

**Assistant Revenue Officer  
Koramangala Sub – Division  
Bruhat Bangalore Mahanagara Palike**

**Index and Cataloging  
4(1)A and 4(1)B**

**Template for Section 4(1)(a) – indexing and cataloguing of all information**

<b>Sl.No</b>	<b>Date on which opened (Files to be listed chronologically)</b>	<b>Category A,B,C,D,E, etc. (Files to be listed alphabetically according to category)</b>	<b>File No</b>	<b>Subject of File</b>	<b>Location of file : Room / cupboard / shelf numbers</b>	<b>Date on which file can be destroyed / custodian of file</b>
1	02-01-08	B	KTR-407-07-08	B-426 KTR-407-07-08 R PUSHPA 14TH CROSS EJIPURA	Almera - 2 Shelf - 1	-
2	11-06-02	B	KTR-54-02-03	B-439 KTR-54-02-03 VENKATESH MUTHANNA 5TH BLOCK KORAMANGALA	Almera - 2 Shelf - 1	-
3	03-07-02	B	KTR-80-02-03	B-439 KTR-80-02-03 K S ROHINI 7TH BLOCK KORAMANGALA	Almera - 2 Shelf - 1	-
4	16-09-02	B	KTR-127-02-03	B-439 KTR-127-02-03 M SENTHIL 4TH CROSS ADUGODI	Almera - 2 Shelf - 1	-
5	06-06-02	B	KTR-52-02-03	B-439 KTR-52-02-03 RENUKA CHETTRI 8TH BLOCK KORAMANGALA	Almera - 2 Shelf - 1	-
6	31-05-02	B	KTR-39-02-03	B-439 KTR-39-02-03 JAGANATHA KOTEKAR 8TH BLOCK KORAMANGALA	Almera - 2 Shelf - 1	-
7	06-04-02	B	KTR-08-02-03	B-439 KTR-08-02-03 AHALYA REDDY K H B COLONY KORAMANGALA	Almera - 2 Shelf - 1	-
8	24-06-02	B	KTR-70-02-03	B-439 KTR-70-02-03 L R FRANCIS & OTHERS 8TH BLOCK KORAMANGALA	Almera - 2 Shelf - 1	-

9	27-06-02	B	KTR-73-02-03	B-439 KTR-73-02-03 A SINDHU LAKSHMI 8TH BLOCK KORAMANGALA	Almera - 2 Shelf - 1	-
10	20-05-02	B	KTR-35-02-03	B-439 KTR-35-02-03 SAROJAMMA 8TH BLOCK KORAMANGALA	Almera - 2 Shelf - 1	-
11	26-03-02	B	KTR-03-02-03	B-439 KTR-03-02-03 ASHWAQ AHMED K H B COLONY KORAMANGALA	Almera - 2 Shelf - 1	-
12	22-04-02	B	KTR-17-02-03	B-439 KTR-17-02-03 K SAROJINIAMMA & OTHERS 8TH BLOCK KORAMANGALA	Almera - 2 Shelf - 1	-
13	20-06-02	B	KTR-66-02-03	B-439 KTR-66-02-03 G V GOPAL KRISHNA K H B COLONY KORAMANGALA	Almera - 2 Shelf - 1	-
14	13-06-02	B	KTR-59-02-03	B-439 KTR-59-02-03 R JAYASHANKAR 8TH BLOCK KORAMANGALA	Almera - 2 Shelf - 1	-
15	29-05-02	B	KTR-47-02-03	B-439 KTR-47-02-03 M PADMA 8TH BLOCK KORAMANGALA	Almera - 2 Shelf - 1	-

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

<b>Sl.No</b>	<b>Name of the Organisation</b>	<b>Address</b>	<b>Aims</b>	<b>Functions</b>
-	-	-	-	-

**Section 4(1)(b)(ii)- Powers and duties of officers and employees**

<b>Sl.No</b>	<b>Designation of the official/ employee</b>	<b>Duties allotted</b>	<b>Powers</b>
-	-	-	-

**Section 4(1)(b)(iii)- Procedure followed in decision-making process**

<b>Activity</b>	<b>Description</b>	<b>Decision-making process/time limit for taking decision/ channels of supervision and accountability</b>	<b>Designation of final decision authority</b>
-	-	-	-

**Section 4(1)(b)(iv)- Norms set for the discharge of functions**

<b>Sl.no</b>	<b>Function/service</b>	<b>Norms/standards of performance set</b>	<b>Time-frame</b>	<b>Reference document prescribing the norms (citizens charter, service charter, etc)</b>
-	-	-	-	-

**Section 4(1)(b)(v)- Rules, regulations, instructions, manuals and records held/used**

<b>Sl.No</b>	<b>List of Acts, rules, regulations, instructions, manuals</b>	<b>Gist of Act, rules, etc</b>
-	-	-

**Section 4(1)(b)(vi) - Categories of documents held**

Sl.No	Category of the document	Title of the document	Custodian of the document
-	-	-	-

**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 there of**

Sl.No	Function /service	Arrangement for consultation with, or representation of public in relation with policy formulation	Arrangement for consultation with, or representation of public in relation with policy implementation
-	-	-	-

**Section 4(1)(b)(viii)- Boards, councils, committees and other bodies constituted as part of the public authority**

Name of board, council, committee etc	Composition	Powers and functions	Whether its meetings are open to the public /whether minutes of meetings accessible for public
-	-	-	-

**Section 4(1)(b)( ix)& Section 4(1)(b) (x)- Directory of officers/ employees and their monthly remuneration**

Sl. No	Name of the officers/employee	Designation	Office address/ contact number/ e-mail ID	Monthly remuneration etc
1	ಶ್ರೀ.ಎನ್. ಶ್ರೀನಿವಾಸ್	ಸಹ ಕಂದಾಯ ಅಧಿಕಾರಿ	2ನೇ ಕ್ರಾಸ್ 17ನೇ 'ಎ' ಮೈನ್, 5ನೇ ಬ್ಲಾಕ್, ಕೋರಮಂಗಲ ಬೆಂಗಳೂರು 25525952 <a href="mailto:arokml@gmail.com">arokml@gmail.com</a>	11000/-
2	ಶ್ರೀ. ಲಕ್ಷ್ಮಿ ನರಸಿಂಹಸ್ವಾಮಿ	ವ್ಯವಸ್ಥಾಪಕರು	2ನೇ ಕ್ರಾಸ್ 17ನೇ 'ಎ' ಮೈನ್, 5ನೇ ಬ್ಲಾಕ್, ಕೋರಮಂಗಲ ಬೆಂಗಳೂರು 25525952 <a href="mailto:arokml@gmail.com">arokml@gmail.com</a>	11700/-
3	ಶ್ರೀ. ನರಸಿಂಹಲು	ಕಂದಾಯ ಪರಿವೀಕ್ಷಕರು	2ನೇ ಕ್ರಾಸ್ 17ನೇ 'ಎ' ಮೈನ್, 5ನೇ ಬ್ಲಾಕ್, ಕೋರಮಂಗಲ ಬೆಂಗಳೂರು 25525952 <a href="mailto:arokml@gmail.com">arokml@gmail.com</a>	8000/-

4	ಶ್ರೀ. ವೆಂಕಟೇಶಯ್ಯ	ಕಂದಾಯ ಪರಿವೀಕ್ಷಕರು	2ನೇ ಕ್ರಾಸ್ 17ನೇ 'ಎ' ಮೈನ್, 5ನೇ ಬ್ಲಾಕ್, ಕೋರಮಂಗಲ ಬೆಂಗಳೂರು	25525952 <a href="mailto:arokml@gmail.com">arokml@gmail.com</a>	10000/-
5	ಶ್ರೀ.ನಾರಾಯಣಪ್ಪ	ಕಂದಾಯ ಪರಿವೀಕ್ಷಕರು	2ನೇ ಕ್ರಾಸ್ 17ನೇ 'ಎ' ಮೈನ್, 5ನೇ ಬ್ಲಾಕ್, ಕೋರಮಂಗಲ ಬೆಂಗಳೂರು	25525952 <a href="mailto:arokml@gmail.com">arokml@gmail.com</a>	10250/-
6	ಶ್ರೀ.ಮಿತ್ರೋಜಿರಾವ್	ಕಂದಾಯ ಪರಿವೀಕ್ಷಕರು	2ನೇ ಕ್ರಾಸ್ 17ನೇ 'ಎ' ಮೈನ್, 5ನೇ ಬ್ಲಾಕ್, ಕೋರಮಂಗಲ ಬೆಂಗಳೂರು	25525952 <a href="mailto:arokml@gmail.com">arokml@gmail.com</a>	9750/-
7	ಶ್ರೀ. ಕುಮಾರ್	ಕಂದಾಯ ಪರಿವೀಕ್ಷಕರು	2ನೇ ಕ್ರಾಸ್ 17ನೇ 'ಎ' ಮೈನ್, 5ನೇ ಬ್ಲಾಕ್, ಕೋರಮಂಗಲ ಬೆಂಗಳೂರು	25525952 <a href="mailto:arokml@gmail.com">arokml@gmail.com</a>	9275/-
8	ಶ್ರೀ.ಶ್ರೀನಿವಾಸ್	ಕಂದಾಯ ವಸೂಲಿಗಾರರು	2ನೇ ಕ್ರಾಸ್ 17ನೇ 'ಎ' ಮೈನ್, 5ನೇ ಬ್ಲಾಕ್, ಕೋರಮಂಗಲ ಬೆಂಗಳೂರು	25525952 <a href="mailto:arokml@gmail.com">arokml@gmail.com</a>	6500/-
9	ಶ್ರೀ. ಮುನಿಯಪ್ಪ	ಕಂದಾಯ ವಸೂಲಿಗಾರರು	2ನೇ ಕ್ರಾಸ್ 17ನೇ 'ಎ' ಮೈನ್, 5ನೇ ಬ್ಲಾಕ್, ಕೋರಮಂಗಲ ಬೆಂಗಳೂರು	25525952 <a href="mailto:arokml@gmail.com">arokml@gmail.com</a>	6375/-
10	ಶ್ರೀ. ಕರಿಯಪ್ಪ	ಕಂದಾಯ ವಸೂಲಿಗಾರರು	2ನೇ ಕ್ರಾಸ್ 17ನೇ 'ಎ' ಮೈನ್, 5ನೇ ಬ್ಲಾಕ್, ಕೋರಮಂಗಲ ಬೆಂಗಳೂರು	25525952 <a href="mailto:arokml@gmail.com">arokml@gmail.com</a>	8200/-
11	ಶ್ರೀ. ವೆಂಕಟೇಶ್	ಕಂದಾಯ ವಸೂಲಿಗಾರರು	2ನೇ ಕ್ರಾಸ್ 17ನೇ 'ಎ' ಮೈನ್, 5ನೇ ಬ್ಲಾಕ್, ಕೋರಮಂಗಲ ಬೆಂಗಳೂರು	25525952 <a href="mailto:arokml@gmail.com">arokml@gmail.com</a>	6000/-
12	ಶ್ರೀ. ಬಸವರಾಜು	ಕಂದಾಯ ವಸೂಲಿಗಾರರು	2ನೇ ಕ್ರಾಸ್ 17ನೇ 'ಎ' ಮೈನ್, 5ನೇ ಬ್ಲಾಕ್, ಕೋರಮಂಗಲ ಬೆಂಗಳೂರು	25525952 <a href="mailto:arokml@gmail.com">arokml@gmail.com</a>	6650/-

13	ಶ್ರೀ.ಸೀನು	ಕಂದಾಯ ವಸೂಲಿಗಾರರು	2ನೇ ಕ್ರಾಸ್ 17ನೇ 'ಎ' ಮೈನ್, 5ನೇ ಬ್ಲಾಕ್, ಕೋರಮಂಗಲ ಬೆಂಗಳೂರು	25525952 <a href="mailto:arokml@gmail.com">arokml@gmail.com</a>	5900/-
14	ಶ್ರೀ.ಪರಶುರಾಮ್	ಕಂದಾಯ ವಸೂಲಿಗಾರರು	2ನೇ ಕ್ರಾಸ್ 17ನೇ 'ಎ' ಮೈನ್, 5ನೇ ಬ್ಲಾಕ್, ಕೋರಮಂಗಲ ಬೆಂಗಳೂರು	25525952 <a href="mailto:arokml@gmail.com">arokml@gmail.com</a>	5900/-
15	ಶ್ರೀ. ಗಣೇಶ್	ಪ್ರಥಮ ದರ್ಜೆ ಗುಮಾಸ್ತರು	2ನೇ ಕ್ರಾಸ್ 17ನೇ 'ಎ' ಮೈನ್, 5ನೇ ಬ್ಲಾಕ್, ಕೋರಮಂಗಲ ಬೆಂಗಳೂರು	25525952 <a href="mailto:arokml@gmail.com">arokml@gmail.com</a>	8000/-
16	ಶ್ರೀ. ವೈ.ವಿಜಯ್‌ಕುಮಾರ್	ದ್ವಿತೀಯ ದರ್ಜೆ ಗುಮಾಸ್ತರು	2ನೇ ಕ್ರಾಸ್ 17ನೇ 'ಎ' ಮೈನ್, 5ನೇ ಬ್ಲಾಕ್, ಕೋರಮಂಗಲ ಬೆಂಗಳೂರು	25525952 <a href="mailto:arokml@gmail.com">arokml@gmail.com</a>	6000/-
17	ಶ್ರೀ. ಪ್ರಭುದಾಸ್	ನಾಲ್ಕನೇ ದರ್ಜೆ ನೌಕರರು	2ನೇ ಕ್ರಾಸ್ 17ನೇ 'ಎ' ಮೈನ್, 5ನೇ ಬ್ಲಾಕ್, ಕೋರಮಂಗಲ ಬೆಂಗಳೂರು	25525952 <a href="mailto:arokml@gmail.com">arokml@gmail.com</a>	5300/-
18	ಶ್ರೀ. ಸುಬ್ಬಯ್ಯ	ನಾಲ್ಕನೇ ದರ್ಜೆ ಗುಮಾಸ್ತರು	2ನೇ ಕ್ರಾಸ್ 17ನೇ 'ಎ' ಮೈನ್, 5ನೇ ಬ್ಲಾಕ್, ಕೋರಮಂಗಲ ಬೆಂಗಳೂರು	25525952 <a href="mailto:arokml@gmail.com">arokml@gmail.com</a>	5900/-
19	ಶ್ರೀ.ಸೈಯದ್ ಹಬೀಬ್	ನಾಲ್ಕನೇ ದರ್ಜೆ ಗುಮಾಸ್ತರು	2ನೇ ಕ್ರಾಸ್ 17ನೇ 'ಎ' ಮೈನ್, 5ನೇ ಬ್ಲಾಕ್, ಕೋರಮಂಗಲ ಬೆಂಗಳೂರು	25525952 <a href="mailto:arokml@gmail.com">arokml@gmail.com</a>	7625/-

**Section 4(1)(b)(xi )-Budget allocated to each agency including plans, etc**

<b>Agency</b>	<b>Plan/ Programmed/ scheme/project/ activity/purpose for which budget is allotted</b>	<b>Proposed expenditure as on last year</b>	<b>Expected outcomes</b>	<b>Report of disbursements made or where such details are available (website, reports, notice board)</b>
-	-	-	-	-

**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 competent to grant subsidy under various programmes / schemes**

<b>Sl.No</b>	<b>Name of programmed/activity</b>	<b>Nature/scale of subsidy</b>	<b>Eligibility criteria for grant of subsidy</b>	<b>Designation of officer for grant of subsidy</b>
-	-	-	-	-

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

<b>Sl.no</b>	<b>Name of programme/activity</b>	<b>Application procedure</b>	<b>Sanction procedure</b>	<b>Disbursement procedure</b>
-	-	-	-	-

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

<b>Sl.no</b>	<b>Name and address of recipient institutions</b>	<b>Nature/quantum of benefit granted</b>	<b>Date of grant</b>	<b>Name &amp; designation of granting authority</b>
-	-	-	-	-

**Section 4(1)(b)(xiv )- information available in electronic forms**

<b>Sl.no</b>	<b>Electronic data</b>	<b>Description (site address/location where available etc</b>	<b>Contents or title</b>	<b>Designation and address of the custodian of information (held by whom)</b>
-	-	-	-	-

**Section 4(1)(b)(xv )- particulars of facilities available to citizens for obtaining information**

<b>Facility</b>	<b>Description (location of facility/name etc)</b>	<b>Details of information available</b>



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**Section 4(1)(b)(xvi )- Names, designations and other particulars of public information officers**

**a. Public information officer(PIO)**

<b>Sl.no</b>	<b>Name of the office /administrative unit</b>	<b>Name &amp; designation of PIO</b>	<b>Office tel.no Residence tel.no Fax</b>	<b>E-mail</b>
-	-	-	-	-

**b. Asst. public information officer**

<b>Sl.no</b>	<b>Name of the office /administrative unit</b>	<b>Name &amp; designation of APIO</b>	<b>Office tel.no residence tel.no Fax</b>	<b>E-mail</b>
-	-	-	-	-

**C. Appellate authority**

<b>Sl.no</b>	<b>Name of the office /administrative unit</b>	<b>Name &amp; designation of appellate authority</b>	<b>Office tel.no residence tel.no Fax</b>	<b>E-mail</b>
-	-	-	-	-

**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.