

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

<i>Sl. No.</i>	<i>Name of the organization</i>	<i>Address</i>	<i>Aims &amp; Functions</i>
1	Office of the Executive Engineer (Store, Workshop & Transport)	BBMP, 2 <sup>nd</sup> floor, BBMP Shopping Complex, J.C.Road, Bangalore -02	Supervision of Palike & Hired Vehicles, allotment of Vehicles to Officers with permission from Higher Authorities, Supervision of Repair Vehicles.

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

<i>Sl. No.</i>	<i>Designation of the official / Employee</i>	<i>Duties allotted</i>	<i>Powers</i>
1.	Executive Engineer	The head of the office of Division and functioning the duties within the frame of rules and regulations as per directions of the Higher Authorities relating to the Correspondence of BBMP. Supervision of Palike & Hired Vehicles, allotment of Vehicles to Officers with permission from Higher Authorities, Supervision of Vehicles Repair & submission of bills for payment to Accounts Section. Calling Tender & issuing work orders to the Agencies & as instructed and entrusted by the higher authorities.	Duties and financial responsibilities as per PWD Departmental Code, VOL -1 Rule 31 to 41
2.	Asstt. Executive Engineer	The Functioning the duties within the frame of rules and regulations as per directions of the Higher Authorities. Execution of works personally or submission of reports to the Executive Engineer in respect of works verified and scrutinized by the Asstt. Engineer. Supervision of the staff of Sub Division Office with Administrative Control, checking and supervision of the Vehicles & as instructed and entrusted by the higher authorities.	Duties and financial responsibilities as per PWD Departmental Code, VOL -1 Rule 31 to 41
3.	Asstt. / Junior Engineer	The Functioning the duties within the frame of rules and regulations as per directions of the Asstt. Executive Engineer & Executive Engineer. In charge of Repair vehicles & arranging to get executed Work in respect of works entrusted submission of any other information to the Higher Authorities as required time to time.	
4.	Second Division Asstt.	Inward of daily tappals / applications received from various departments and publics and then to issue to the concerned subject case workers/ sub divisions, maintenance of movement register of files. Forwarding of tappals, receipts, Stationary receipts and issue to the staff daily maintaining register. Maintenance of service registers of staff and establishment work such as preparation of pay bills, maintenance of acquaintance register and cash books of salary disbursement of the staff. Maintenance of files personal of the Engineering staff. Preparation of DC bills. Maintenance of stock register, RIA receiving and dispatching, Register maintained and other works entrusted by the higher	

		authorities.	
5.	Junior Mechanic	Minor Repair of vehicles & other duties within the frame of rules and regulations as per directions of the Asstt. Executive Engineer & Executive Engineer.	
6.	Helper	Working under Junior Mechanic for Minor Repair of vehicles & other duties entrusted by higher authorities.	
7.	Painter	Working as painter & other duties entrusted by higher authorities.	
8.	Driver	To attend the driving Work of the vehicle allotted and to maintain the Log-Book.	
9.	Class –IV Employee	To open the office well in time, cleaning the office premises and to clean the table and furniture of the office. To attend the work as instructed by the office staff. They should also attend the work entrusted by the Higher Authorities.	

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

<i>Activity</i>	<i>Description</i>	<i>Decision-making process / timelimit for taking decision / channels of supervision and accountability</i>	<i>Designation of final decision authority</i>
Supervision of Palike & Hired Vehicles, allotment of Vehicles to Officers with permission from Higher Authorities, Supervision of Repair Vehicles & submission of bills for payment to Accounts Section. Calling Tender & issuing work orders to the Agencies for Hired Vehicles and entrusted by the higher authorities.	Preparing tender document, Agreement, work Order & bills will be submitted for payment	The officer and staff working in the office are performing their duties as described and as instructed and entrusted by the higher authorities.  Works are being taken up on essentiality and importance according to Administrative as well as supervising process as within the stipulated grants under respective heads, duly submitting proposals with recommendation to the higher authorities for approval. After completion of work the same will be recorded in the register of the Accounts section filing the concerned files.	The Commissioner, BBMP

#### **Section 4(1)(b)(iv)-Normal set for the discharge of function**

<i>Sl. No.</i>	<i>Function / Service</i>	<i>Norms / standard of performance set</i>	<i>Time-frame</i>	<i>Reference document prescribing the norms (Citizens' Charter, service charter, etc.)</i>
Procedure prescribed by the Govt. of Karnataka (Works and allocation) 1977, Karnataka Transparency in public procurement Act 2002 and KMC Act 1976 being followed duly observing the measures stipulated there in, besides following the orders and guidelines of the Commissioner.				

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

<i>Sl.No.</i>	<i>List of Acts, Rules, regulations, instructions, Manuals</i>	<i>List of Act, Rules, etc.</i>
1	Karnataka Civil Service Rules 1958	All applicable rules and acts
2	PWD code 1	
3	PWD code 2	
4	PWD Accounts code 1	
5	PWD Accounts code 2	
6	Karnataka financial code	
7	Karnataka treasury code	
8	KTPP act	
9	Delegation of powers issued by BBMP	

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

<i>Sl.No.</i>	<i>Category of the document</i>	<i>Type of the document</i>	<i>Custodian of the document</i>
1	A,B,C, D & E	Vehicles allotment to Officers / Drivers files Hired Vehicles files Vehicle Repair Files Tender files Attendance register Inward register Outward register Tappal Books	Concerned Clerks

**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**

<i>Sl. No.</i>	<i>Function/Service</i>	<i>Arrangements for consultation with or representation of public formation</i>	<i>Arrangements for consultation with or representation of public in implementation</i>
Bruhat Bangalore Mahangara Palike is an independent body headed by the Commissioner and Palike is function with the elected representatives who will take decision in the discussion held in the Palike meeting as per KMC Act 1976 and the decision will be reviewed by the Commissioner and final orders will be passed.			

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

<i>Name of board, council, Committee, etc.,</i>	<i>Composition</i>	<i>Power and function</i>	<i>Whether its meetings are open to the public/whether minutes of meetings accessible for public</i>
Not applicable			

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

<b>Sl. No</b>	<b>Name of the Officers / Employees</b>	<b>Designation</b>	<b>Office address/Contact number/e-mail ID.</b>	<b>Monthly remuneration etc.,</b>
1.	B.R.DHARANENDRA KUMAR	Executive Engineer (Incharge)	Office of the Executive Engineer, BBMP, 2 <sup>rd</sup> floor, BBMP Shopping Complex, J.C.Road, Bangalore -02 Ph: 080-22975517	Rs. 27,726/-
2.	M.MAHADEVA	Asstt. Executive Engineer (Incharge)	Office of the Executive Engineer, BBMP, 2 <sup>rd</sup> floor, BBMP Shopping Complex, J.C.Road, Bangalore -02 Ph: 080-22975517	Rs. 25,766/-
3.	M. VENKATESH	Junior Engineer (Working in EE-SWD office on OOD Basis)	Office of the Executive Engineer, BBMP, 2 <sup>rd</sup> floor, BBMP Shopping Complex, J.C.Road, Bangalore -02 Ph: 080-22975517	Rs. 17,047/-
4.	UMESH	First Division Asstt. (Working in PRO office on OOD Basis)	Office of the Executive Engineer, BBMP, 2 <sup>rd</sup> floor, BBMP Shopping Complex, J.C.Road, Bangalore -02 Ph: 080-22975517	Rs. 14,497/-
5.	M.ERAIAH	Second Division Asstt.	Office of the Executive Engineer, BBMP, 2 <sup>rd</sup> floor, BBMP Shopping Complex, J.C.Road, Bangalore -02 Ph: 080-22975517	Rs. 14,975/-
6.	A.HANUMANTHA PPA	Second Division Asstt.	Office of the Executive Engineer, BBMP, 2 <sup>rd</sup> floor, BBMP Shopping Complex, J.C.Road, Bangalore -02 Ph: 080-22975517	Rs. 14,497/-
7.	M.DEVA VERMA	Junior Mechanic	Office of the Executive Engineer, BBMP, 2 <sup>rd</sup> floor, BBMP Shopping Complex, J.C.Road, Bangalore -02 Ph: 080-22975517	Rs. 13,482/-
8.	H.RANGANNA	Painter	Office of the Executive Engineer, BBMP, 2 <sup>rd</sup> floor, BBMP Shopping Complex, J.C.Road, Bangalore -02 Ph: 080-22975517	Rs. 24,225/-
9.	VACANT	Typist	Office of the Executive Engineer, BBMP, 2 <sup>rd</sup> floor, BBMP Shopping Complex, J.C.Road, Bangalore -02 Ph: 080-22975517	----
10.	ABDUL REHAMAN	Class -IV Employee	Office of the Executive Engineer, BBMP, 2 <sup>rd</sup> floor, BBMP Shopping Complex, J.C.Road, Bangalore -02 Ph: 080-22975517	Rs. 13,200/-
11.	B.NARENDRA BABU	Class -IV Employee	Office of the Executive Engineer, BBMP, 2 <sup>rd</sup> floor, BBMP Shopping Complex, J.C.Road, Bangalore -02 Ph: 080-22975517	Rs. 13,250/-
12.	SHANKAR SINGH	Class -IV Employee	Office of the Executive Engineer, BBMP, 2 <sup>rd</sup> floor, BBMP Shopping Complex, J.C.Road, Bangalore -02 Ph: 080-22975517	Rs. 11,563/-

13.	ANAND	Class –IV CLEANER	Office of the Executive Engineer, BBMP, 2 <sup>rd</sup> floor, BBMP Shopping Complex, J.C.Road, Bangalore -02 Ph: 080-22975517	Rs. 10,950/-
14.	S. KARTHIK	Class –IV Employee	Office of the Executive Engineer, BBMP, 2 <sup>rd</sup> floor, BBMP Shopping Complex, J.C.Road, Bangalore -02 Ph: 080-22975517	Rs. 9,450/-
15.	R. MOHAN	Class –IV CLEANER (Working in AEE- (Sarvagnanag ara on OOD Basis)	Office of the Executive Engineer, BBMP, 2 <sup>rd</sup> floor, BBMP Shopping Complex, J.C.Road, Bangalore -02 Ph: 080-22975517	Rs. 9,450/-
16.	HANUMANTHA	Driver (Executive Engineer- Road infrastructure Office on OOD basis)	Office of the Executive Engineer, BBMP, 2 <sup>rd</sup> floor, BBMP Shopping Complex, J.C.Road, Bangalore -02 Ph: 080-22975517	Rs. 13,728/-
17.	VENU GOPAL	Driver (Spare driver in EE(SWT) office)	Office of the Executive Engineer, BBMP, 2 <sup>rd</sup> floor, BBMP Shopping Complex, J.C.Road, Bangalore -02 Ph: 080-22975517	Rs. 21,378/-
18.	PRAKASH	Driver	Office of the Executive Engineer, BBMP, 2 <sup>rd</sup> floor, BBMP Shopping Complex, J.C.Road, Bangalore -02 Ph: 080-22975517	Rs. 14,315/-
19.	N.PRASAD	Driver	Office of the Executive Engineer, BBMP, 2 <sup>rd</sup> floor, BBMP Shopping Complex, J.C.Road, Bangalore -02 Ph: 080-22975517	Rs. 14,619/-
20.	C.THANGARAJU	Driver	Office of the Executive Engineer, BBMP, 2 <sup>rd</sup> floor, BBMP Shopping Complex, J.C.Road, Bangalore -02 Ph: 080-22975517	Rs. 14,763/-
21.	R.RAMESH	Driver	Office of the Executive Engineer, BBMP, 2 <sup>rd</sup> floor, BBMP Shopping Complex, J.C.Road, Bangalore -02 Ph: 080-22975517	Rs. 14,009/-
22.	K.HONNA LINGE GOWDA	Driver	Office of the Executive Engineer, BBMP, 2 <sup>rd</sup> floor, BBMP Shopping Complex, J.C.Road, Bangalore -02 Ph: 080-22975517	Rs. 14,853/-
23.	CHENNAMMA	POURA KARMIKARU (Working at Executive Engineer- Electrical- East Office on OOD basis)	Office of the Executive Engineer, BBMP, 2 <sup>rd</sup> floor, BBMP Shopping Complex, J.C.Road, Bangalore -02 Ph: 080-22975517	Rs. 13,200/-

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

<i>Section</i>	<i>Agency</i>	<i>Plan / program / Scheme / project / activity / purpose for which budget is allotted</i>	<i>Proposed expenditure as on last year</i>	<i>Expected Outcomes</i>	<i>Report of disbursements made or where such details are available (website, reports, notice board)</i>
Transport Dept.	-	Hire Charges of Vehicles			Reports
	-	M & R to Vehicles			Reports
		Running Charges of Vehicles			Reports

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

- a) Information on the nature of subsidy, eligibility criteria for accessing subsidy an designation of officer competent to grant subsidy under various programmes /schemes**

<i>Sl No.</i>	<i>Name of programme / activity</i>	<i>Nature / scale of subsidy</i>	<i>Eligibility criteria for grant of subsidy</i>	<i>Designation of officer for great of subsidy</i>
-Not applicable-				

- b) Describe the manner of execution of the subsidy program**

<i>Sl No.</i>	<i>Name of programme activity</i>	<i>Application procedure</i>	<i>Sanction procedure</i>	<i>Disbursement procedure</i>
-Not applicable-				

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

<i>Sl. No</i>	<i>Name and address of recipient institutions</i>	<i>Date of grant</i>	<i>Name &amp; designation of granting authority</i>
Not applicable			

**Section 4(1)(b)(xiv)-Information available in electronic form**

<i>Sl. No.</i>	<i>Electronic data</i>	<i>Description (site address / location where available etc.,</i>	<i>Contents or title</i>	<i>Designation and address of the custodian of information (held by whom)</i>
		www.bbmp.gov.in		

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

<i>Facility</i>	<i>Description (location of facility / Name etc.)</i>	<i>Details of information available</i>
RTI Cell	RTI Cell, BBMP Head office, N.R.Square, Bangalore 560002	Application received in the RTI cell are answered based on Information.

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

**a) Public Information Officer (PIO)**

<i>Sl No.</i>	<i>Name of the office / Administrative unit</i>	<i>Name &amp; designation of PIO</i>	<i>Office Tel.No. / Residence Tel.No. / FAX</i>	<i>E-mail</i>
1	Office of the Executive Engineer, BBMP, 2 <sup>rd</sup> floor, BBMP Shopping Complex, J.C.Road, Bangalore -02	B.M .DHARANENDRA KUMAR Executive Engineer (Incharge)	Ph: (080) 22975517	-

**b) Asst. Public Information Officer**

<i>Sl No.</i>	<i>Name of the office / Administrative unit</i>	<i>Name &amp; designation of APIO</i>	<i>Office tel.No. / Residence tel.No. / FAX</i>	<i>E-mail</i>
1	Office of the Executive Engineer, BBMP, 2 <sup>rd</sup> floor, BBMP Shopping Complex, J.C.Road, Bangalore -02	M.MAHADEVA Asstt. Executive Engineer (Incharge)	Ph: (080) 22975517	-

**C. Appellate authority**

<i>Sl. No.</i>	<i>Name of the office / Administrative unit</i>	<i>Name &amp; designation of Appellate Authority</i>	<i>Office Tel.No. / Residence Tel.No. / FAX</i>	<i>E-mail</i>
1	Office of the Deputy Commissioner (Admn), BBMP, 1 <sup>st</sup> floor, BBMP Offices, N.R Square, Bangalore	S.L.MANJUNATH Deputy Commissioner (Admn)	Ph: (080) 22239044 / 22975549	-

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

-Nil-

**Executive Engineer  
(Stores, Workshop & Transport)  
Bruhath Bangalore Mahanagara Palike**