

**Bruhat Bengaluru Mahanagara Palike**  
**Office of the Executive Engineer**  
**Project Central -6, 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-6), 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 Manager - 01 No(Additional Charge). Second Division Assistant - 01 No(Additional Charge). Peon - 01 No(Additional Charge). 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,
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 2	All applicable rules and acts
3	Right to Fair Compensation and Transparency in	All applicable rules and acts
4	Karnataka civil service rules	All applicable rules and acts
5	Karanatka 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

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**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	Assistant Engineer/Junior

**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	Arrangments for consultation with or representation of
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	Muktha K	Executive Engineer	Ground Floor, Annexe building-2, Head office premises, BBMP, N.R.Square, Bengaluru - 560 002	9986985040	67550-107100	69200
2	Sandhya Rani G	Assistant Executive Engineer		9916365765	45300 - 88300	69200
3	Akshatha SG	Assistant Engineer		8970621062	43100-83900	44200
4	Gopi	Data Entry Operator (Out source)		ee6pcbmbp@gmail.com	9686619418	-

**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

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

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

Sl No.	Name and the adress 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
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**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 -6, 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

**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 -6, division, Bruhut Bengaluru Mahanagara Palike	Muktha K. Executive Engineer	9986985040	ee6pcbbmp@gmail.com

**b) Asst. Public Information officer**

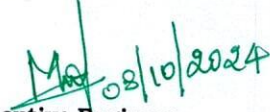
Sl No.	Name of the office/ administrative unit	Name and Designation of APIO	Office tel.No / Residence tel.No	e-mail
1	O/o The Executive Engineer, Project Central -6, division, BBMP	Sandhya Rani G Asst. Executive Engineer	9916365765	aee6pcbbmp@gmail.com

**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**

Not applicable
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 Executive Engineer  
 Project Central - 6, BBMP  
