



Bruhath Bengaluru Mahanagara Palike

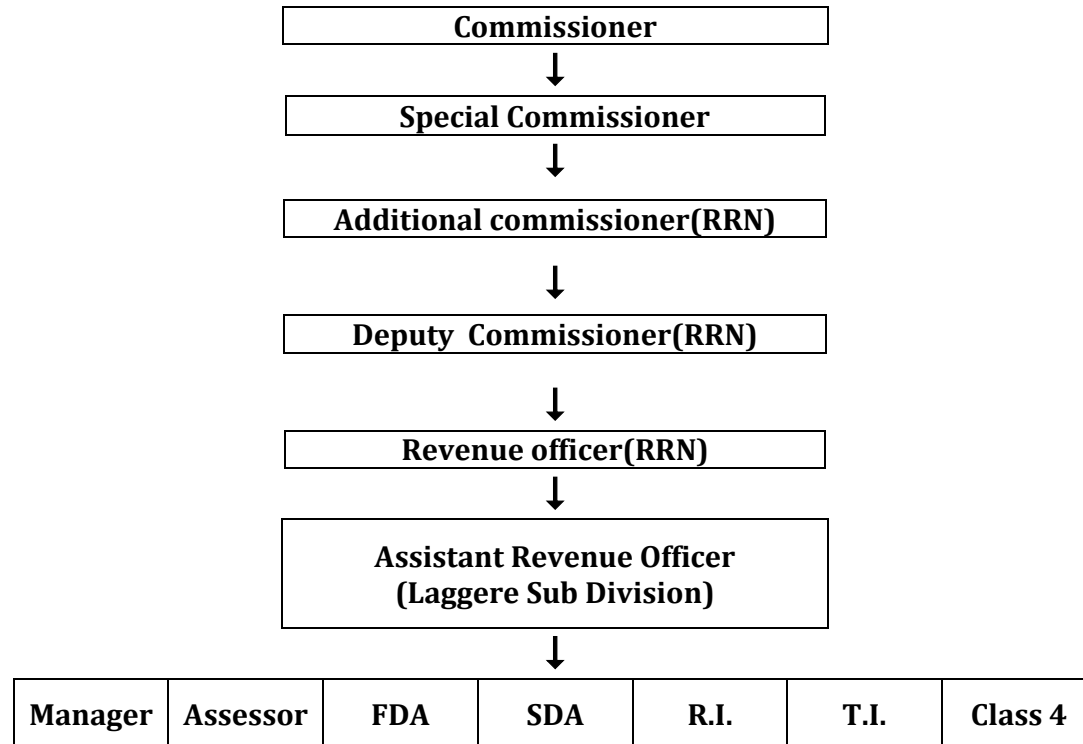
Office of the Assistant Revenue Officer (Laggere) Sub Division Ward No: 69 & 73.
Year - 2013-14.

I. FUNCTIONS & DUTIES OF ASSISTANT REVENUE OFFICER:

(a) Name of the Office:

Assistant Revenue Officer,
(Laggere) Sub Division,
#Chamundi Park, 3rd Block, 2nd Stage
Nagarabhavi,
Bangalore-72,
Ph: 080-23182295. Email: arolaggere@gmail.com

(b) Plan:



Functions & Duties:- The Revenue Department in B.B.M.P is one of the very important Department. Since, much of the Corporations Budgeting depends upon the taxes collected under the norms of K.M.C Act 1976. This Department works under the direct Supervision of Additional Commissioner (RRN)/Deputy Commissioner (RRN). The main functions being Registration of Khathas/Clubbing of Khathas/Khatha Bifurcation and Khatha transfer/B-Khatahas and assessment of Properties to property taxes, in addition the department also deals with the issue of Khatha Extract/Certificate and Collection of rent from leased properties and also safe guarding the Corporation Properties.

II. The Powers and Duties of its Officer and Employees:

(1) Sri. K B Chandrashekharaiiah (Asst. Revenue Officer)

The work of Tax Collections, Katha transfer has to be supervised and the files pertaining to Registration of Khatha ,the applications pertaining to Khatha Transfer/Registration/Bifurcation/ Clubbing has to be Scrutinized and be approved. Assistant Revenue Officer has to attend to the Appeals against the said tax fixations received over &above these measurements the Khatha files will be submitted for approval of The Revenue Officer (RRN Zone), The Deputy Commissioner (RRN).

(2) Sri.B Vithal (FDA, I/C Manager)

This Official attends to work of the office Maintenance, Daily Collection Book, Collects 2% Stamp Duty Charges, Attends the revenue files concerned with Katha Registration/Transfer/Bifurcation/Clubbing & Tax fixation. Issuing notices for the approved files, taking entry of the same in the Assessment Book and dispatching the same. issuing of Katha Certificate and Katha Extract to the Property owners and dispatching other applications. Maintenance of the Revenue files pertaining to his circle & Ward.

(3) Sri. C.V.Nagarajaiah (Second Division Assistant): Ward - 69 & 73.

This official attends the revenue files concerned with Katha Registration/ Transfer/Bifurcation/Clubbing & Tax fixation. Issuing notices for the approved files, taking entry of the same in the Assessment Book and dispatching the same. issuing of Katha Certificate and Katha Extract to the Property owners and dispatching other applications. Maintenance of the Revenue files pertaining to his circle & Ward.

(4) Smt.P.N.Gangamma (Second Division Assistant): Ward - 69

This official attends the revenue files concerned with Katha Registration/ Transfer/Bifurcation/Clubbing & Tax fixation. Issuing notices for the approved files, taking entry of the same in the Assessment Book and dispatching the same. Issuing of Katha Certificate and Katha Extract to the Property owners and dispatching other applications. Maintenance of the Revenue files pertaining to his circle & Ward.

(5) Smt.Sharadamma (Second Division Assistant): Ward - 73

This official attends the revenue files concerned with Katha Registration/ Transfer/Bifurcation/Clubbing & Tax fixation. Issuing notices for the approved files, taking entry of the same in the Assessment Book and dispatching the same. Issuing of Katha Certificate and Katha Extract to the Property owners and dispatching other applications. Maintenance of the Revenue files pertaining to his circle & Ward.

Duties & Responsibilities of Assessor & Revenue Inspectors:-

Each Revenue Inspector and Assessor has responsibility to put up proposal for Khatha Transfer/Bifurcation/Clubbing/Appeal/Registration and other miscellaneous papers. Supervision over the work of Tax Inspector regarding collections of properties, verification of Khirdhi to ensure that collection has been remitted to Banks. Survey of the area, maintenance of Lease Properties. And collection there by and verification of escape of Assessments and fix the Tax in the interest of Revenue collection.

Sl. No	Name	Designation	Ward No & Name
1	2	3	4
1	Basavachari	Assessor	69 & 73
2	-	RI	-

Duties & Responsibilities of Tax Inspectors:-

To collect the property Tax both in field and office, the same has to be maintained in the Khirdhi book and remitt the amount to the concerned Bank.

Sl. No	Name	Designation	Ward No & Name
1	2	3	4
1	N R Papanna	T.I	69
2	B P Narendra	T.I	73
3	R Smitha	T.I	73
4	K Nirmala	T.I	73
5	Deepa s Rajesh	T.I	69
6	V Kemparaju	T.I	69 & 73
7	Hanumanta	T.I	73
8	Rajashekar	T.I	69 & 73

III) Guidelines followed during supervision and responsibilities:-

Receiving the applications from the public's and forwarding same to the sub-ordinate Officers concerned. Reminding them within the stipulated time and verification of reply's, attention to give information to the public.

IV) Criteria's followed while Executing:-

The Criteria's prescribed in the right of information Act 2005 and following the guidelines issued by the Higher Officer time to time and furnishing the information to the public.

V) The Hand book, Annexure, Exchanges rules followed by the employees which are comes under the control or having implementation of actions:-

Proposed works to be maintained and implementation of directions issued by Higher Officer.

VI) List of Office Records in the Department:-

1. Assessment Register
2. Maintains of DCB Register
3. Mutation Register
4. Appeal Register
5. Remission Register
6. Cheque Register
7. Dishonor Cheque Register
8. Date to Day Cash Book
9. Supervision on Hand Book and Khirdhi Register
10. Lease Register
11. Sale Register
12. Ward Wise Corporation Property Register
13. Court Litigation Register
14. Distract warrant issued and executed Register

VII) Administrative Wing:-

1. Attendance Register
2. Casual leave sanction Register
3. Late attendance Register
4. Movement Register
5. Acquaintance Register
6. Cash Book (Establishment)
7. Cheque Register (Establishment)
8. Service Register
9. Advance recovery Register
10. K.T.R. and P.R. Register
11. Furniture account Register
12. Stationary receipt and issued Register
13. Receipts books issue Register
14. Increment Register
15. Telephone Register
16. Audit replies follow of Register
17. A.C Bill/D.C Bill Register

VIII) Information Officer and Staff

Sl. No	Name & Designation	Address	Phone Num
1	2	3	4
1	Sri. K. B.Chandrashekharaiiah (Assistant Revenue Officer)	Assistant Revenue Officer, (Laggere) Sub Division, Chamundipark, 3 rd Block, 2 nd Stage, Nagarabhavi, Bangalore-72	080-23182295 9448812520
2	Sri. B Vithalaiah (F.D.C)	-do-	9880512226
3	Sri. C V Naharakaiaj (S.D.C)	-do-	9663605125
4	Smt.P N Gangamma (S.D.C)	-do-	9900127255
5	Smt.Sharadamma (S.D.C)	-do-	8861794172

6	Sri. Basavachari (Assessor)	-do-	9845768187
7	Sri. N R Papanna (Tax Inspector)	-do-	9902307202
8	Sri. B P Narendra (Tax Inspector)	-do-	9480223942
9	Smt. Deepa s Rajesh (Tax Inspector)	-do-	9972974222
10	Smt.R Smitha (Tax Inspector)	-do-	9481586006
11	Smt.K Nirmala (Tax Inspector)	-do-	9632650354
12	Sri. Hanumantha (Tax inspector)	-do-	9448050107

IX) Details of grants reserved under the Head of Accountant budget for the year 2013-14:-

Not Applicable.

X) Details of Beneficiaries such programmers and method of implementation of amount distributed involved and intensives program me.

Not Applicable.

XI) Details of holders of authority letter, permission letter and Exemption letter given to those:-

Not Applicable.

XII) Details pertain to information available with them of having electronic media conversion:-

Not Applicable.

XIII) Details of facilities available to get information for publics within the working hours, Library ad reading rooms, Maintained for public purpose:-

Not Applicable.

XIV) Details of Designation and Name of the Officer of Public information:-

Smt. Shaman (Revenue Officer) RRN - Appeal Officer.

Sri. B K Narasimhanaidu, Sri. K. B.Chandrashekharaiyah (Assistant Revenue Officer) Lakshmidivinagar - Public Information Officer

XV) Revising of Notification up to date, every year further and publishing other proposed information:-

All revised information are to be published Web-site www.bmp.online-org.

Assistant Revenue Officer
Laggere Sub-division
Bruhath Bengaluru Mahanagara Palike