and Estimates for the Action plan approved by the Government, Preparation of DTS, Inviting Tenders, issuing of Work Orders after necessary approvals of the Competant authority, Execution of work and preparation of Bills. Day to day administrative and any other works directed by the Higher Officers.		

Section 4 (1) (b) (ii) - The powers and duties of its officers and employees

As per Order No: B12(1)/PR/394/2021-22, dated: 04.02.2021, KTPP act, PWD "D" code and other related Govt Circulars and ammendments.

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

Sl. No.	Activity	Description	Decision- making process/time limit for taking decision/Channels of Supervision and accountability.	Designation of final decision authority
1	Preparation of Estimates and obtaining administrative approval for Projects.	Preparing estimates and obtaining administrative approvals for Project works.	As per Order No: B12(1)/PR/394/2021-22, dated: 04.02.2021	As per Order No: B12(1)/PR/394/2021-22, dated: 04.02.2021
2	Appointment of Agency to Execute the work / Consultancy services	Preparing tender document, invitation for tender and obtaining approval to tender	As per Order No: B12(1)/PR/394/2021-22, dated: 04.02.2021, KTPP act, PWD D code and other related Govt Circulars and ammendments	As per Order No: B12(1)/PR/394/2021-22, dated: 04.02.2021

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 (Citizen's Charter, Service Charter, etc.)
1	Providing Infrastructure Projects in BBMP limits	As described in Section 4(1)(b)(v)	Project specific	KTPP bid documents and RFP

Section 4 (1) (b) (v) - Rules, regulations, instruction, manuals and records held/used

Sl. No.	List of Acts, rules, regulations, instructions,	
1	PWD D code 2014	All applicable rules and acts
2	PWD Accounts code 1 and PWD Accounts code	All applicable rules and acts
3	Right to Fair Compensation and Transparency in Land Acquisition, Rehabilitation and Resettlement Act, 2013	All applicable rules and acts
4	Karnataka civil service rules	All applicable rules and acts
5	Karnataka financial code	All applicable rules and acts
6	Karnataka treasury code	All applicable rules and acts
7	BBMP Act 2020	All applicable rules and acts
8	KTPP act	All applicable rules and acts
9	Karnataka Country & Town Planning Act	All applicable rules and acts
10	RTI Act	All applicable rules and acts

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

Sl. No.	Category of the document	Title of the document	Custodian of the documents
1	A-Preserved indefinitely	Agreement register	AEE / Assistant Engineer/Junior Engineer
2	A-Preserved indefinitely	Work order register	
3	A-Preserved indefinitely	B.R.Register	Account Superintendent
4	D- Preserved for five years	Inward register	First Division Assistant / SDA
5	D- Preserved for five years	Outward register	
6	E-Preserved for one year	Attendance register	
7	D- Preserved for five years	Current PWD Schedule of Rates book 2023-24	Assistant Engineer/Junior Engineer


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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	Arrangments for consultation with or representation of public in relation with policy formulation	Arrangments for consultation with or representation of public in relation with policy implementation
Not Applicable			

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

Name of board, council, committee, etc	Composition	Powers and functions	Whether its meeting are open to the public/ whether minutes of meeting accessible for public
Not Applicable			

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

Sl. No	Name of the officers/employees	Designation	Office address	Contact number	Monthly Remuneration (Pay scale and Basic Pay)	
					Pay scale	Basic Pay
1	Savitha Padmatti	Executive Engineer	Ground Floor, Annexe building-2, Head office premises, BBMP, N.R.Square, Bengaluru - 560 002 bbmppc5@gmail.com	8892939394	67550-107100	69200
2	Jagrutha S	Assistant Executive Engineer		9731263919	83700-155200	104800
4	Sujith C K	Assistant Engineer		7353512181	43100-83900	44200
6	Bhavya	Data Entry Operator (Out source)		9535543645	-	16655 (consolidated)

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

Sl. No.	Agency / Budget head	Plan / Programme / scheme / project / activity / purpose for which budget is allotted	Proposed expenditure as on last year Rupees in Crores	Expected outcomes	Report of disbursements made or where such details are available (website, report, notice board)
Information available at CAO Office					

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 component to grant subsidy under various programmes/schemes

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

b) Describe the manner of execution of subsidy programme

Sl No.	Name of the programme/activity	Application procedure	Sanction procedure	Disbursement Procedure
Not applicable				

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

Sl No.	Name and the 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) -- Details in respect of the Information, available to or held by it in an electronic form

Available Details in electronic form may be accessed from the bbmp.gov.in website

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

Sl No.	Designation	Description (location of facility/name,etc)	Details of information available
1	PIO / APIO	O/o the Executive Engineer, Project Central 5, division, Ground floor, Annexe building-2, BBMP Head office, N.R,Square, Bangalore -02	Application received in the RTI are answered based on informations available in this Division

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

a) Public Information officer (PIO)

Sl No.	Name of the office/ administrative unit	Name and Designation of PIO	Office tel.No / Residence tel.No	e-mail
1	Executive Engineer, Project Central -5, division, Bruhut Bengaluru Mahanagara Palike	Savitha Padmatti Executive Engineer	8892939394	bbmppc5@gmail.com

b) Asst. Public Information officer

Sl No.	Name of the office/ administrative unit	Name and Designation of APIO	Office tel.No / Residence tel.No	e-mail
1	O/o The Executive Engineer, Project Central -5, division, BBMP	Jagrutha Asst. Executive Engineer	9731263919	bbmppc5@gmail.com

c) Appellate authority

Sl No.	Name of the office/ administrative unit	Name and Designation of PIO	Office tel.No / Residence tel.No	e-mail
1	Superintending Engineer, Projects-Central, Bruhut Bengaluru Mahanagara Palike, N.R.Square, Bangalore -02.	Mrs. Hemalatha K, Superintending Engineer Projects Central	8904633197	sepcbbmp@gmail.com

Section 4 (1) (b) (xvii)- Such other information as may be prescribed and there after update these publications every year

Not applicable

Savitha
Executive Engineer
Project Central - 5, BBMP