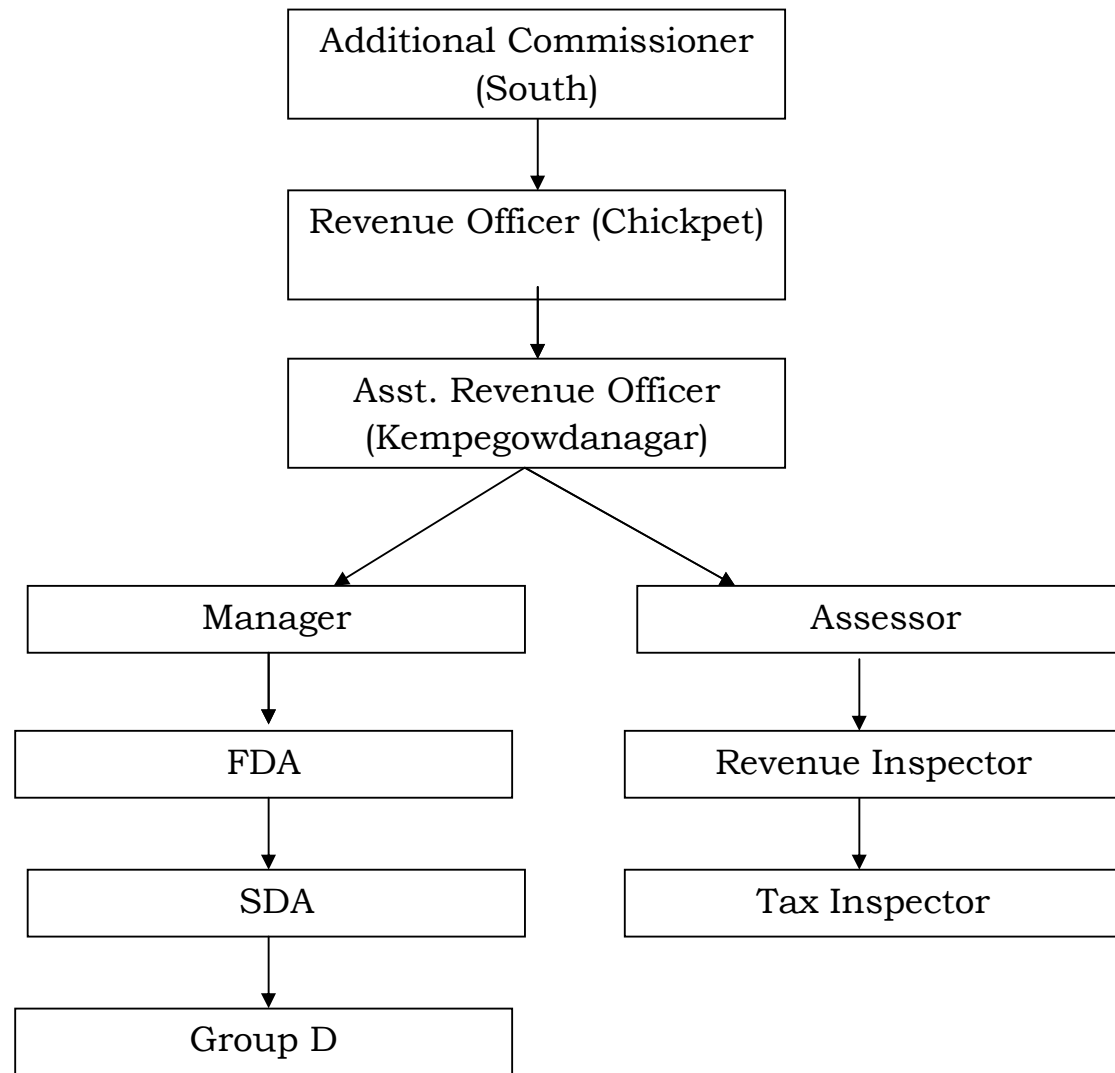


Section 4(1)(b)(i)- Organisational structure, aims and functions

Organisational structure



Sl. no	Name of the Organisation	Address	Aims	Functions
1	Asst. Revenue Officer Kempegowda nagar	BBMP Shopping Compex 1 st floor, J.C. Road Bangalore-56002	Supervision of Tax Collection & to approve the Transfer of Khata, MTR upto 2000sq ft, Katha Amalgamation, Khata registration, Khata Bifurcation as per KMC Act , Election Work, Census work, as and to follow the instructions of the higher officers.	Ward :1118-Sudhamanagar, 119-Sri Dharmaryaswamy tempe. 142-Sunkenhalli, 143-Vishveshwara puram & workes like collection of Tax & to approve the Transfer of Khata, MTR upto 2000sq ft, Katha Amalgamation, Khata registration, Khata Bifurcation as per KMC Act , Election Work, Census work, as and to follow the instructions of the higher officers.

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

Sl.no	Designation of the official/ employee	Duties allotted	Powers
1	Asst.Revenue Officer Kempegowdanagar	Supervision of Tax Collection & to approve the Transfer of Khata, MTR upto 2000sq ft, Katha Amalgamation, Khata registration, Khata Bifurcation as per KMC Act , Election Work, Census work, as and to follow the instructions of the higher officers. attend the public complaints	As per the designated powers
2	Manager	Head of the office as to look after on going files, election work, RTI Files, 2%, Attendance rigester, CL register and to supervision of office work and to see that carried out systematic	

3	Assessor	Assess the un assessed properties and to see that property tax collected and also to look after the Census work, election work and others work as advised by ARO	
4	First Division Asst.	Prepare the salary bill of Employees, maintains of service register, preparation of Budget, maintains of leaves, Cash book, cheque book, Systematically maintains of contingencies bill and other administrative work,	
5	Revenue Inspector	To look after the ward work and supervise tax collection, Transfer of katha, bifurcation of katha and other work related to collection of tax, election work, census work, others work as advised by the ARO	
6	Tax Inspector	Purely Collection of Tax with their respective Wards, election work, census work, others work as advised by the ARO	
7	SDC	He has to work as a Divisional accountant, from and to and preparation of Special notices and election work, census work, others work as advised by the ARO	
8	Group D	Cleaning of the Office, and to dispatch the office tapals to others offices, election work, census work, others work as advised by the ARO	

Section 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
To work as a ARO	Mainly Collection of Taxes	To approve KTR, MTR, Clubbing of Katha, Amalgamation of Katha files, RTI files, election work, census work,	DC (South)

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

Sl.no	Function/service	Norms/standards of performance set	Time-frame	Reference document prescribing the norms (citizens charter, service charter, etc)
1	Mainly Collection of Taxes	As per KMC rules and the instructions given by DC	As per the instructions given by the higher authority	Citizen charter available
2	Enquiry pertains to appeal cases and objection rised by the public	As per KMC act		

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

Sl.no	List of Acts, rules, regulations, instructions, manuals	Gist of Act, rules, etc
1	The Karnataka municipal Corporation act 1976, KMC Manual Right to information act KCSR	

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

Sl.no	Category of the document	Title of the document	Custodian of the document
1	C	Stock register	Concerned Case worker
2	D	Attendance register	
3	B	Aquittance register	
4	B	Cash book	
5	D	PR register/Tappal book	
6	E	RIA-2005 application receipt register	
7	C	KTR, MTR files, assessment register	

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

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
As per the Higher Officer Order			

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	Basic Pay	Monthly remuneration etc
1	C.Lingaiah	Asst. Revenue Officer (Kempegowdanagar)	BBMP Shopping Complex, 1 st Floor, J.C. Road, Bangalore-02 PH:22975641 Aro_kgnagar@rediffmail.com	10000-18150	10800
2	C.Ravish	Manager	BBMP Shopping Complex, 1 st Floor, J.C. Road, Bangalore-02 PH:22975641	10000-18150	10800
3	R. Nagesh	FDA	OOD Hedad Office	5800-10500	6800
4	Somashekar.M.V	SDA	BBMP Shopping Complex, 1 st Floor, J.C. Road, Bangalore-02 PH:22975641	5800-10500	8200
5	Manjunath.K.L	SDA	BBMP Shopping Complex, 1 st Floor, J.C. Road, Bangalore-02 PH:22975641	5800-10500	7450
6	Chandrashekar	SDA	BBMP Shopping Complex, 1 st Floor, J.C. Road, Bangalore-02 PH:22975641	5800-10500	6800
7	Settoji Rao B.S.	SDA	BBMP Shopping Complex, 1 st Floor, J.C. Road, Bangalore-02 PH:22975641	5800-10500	8000
8	Fairoz Khan	SDA	BBMP Shopping Complex, 1 st Floor, J.C. Road, Bangalore-02 PH:22975641	5800-10500	6800
9	Puttalakshmi	SDA	BBMP Shopping Complex, 1 st Floor, J.C. Road, Bangalore-02 PH:22975641	5800-10500	6375

10	Sampangi	SDA	BBMP Shopping Complex, 1 st Floor, J.C. Road, Bangalore-02 PH:22975641	5800-10500	6800
11	A. Peddanna	Assessor	BBMP Shopping Complex, 1 st Floor, J.C. Road, Bangalore-02 PH:22975641	7275-13350	10500
12	S.K. Huchaiah	Assessor	BBMP Shopping Complex, 1 st Floor, J.C. Road, Bangalore-02 PH:22975641	7275-13350	10250
13	Sanjveemurthy	Revenue Inspector	BBMP Shopping Complex, 1 st Floor, J.C. Road, Bangalore-02 PH:22975641	7275-13350	10250
14	Manjunath	Revenue Inspector	BBMP Shopping Complex, 1 st Floor, J.C. Road, Bangalore-02 PH:22975641	7275-13350	10250
15	Munikrishna	Revenue Inspector	BBMP Shopping Complex, 1 st Floor, J.C. Road, Bangalore-02 PH:22975641	7275-13350	8400
16	Divakaraiah, N.R.	Revenue Inspector	BBMP Shopping Complex, 1 st Floor, J.C. Road, Bangalore-02 PH:22975641	7275-13350	10500
17	Made Gwoda	Revenue Inspector	BBMP Shopping Complex, 1 st Floor, J.C. Road, Bangalore-02 PH:22975641	7275-13350	9275
18	Madhava Rao.Y.R	Revenue Inspector	BBMP Shopping Complex, 1 st Floor, J.C. Road, Bangalore-02 PH:22975641	7275-13350	10000
19	Rijwanullha Kan	Revenue Inspector	BBMP Shopping Complex, 1 st Floor, J.C. Road, Bangalore-02 PH:22975641	7275-13350	10500

20	Siddagangaiah	Revenue Inspector	BBMP Shopping Complex, 1 st Floor, J.C. Road, Bangalore-02 PH:22975641	7275-13350	10000
21	Harinath	Tax Inspector	BBMP Shopping Complex, 1 st Floor, J.C. Road, Bangalore-02 PH:22975641	5800-10500	6125
22	Chandrakal H K	Tax Inspector	BBMP Shopping Complex, 1 st Floor, J.C. Road, Bangalore-02 PH:22975641	5800-10500	6000
23	Anand kumar	Tax Inspector	BBMP Shopping Complex, 1 st Floor, J.C. Road, Bangalore-02 PH:22975641	5800-10500	7800
24	Rasheeda Begum	Tax Inspector	BBMP Shopping Complex, 1 st Floor, J.C. Road, Bangalore-02 PH:22975641	5800-10500	6000
25	Venugopal.E	Tax Inspector	BBMP Shopping Complex, 1 st Floor, J.C. Road, Bangalore-02 PH:22975641	5800-10500	6500
26	Sudha.S	Tax Inspector	BBMP Shopping Complex, 1 st Floor, J.C. Road, Bangalore-02 PH:22975641	5800-10500	6000
27	Sheela.M	Tax Inspector	BBMP Shopping Complex, 1 st Floor, J.C. Road, Bangalore-02 PH:22975641	5800-10500	6000
28	Deepak	Tax Inspector	BBMP Shopping Complex, 1 st Floor, J.C. Road, Bangalore-02 PH:22975641	5800-10500	5900
29	Pradeep Kumar	Tax Inspector	BBMP Shopping Complex, 1 st Floor, J.C. Road, Bangalore-02 PH:22975641	5800-10500	6950

30	Prakash	Tax Inspector	BBMP Shopping Complex, 1 st Floor, J.C. Road, Bangalore-02 PH:22975641	5800-10500	8825
31	C.M. Nandan	Tax Inspector	BBMP Shopping Complex, 1 st Floor, J.C. Road, Bangalore-02 PH:22975641	5800-10500	6000
32	Bhagayalakshmi Gaddi	Tax Inspector	OOD Cetizen Center Head Office	5800-10500	6000
33	B.N. Krishnaprasad	Group D	BBMP Shopping Complex, 1 st Floor, J.C. Road, Bangalore-02 PH:22975641	5200-8200	6375
34	S. Nagaraj	Group D	OOD Head Office	5200-8200	6250
35	H. Nagaraj	Group D	BBMP Shopping Complex, 1 st Floor, J.C. Road, Bangalore-02 PH:22975641	5800-10500	9500
36	Y.M.Ramakrishnaiah	Group D	BBMP Shopping Complex, 1 st Floor, J.C. Road, Bangalore-02 PH:22975641	5800-10500	7800
37	Keshava	Group D	OOD Legal Head Office	5200-8200	6375
38	Venktesh B N	Group D	OOD West	5200-8200	6500
39	Venktesh prasad	Group D	OOD West	5200-8200	7100
40	Kamalamma	Group D	OOD West	5200-8200	6125
41	Gangahonnaiah	Group D	BBMP Shopping Complex, 1 st Floor, J.C. Road, Bangalore-02 PH:22975641	5800-10500	8600

Section 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 outcomes	Report of disbursements made or where such details are available (website, reports, notice board)
Budget estimate with regard to salary and other allowances of employees will be prepared in the office and sent to the central office for scrutiny and finalization. With regard to the expenditure preparation of estimate for Telephone and stationary and others will be prepared in the office and sent to the concerned departments for sanction.				

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

Sl.no	Name of programme/activity	Nature/scale of subsidy	Eligibility criteria for grant of subsidy	Designation of officer for grant of subsidy
Not applicable				

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

Sl.no	Name of programme/activity	Application procedure	Sanction procedure	Disbursement procedure
Not applicable				

Section 4(1)(b)(xiii)- particulars of recipients of concessions, permits or authorisations 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
As per the commissioner orders certain concessions are given to some educational institutions. With regard to Tax.				

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

Sl.no	Electronic data	Description (site address/location where available etc)	Contents or title	Designation and address of the custodian of information (held by whom)
The sanctioned files relating to KTR, MTR, amalgamation and the details of collections of Taxes and the details Dishonored cheques will be entered in the Computers.				

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
	ARO (Kempegowdanagar) BBMP Shopping complex , 1 st Floor, J.C. Road, Bangalore:560002 Ph:22975734	There is a public notice board in the office to give necessary information to the public

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

a. Public information officer(PIO)

Sl.no	Name of the office /administrative unit	Name & designation of PIO	Office tel.no Residence tel.no Fax	E-mail
1	ASSTI.REVENUE OFFICER (Kempegowdanagar) BBMP Shopping complex , 1 st Floor, J.C. Road, Bangalore:560002 Ph:22975734	C. Lingaiah Asst. Revenue Officer	080-22975641	aro-kgnagar@rediffmail.com

b. Asst. public information officer

Sl.no	Name of the office /administrative unit	Name & designation of APIO	Office tel.no residence tel.no Fax	E-mail
1	Asst. Revenu Officer (Kempgowdanagar) BBMP Shopping complex , 1 st Floor, J.C. Road, Bangalore:560002	C. Ravish Manger	080-22975641	aro-kgnagar@rediffmail.com

C. Appellate authority

Sl.no	Name of the office /administrative unit	Name & designation of appellate authority	Office tel.no residence tel.no Fax	E-mail
1	REVENUE OFFICER (Chickpet) BBMP Shopping complex , 1 st Floor, J.C. Road, Bangalore:560002	V. Nanjundaiah Revenue Officer	22104317	rowest-cpet@bbmp.gov.in

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.

Asst.Revenue Officer
(Kempgowdanagar) range