

Information under section 4(1)(b) of RTI Act
Section 4 (1) (b) (i) - Organisational structure, aims and functions

Sl. No.	Name of the organisation	Address	Aims	Functions
1.	A.R.O (Advertisement-West)	Dr.T.C.M. Rayan Road (Goods shed rd) Bangalore-02	To earn revenue to BBMP through different types of advertisements	7. To permit the agency for advertising 8. Enrollment of Agencies 9. Renewal of Agencies 10. Inspection of sites 11. To co-ordinate with different organisation 12. Issue of licenses from the office 13. Invitation of tenders for different works like bus shelter, pole kiosks, road medians etc., for advertising.

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

Sl. No.	Designation of the official/employee	Duties allotted	powers
8.	A.R.O (Advertisement-West)	To look after overall works regarding advertisement department and to discharge the duties pertaining to RTI-2005 and to inspect the records pertaining to administrative report, Audit report and budget estimate	To discharge all the duties regarding advertisement matters.
9.	Revenue Inspector	Inspection of sites, calculation of fees regarding advertisement etc.,	
10.	Second divisional clerk	Maintenance of files of individual organisation checking of calculation regarding advertisement tax and other details. daily collection register, maintenance service registers of official preparation of salary bills of staff, telephones bill and contingency bill	
11.	Tax Inspector	Collection of advertisement tax and remittance to bank. Maintenance of D.C.B. Records, Maintenance of Receipts	

Section (iii) - Procedure in decision making process

		books, Kerdhi books. Giving assistance to revenue inspector in spot verification and removal of unauthorise banners buntings and cutouts.	
12.	Peon	Dispatch of files.	

4 (1) (b) followed

Activity	Description	Decision making process/time limit for taking decision/channels of supervision and accountability	Designation of final decision authority
To perform the duties as per the orders and instructions given by joint commissioner (advt)and additional commissioner west advt per KMC act of 1976 sec:134 to 138.	To perform the duties as per the orders and instructions given by joint commissioner (advt)and additional commissioner west advt per KMC act of 1976 sec:134 to 138.	To perform the duties as per the orders and instructions given by joint commissioner (advt)and additional commissioner west advt per KMC act of 1976 sec:134 to 138. and time limit as per rules.	commissioner

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

Sl. No.	Fuction/service	Norms/Standards of performance set	Time-frame	Reference document prescribing the norms (Citizens Charter, service charter, etc.)
1.	To to furnish reports regarding renew l/permission/ licence to hoardings	Advertisement Bye-law 2006	45days	KMC Act 1976 Section 423 (24)
2.	To issue permission to temporary banners buntings cutouts etc.	Advertisement Bye-law 2006	15days	As per KMC Act 1976 Section 134 to 138 and advt bye law 2006

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

Sl.	List of Acts, rules, regulations,	Gist of act, rules, etc.
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No.	instructions, manuals	
1.	Karnataka municipal Corporation Act, 1976 Section 134 to 139	134. Tax on advertisement 135. Prohibition of advertisements without written permission of commissioner 136. permission of commissioner to become void in certain places 137. Owner or person in accupation to be deemed responsible. 138. removal of un-authorized hoardings 139. collection of tax on advertisement

Section 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 register	Establishment clerk Second Divison Clerk
2.	A	Stock Book	Second Divison Clerk
3.	A	Government. orders/ circulars	Second Divison Clerk
4.	A	Salary Aquitance book	Second Divison Clerk
5.	A	Advertisement assessment reigister	Second Divison Clerk
6.	B	Advanced reigister	Second Divison Clerk
7.	B	Reigister of special demond	Second Divison Clerk
8.	B	Court cases files	Second Divison Clerk
9.	B	Audit follow up register	Second Divison Clerk
10.	C	Cash Book	Second Divison Clerk
11.	D	P.R Books	Second Divison Clerk
12.	D	Tappal Books	Second Divison Clerk
13.	D	Attendance register	Second Divison Clerk
14.	D	Annual increment register	Second Divison Clerk
15.	D	Transfer files	Second Divison Clerk
16.	D	Declaration of probationary period files	Second Divison Clerk
17.	D	Record of receipt register	Second Divison Clerk
18.	D	Receipt books	Tax inspector
19.	E	Right to information act files	Second Divison Clerk
20.	E	Casual leave register	Second Divison Clerk

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 thereof

The staff working in advertisement section have to receive application form from the general public for advertisement of hoardings, banners, buntings and cutouts in BBMP area and to issue permission for the same as per KMC act 1976 and advertisement bye laws 2006.

Section 4 (1) (b) (viii) - Boards, councils, committees and other bodies constituted as put 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 meeting accessible for public
Town planning committee		Approval of tenders before calling and places of work where to be taken and time limit.	Meetings are closed for public proceedings will be accessible to public.
Tax and finance committee		Fixation of tax/rate of advertisements.	Meetings are closed for public proceedings will be accessible to public.
Council		All the matters regarding advertisements will be discussed and finalized	Publics will be allowed for council meetings and proceedings of meetings will also be available.

Section 4 (1) (b) (ix) & Section 4 (1) (b) (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
14.	Sir, R nagraj	ARO	ARO (advt west) Dr, T.C.M rayan road (goods shed rd) Bangalore Ph: 080-26704744	21177
15.	Sir, K Nagraj	S.D.C	A.R.O (advt west) Dr, T.C.M rayan road (goods shed rd) Bangalore Ph: 080-26704744	16174
16.	Sir, M.Adinarayana	Revenue Inspector	A.R.O (advt west) Dr, T.C.M rayan road (goods shed rd) Bangalore Ph: 080-26704744	18517
17.	Sir, G venkatesh	Tax Inspector	A.R.O (advt west) Dr, T.C.M rayan road (goods shed rd) Bangalore Ph: 080-26704744	13918
18.	Sir, K Babu	Peon	A.R.O (advt west) Dr, T.C.M rayan road (goods shed rd) Bangalore Ph: 080-26704744	14383
19.	Smt, G.S. Sumathi	Peon	A.R.O (advt west) Dr, T.C.M rayan road (goods shed rd) Bangalore Ph: 080-26704744	11973

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

NIL

Section 4 (1) (b) (xii) -Manner of execution of subsidy programmes

- c. 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 Programme /activity	Nature/Scale of subsidy	Eligibility criteria for grant of subsidy	Designation of officer for grant of subsidy
No Subsidy programme				

- d. Describe the manner of execution of the subsidy programme

Sl. No.	Name of Programme /activity	Application procedure	Sanction procedure	Disbursement procedure
No Subsidy programme				

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

Sl. No.	Name of address of recipient institutions	Nature/quantum of benefit granted	Date of grant	Name and designation of granting authority
Not applicable				

Section 4 (1) (b) (xiv) information available to electronic form

Sl. No.	Electronic date	Description site address/location where available, etc	Contents of title	Designation and address of the custodian of information (held by whom)
1.	Website	Advertisement	Street wise list of permitted hoardings	www.bbmp.gov.in

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

facility	Description (location of facility/name etc.)	Details of information available
Electronic data	www.bbmp.gov.in	Zone wise and street wise list of advertisement hoardings

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

a. Public information officer (PID)

Sl. No.	Name of office / administrative unit	Nature & designation of PIO	Office tel No
1.	Assistant Revenue officer (Advertisement West)	Sri, Nagaraj	26704744

b. Asst. public information officer

Sl. No.	Name of office / administrative unit	Nature & designation of APIO	Office tel No
1	Revenue Inspector A.R.O (advt west)	Sri, M. Adinarayana	26704744

C. Appellate authority

Sl. No.	Name of office / administrative unit	Nature & designation of Appellate authority	Office tel No
1.	Additional Commissioner (west) Bhashyam park sampige road bangalore	Sri, Shankar patil	22975648

Section 4 (1) (b) (xvii) - Any other useful information/information frequently asked by the public

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

Asst. Revenue Officer
Advertisement west
Bruhat Bangalore Mahanagar Palike