

# BRUHATH BANGALORE MAHANAGARA PALIKE

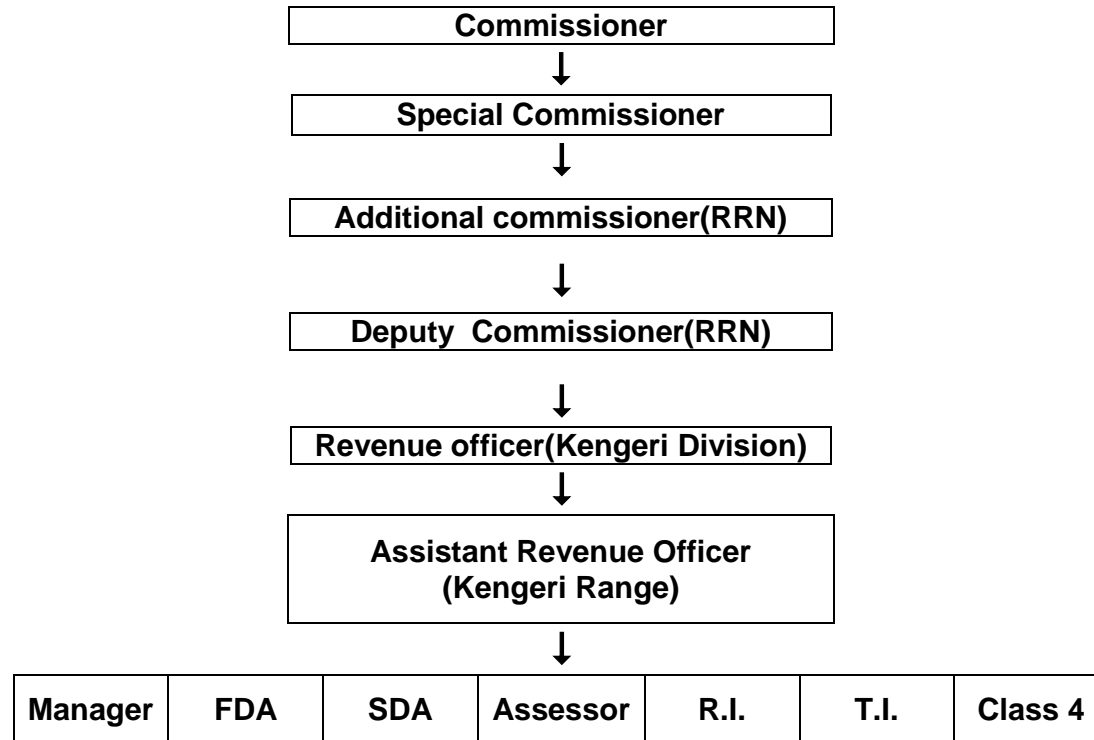
Office of the Assistant Revenue Officer  
(Kengeri)  
Year-2013-14.

## I. FUNCTIONS & DUTIES OF ASSISTANT REVENUE OFFICER:

(a) Name of the Office :

O/o Assistant Revenue Officer,  
(Kengeri)  
Kengeri BM Road,  
Mysore Road,  
BANGALORE – 560 060.  
Telephone : 080- 28484216

(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) Smt.Venkatalakshmi (ARO),**

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 to The Revenue Officer (Rajarajeshwari nagar division),The Deputy Commissioner (RRN).

### **(2) Smt. Chennamma (Manager)**

This Official attends to work of the office Maintanance, 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. Sriram (First Division Assistant):**

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) Sri. Ningaraj (First Division Assistant):**

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) Sri. Mohan (Second Division Assistant):**

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.

**6) Sri. Basavanappa Banavar (T.I. Working as Second Division Assistant):**

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 Revenue Inspectors:-***

Each Revenue Inspector 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.

<b>Sl. No</b>	<b>Name</b>	<b>Designation</b>
1	<b>Sri.S.H. Srinivasamurthy</b>	RI
2	<b>G Murthy</b>	RI
3	<b>K.S Srivathsa</b>	RI
4	<b>S.K. Ramachandraiah</b>	RI
5	<b>C Shivanna</b>	RI
6	<b>Srinivas</b>	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.

<b>Sl. No</b>	<b>Name Sriyuths</b>	<b>Designation</b>
1	Puttegowda N	T.I
2	Shivakumar M	T.I
3	Hanumanthaiah	T.I
4	Mirza Najib Ulla	T.I
5.	Chandregowda T J	T.I
6.	Sathya H	T.I
7.	K N Mohan	T.I
8	Thibbegowda	T.I
9	Ravichandra Raju	T.I
10	Sathish Kumar J	T.I
11	Ganesh M	T.I
12	Anil Kumar	T.I
13	Basavarajappa S	T.I
14	Shwetha B V	T.I
15	Suresh H S	T.I
16	Chandrashekhar M	T.I
17	Jagadeesh S	T.I
18	Muniraju N	T.I
19	Chandrashekhar L	T.I
20	B V Ravish	T.I
21	Srinivasa Murthy R	T.I

### **III) Guidelines followed during supervision and responsibilities:-**

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

### **IV) Criterias followed while Executing:-**

The Criteria 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, Annexures, 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. Dis-Honour 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. Aquitance 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 up Register
17. A.C Bill/D.C Bill Register

***VIII) Information Officer and Staff***

<b>Sl. No</b>	<b>Name &amp; Designation Sriyuths</b>	<b>Address</b>
1	Smt. Venkatalakshmi (ARO), Sri. Lingaiah (ARO)	Assistant Revenue Officer, Kengeri, BM Road, Mysore Road, Kengeri Bengaluru - 560 060
2	Smt. J. Chennamma (Manager)	-do-
3	Sri.Ningaraj (FDA)	-do-
4	Sri.Sriram (FDA)	-do-
5	Madhu T (SDA)	-do-

6	Ramachandraiah (RI)	-do-
7	G Murthy (RI)	-do-
8	S.H. Srinivasa Murthy (RI)	-do-
9	Srivathsa (RI)	-do-
10	Srinivas (RI)	-do-
11	K N Mohan (T.I)	-do-
12	Thibbegowda (T.I)	-do-
13	Ravichandra Raju (T.I)	-do-
14	Sathish Kumar J (T.I)	-do-
15	Shivanna C (RI)	-do-
16	Anil Kumar (T.I)	-do-
17	Basavarajappa S (T.I)	-do-
18	Shwetha B V (T.I)	-do-
19	Suresh H S (T.I)	-do-
20	Chandrashekhar M (T.I)	-do-
21	Jagadeesh S (T.I)	-do-
22	Muniraju N (T.I)	-do-
23	Chandrashekhar L (T.I)	-do-
24	B V Ravish (T.I)	-do-
25	Srinivasa Murthy R (T.I)	-do-
26	Ganesh M (T.I)	-do-
27	Puttegowda N (T.I)	-do-
28	Shivakumar M (T.I)	-do-
29	Dhananjay(T.I)	-do-
30	Mirza Najib Ulla (T.I)	-do-
31	Hanumanthaiah (T.I)	-do-
32	Sridhara Ambiga (T.I)	-do-
33	Baavanappa Banannavar (T.I)	-do-
34	Chandregowda T J (T.I)	-do-
35	Sathya H (T.I)	-do-
36	Chennamma R (Class IV)	-do-
37	R. Saraswathi (Class IV)	-do-
38	Shivashankaraiah (Class IV)	-do-
39	Narasimhaiah M. (Class IV)	-do-
40	Shanthakumar J (Class IV)	-do-

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

Not Applicable.

**X) Details of Benefisheries such programmes and method of implementation of amount distributed involved and intensives programme.**

Not Applicable.

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

Not Applicable.

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

Not Applicable.

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

Not Applicable.

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

Sri. P. Dayanand (Revenue Officer) (Kengeri) - Appeal Officer.

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

All revised information are to be published Web-site [www.bmp.online-org](http://www.bmp.online-org).



**Asst. Revenue Officer  
(Kengeri) Sub-division,**