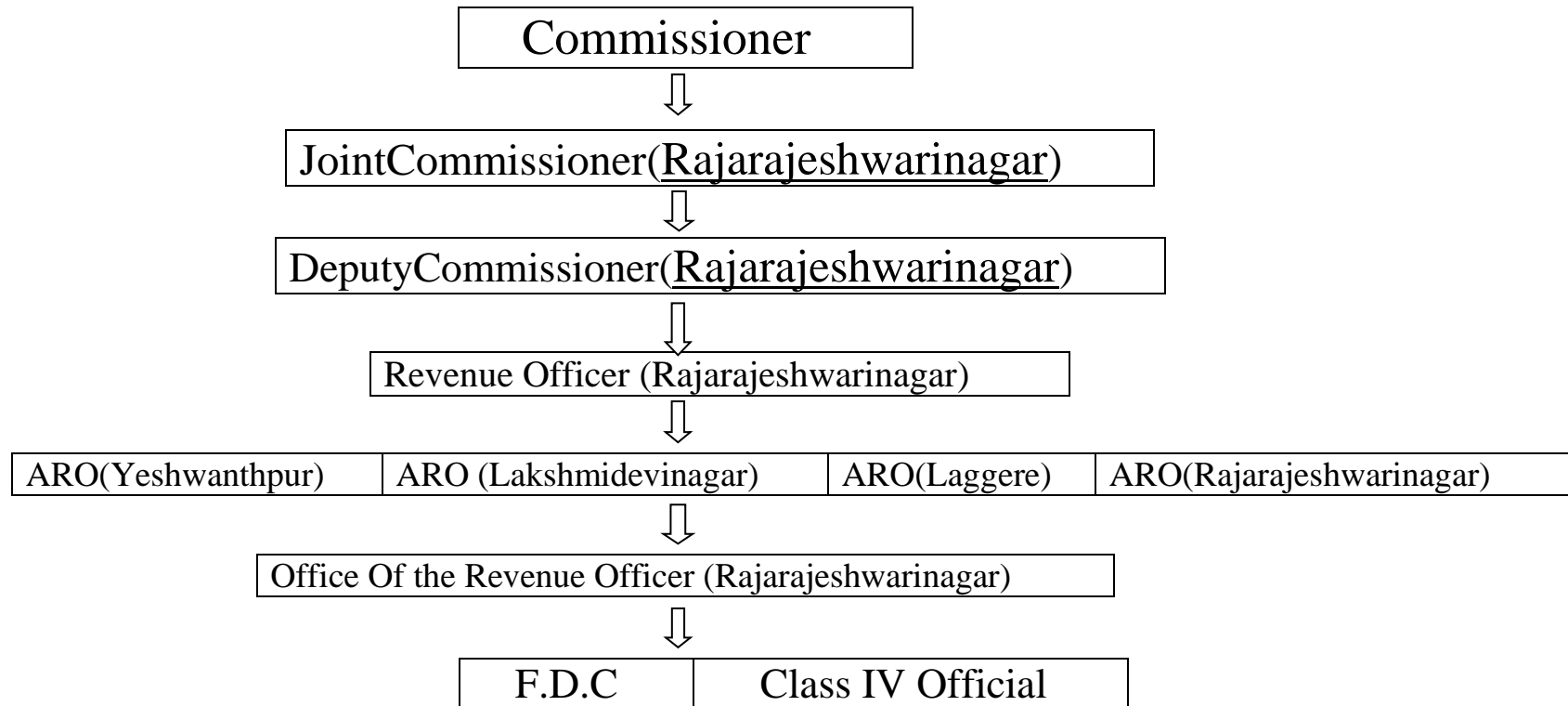


## Revenue Officer (Rajarajeshwarinagar)Range.

(Published under Section 4(1)(b)(i) of Right to information Act-2005)

### Organisational structure, aims and functions

#### 1. Organisational structure



**4(1)(B)(I)- AIMS & FUNCTIONS**

Sl No	Name of the Organisation	Address	Functions
1	Revenue Officer (Rajarajeshwarinagar)	O/o Joint Commissioner, Rajarajeshwarinagar, 18 <sup>th</sup> Cross, Ideal Home Township, Rajarajeshwarinagar, Bangalore-560090	There are four sub-divisions viz, A.R.O(Yeshwanthpur/Lakshmidivinagar/ Laggere/ Rajarajeshwarinagar)under the supervision of the Revenue Officer(Rajarajeshwarinagar) The work of Tax Collections, has to be supervised and the files pertaining toRegistration of Khatha for properties measuring upto an area of 4000 sqft, and the applications pertaining to Khatha Registration /Bifurcation/Clubbing upto 4000 sqft has to be Scrutinized and be approved. The Cases of property Assessment from 2001 sqft to 6000 sqft has to be recommended by this Officer, and also to attend to the Appeals against the said tax fixations received over & above these measurements the Khatha files will be submitted with due recommendation for approvals to the Deputy Commissioner (Rajarajeshwarinagar).

**4(1)(B)(II)-POWERS & DUTIES OF OFFICERS & EMPLOYEES**

Sl. No	Designation Of the Official /Employee	Duties Allotted	Powers
2	Revenue Officer (Rajarajeshwarinagar)	There are four sub-divisions viz, A.R.O(Yeshwanthpur/Lakshmidivinagar/ Laggere/ Rajarajeshwarinagar) under the supervision of the Revenue Officer(Rajarajeshwarinagar) The work of Tax Collections, has to be supervised and the files pertaining to Registration of Khatha for properties measuring upto an area of 4000 sqft,and the applications pertaining to Khatha Registration /Bifurcation/Clubbing upto 4000 sqft has to be Scrutinized and be approved.	The Cases of property Assessment from 2001 sqft to 6000 sqft has to be recommended by this Officer, and also to attend to the Appeals against the said tax fixations received over & above these measurements the Khatha files will be submitted with due recommendation For approvals for The Deputy Commissioner (Rajarajeshwarinagar)

Sl. No	Designation Of the Official /Employee	Duties Allotted
1	F.D.C	The work of the office Establishment
3	Peon	office work entrusted by the officer

#### **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
Khata Registration	Khata Registration	7 working days in the case of BDA/KHB allotted properties & Revenue sites the process should be completed within 30 days from the date of receipt ARO's office.	The application and petitions received in this office regarding issue of Khatha Bifurcation/ Clubbing and Registration upto measurement of 4000 sqft, is to be scrutinized & approved or pass appropriate orders in cases of applications for measurement area and above 4000 sqft the Khatha files will be scrutinized and submitted for further approval of Deputy Commissioner (Rajarajeshwarinagar). The assessment cases upto an sital area of 6000 sqft is to be attended passing suitable orders and for measurement above the sital area of 6000 sqft files will be submitted for further approval and orders to Deputy Commissioner (Rajarajeshwarinagar).
Khata Bifurcation/Clubbing	Amalgamation & Bifurcation	The process should be completed within 30 days from the date of receipt at ARO's office.	

**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 charter Service Charter )
The rules and Regulations as per K.M.C Act 1976 and the Office orders issued by the Commissioner B.M.P are to be adopted in discharging the Official work by the Revenue Officer.				

**4(1)(B)(V)-RULES, REGULATIONS, INSTRUCTIONS, MANUALS & RECORDS HELD/USED**

Sl No	List of Acts, Rules, regulations Instructions Manuals	List of Acts Rules & etc
K.M.C Act 1976 and the instructions of the Commissioner issued from time to time for discharging the day to day work is being followed		

**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 Registers	Establishment Clerk
2	A	L.P.C. Book	Establishment Clerk
3	A	Stock Book	Establishment Clerk
4	A	Aquittance Book	Establishment Clerk
5	B	Audit Follow up Register	Establishment Clerk
6	B	Attendance	Establishment Clerk
7	C	Cheque Register	Establishment Clerk
8	C	Cash Book	Establishment Clerk
9	D	Personnel Register (inward and outward)	Concern Case worker

**4(1)(B)(VII)-ARRANGEMENTS FOR CONSULTATION WITH OF REPRESENTATION BY THE MEMBERS OF THE PUBLIC IN RELATION TO FORMULATION OF POLICY OR IMPLEMENTATION THEREOF**

Sl No	Function Service	Arrangements for consultation with of representation by the members of the public in relation to formulation	Arrangements for consultation with of representation by the members of the public in relation to implementation
The publics are consulted whenever any New Scheme is introduced to solicit General opinion.			

**4(1)(B)(VIII)-BOARDS, COUNCILS COMMITTEES AND OTHER BODIES CONSTITUTED AS PART OF THE PUBLIC AUTHORITY**

Name of the Board, Council, Committee etc	Composition	Powers & Functions	Whether its meeting are open to the public/ Whether minutes of meeting accessible for public
Not Applicable			

**4(1)(B)(IX)&(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 as on September- 2013 (Rs)
1	Smt. Shaman	Revenue officer	O/o Joint Commissioner(Rajarajeshwarinagar), 18 <sup>th</sup> Cross, Ideal Home Township, Rajarajeshwarinagar, Bangalore-560090 <a href="mailto:154.rrn@gmail.com">154.rrn@gmail.com</a> , and <a href="mailto:ac154rrnagara@gmail.com">ac154rrnagara@gmail.com</a> ph-28604111	44470
2	Vacant	FDA	-do-	
3	Vacant	Peon	-do-	

**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 out comes	Report of disbursements made of where such details are available
Nil				

**4(1)(B)(XII) MANNER OF EXECUTION OF SUBSIDY PROGRAMMES**

Sl No	Name of the Programme /Activity	Nature/ Scale of Subsidy	Eligibility criteria for grant of subsidy	Designation of Officer for grant of subsidy
		Nil		

**b)Describe the manner of execution of the subsidy programme**

Sl No	Name of the Programme /Activity	Application Procedure	Sanction Procedure	Disbursement procedure
Nil				

**4(1)(B)(XIII)-PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATIONS 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
Nil				

**4(1)(B)(XIV)-INFORMATION AVAILABLE IN ELECTRONIC FORM**

Sl No	Electronic data	Description (location of facility/name etc)	Contents of title	Designation and address of the custodian of information (held by whom)
Nil				

**4(1)(B)(XV)-PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION**

Facility	Description (location of facility/name Etc)	Details of information available
Nil		

**4(1)(B)(XVI)-NAMES, DESIGNATIONS & OTHER PARTICULARS OF PUBLIC INFORMATION OFFICERS****a)Public Information Officer(PIO)**

Sl No	Name of the Office/Unit	Name & Designation of the PIO	Office Tel No. ax no	E mail
1	Revenue Officer (Rajarajeshwarinagar) O/o Joint Commissioner (Rajarajeshwarinagar) 18 <sup>th</sup> Cross, Ideal Home Township, Rajarajeshwarinagar, Bangalore-560090	Smt.Shaman Revenue Officer	Telephone: 28604111	<a href="mailto:154.rrn@gmail.com">154.rrn@gmail.com</a> <a href="mailto:Ac154rrnagara@gmail.com">Ac154rrnagara@gmail.com</a>

**b) Assistant Public Information Officer**

Sl No	Name of the Office/Unit	Name & Designation of the PIO	Office Tel No	E mail
1	ARO Yeshwanthpur	Sri.N.Suresh,ARO	22975637	aro.ypr@gmail.com
2	ARO Lakshmiddevinagar	Sri.K.Basavalingaiah, ARO	23574558	aroldnagar@gmail.com
3	ARO Laggere	Sri.K.B.Chandrashekaraiyah, ARO	23182295	arolaggere@gmail.com
4	ARO Rajarajeshwarinagar	Sri.Chandra Rao, ARO	28600462	rrn.revenue.bbmp@gmail.com

**C)Appellate Authority**

Sl No	Name of the Office/Unit	Name & Designation of the PIO	Office Tel No.	E mail
1	Joint Commissioner 18 <sup>th</sup> Cross, Ideal Home Township, Rajarajeshwarinagar, Bangalore-560090	Sri.B. Bheemappa K.A.S	<b>PHONE:080-28604652</b>	report.jcrr@rediffmail.com

**SECTION 4(1)(B)(XVII)- ANY OTHER USEFUL INFORMATION / INFORMATION FREQUENTLY ASKED BY THE PUBLIC**

Please Visit Official website-bbmp.gov.in for any other information.

**Revenue Officer (Rajarajeshwarinagar)  
Bruhat Bangalore Mahanagara Palike**