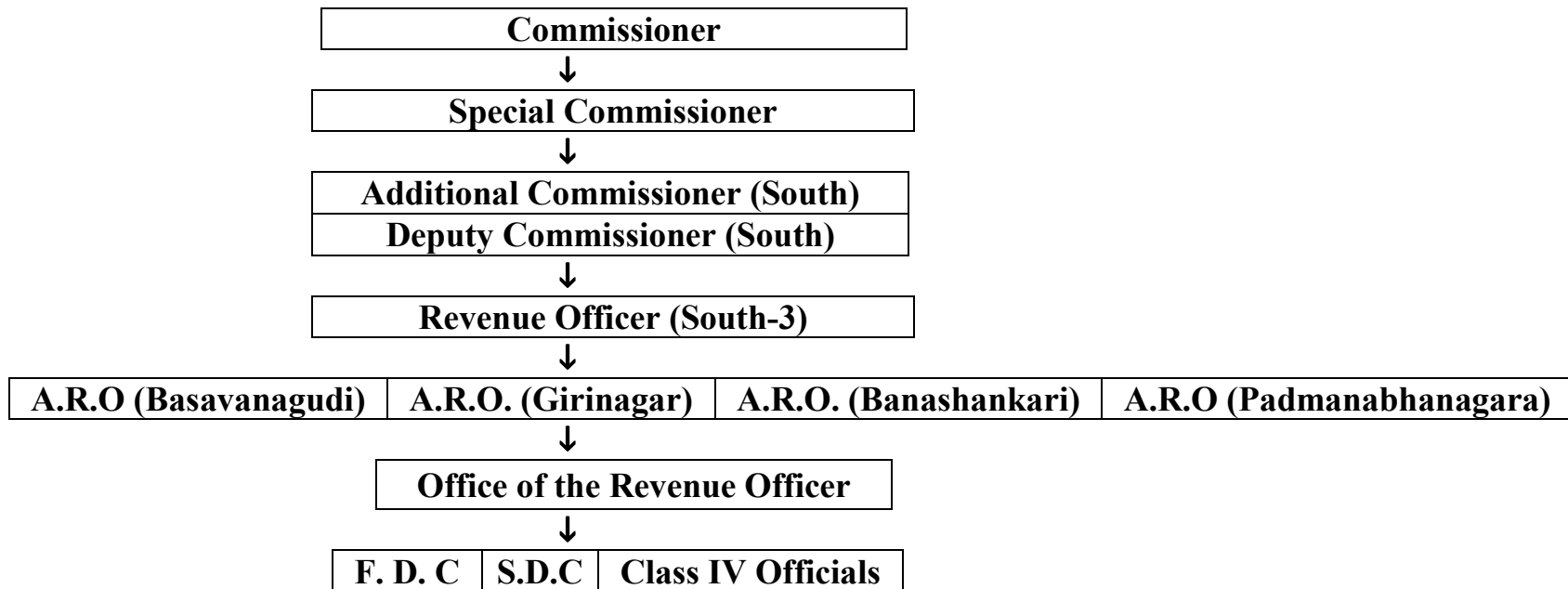


## Revenue Officer (South-3)Range.

### Section 4(1)(b)(i)- Organisational structure, aims and functions Organisational structure



**4(1)(B)(I)-ORGANISATIONAL STRUCTURE, AIMS & FUNCTIONS**

Sl No	Name of the Organisation	Address	Aims	Functions
1	Revenue Officer (South-3)	1 <sup>st</sup> Floor, BBMP Building, Chennammanakere Achukatu, Opp. S.S.M. School, Thyagarajanagara, Bangalore- 560028		There are four sub-divisions viz, A.R.O Basavanagudi/Girinagara/Banashankari/ Padmanabhanagar) under the supervision of the Revenue Officer(South-3) 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 Additional Commissioner (South). The work of attending to the files pertaining to lease of Properties and Collections of lease amount with supervision by safe guarding the Corporation properties. The offices is also involved in conducting election. W.E.F 19.06.2010.

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

Sl. No	Designation Of the Official /Employee	Duties Allotted	Powers
2	Revenue Officer (South-3)	There are four sub-divisions viz, A.R.O Basavanagudi/Girinagara/Banashankari/ Padmanabhanagar) under the supervision of the Revenue Officer(South-3) 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 Additional Commissioner (South). The work of attending to the files pertaining to lease of Properties and Collections of lease amount with supervision by safe guarding the Corporation properties. The offices is also involved in conducting election. W.E.F 19.06.2010.

Sl. No	Designation Of the Official /Employee	Duties Allotted	Powers
2	S. D. C	This work of the office Establishment, and to maintain the P.R. and Appeal Register. At present he is also attending the work of Receiving and dispatching to work	
3	Peon	Officer entrusted office work	

#### 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 Additional Commissar(South). 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 Additional Commissar (South).
Khata Bifurcation /Clubbing	Amalgamation & Bifurcation	The process should be completed within 20 days from the date of receipt at ARO's office.	

#### 4(1)(B)(IV)-NORMS SET FOR THE DISCHARGE OF FUNCTIONS

SI 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

SI 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	Concern Case worker
2	A	L.P.C. Book	Concern Case worker
3	A	Stock Book	Concern Case worker
4	A	Acutance Book	Concern Case worker
5	B	Audit Follow up Register	Concern Case worker
6	B	Attendance	Concern Case worker
7	C	Appeals Register	Concern Case worker
8	C	Cheque Register	Concern Case worker
9	C	Cash Book	Concern Case worker
10	D	Personnel Register (inward and outward)	Concern Case worker
11	D	Public complete book	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 etc
1	Avinash Babu.A	Revenue Officer	Revenue Officer (South-3), 1st Floor, BMP Building, Chennammanakere Achukatu, Opp. S.S.M. School, Thyagarajanagara, Bangalore -028. Tel:22975756	15650
2	Raghavendra. V	F D C	Revenue Officer (South-3), 1st Floor, BMP Building, Chennammanakere Achukatu, Opp. S.S.M. School, Thyagarajanagara, Bangalore -028. Tel:22975756	11735
3	K.B.Shivakumar	S D C	Revenue Officer (South-3), 1st Floor, BMP Building, Chennammanakere Achukatu, Opp. S.S.M. School,	11417

			Thyagarajanagara, Bangalore -028. Tel:22975756	
4	Raghu	Group D	Revenue Officer (South-3), 1st Floor, BMP Building, Chennammanakere Achukatu, Opp. S.S.M. School, Thyagarajanagara, Bangalore -028. Tel:22975756	8478
5	K.Selvi	Group D	Revenue Officer (South-3), 1st Floor, BMP Building, Chennammanakere Achukatu, Opp. S.S.M. School, Thyagarajanagara, Bangalore -028. Tel:22975756	10903

**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**

a)Information on the nature of subsidy, eligibility criteria for accessing subsidy and designation of officer competent to grant subsidy under various programmes/Schemes

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 (hel 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)

SI No	Name of the Office/Unit	Name & Designation of the PIO	Office Tel No. ax no	E mail
1	Revenue Officer (South-3) 1st Floor, BMP Building, Chennammanakere Achukatu, Opp. S.S.M. School, Thyagarajanagara, Bangalore -028.	A. Avinash Babu, Revenue Officer	Telephone: 22975756	ro_basavanagudi@yahoo.com

b) Assistant Public Information Officer

SI No	Name of the Office/Unit	Name & Designation of the PIO	Office Tel No.	E mail
	o/o Revenue Officer (South-3) 1st Floor, BMP Building, Chennammanakere Achukatu, Opp. S.S.M. School, Thyagarajanagara, Bangalore -028.	K.B.Shivakumar, S D C	22975756	ro_basavanagudi@yahoo.com

C)Appellate Authority

SI No	Name of the Office/Unit	Name & Designation of the PIO	Office Tel No.	E mail
1	Joint Commissioner (South) 2 <sup>nd</sup> Floor, BBMP Complex 9 <sup>th</sup> Cross, 2 <sup>nd</sup> Block Jayanagara, Bangalore- 11	Sri Hemachandra	22975736	bbmpacs@Gmail.Com

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

Please give any other information or details of publications which are of relevance or of use to the citizens or which are frequently asked by the public

Revenue Officer (South-3)  
Bhruhat Bangalore Mahanagara Palike