

Section 4(1)(b)(i)-Organizational Structure, aims and functions

Sl. No.	Name of the organization	Address	Aims	Functions
1	Office of ADTP-2	Amruthahalli Main Road, Bellary Road, Byatarayanapura, Bangalore-560092. Ph:23626443	Sanctions of Building Plans for the ward No 8 to 11	<ul style="list-style-type: none"> • Sanctions of building Plans and Issuing License under APS System, • Sanctions of building Plans and Issuing License Under Committee Meeting

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

Sl. No.	Designation of the official/employee	Duties allotted	Powers
1	ADTP	<ul style="list-style-type: none"> • Issuing of Building Plan and License under APS and Committee Meeting . 	<ul style="list-style-type: none"> • Control the staff of ADTP Office. • Site Inspection for Issuing Plans of commercial and Apartment Buildings,
2	ASSISTANT ENGINEER	Inspection of Site for Plan Sanction and for Issuing C.C. and OC.	
3	JUNIOR ENGINEER	<ul style="list-style-type: none"> • Inspection of Site for Plan Sanction and for Issuing C.C. and OC. 	
4	FDA	<ul style="list-style-type: none"> • Custodian Maintenance of office Records, Register and Stock book etc, Overall managing office records • Preparation of Pay bills of Staff 	
5	Peon-Group D	Maintain Cleanliness of office Premises Work as per Instruction of office staff and ADTP	

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
Issuing of CC and OC	Arrange for Site Inspection with Concerned Engineers	ADTP Will decide Whether to issue CC, and OC, or Not	1. Add,Com,Yelahanka Zone 2. Commissioner, BBMP

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)	Plan Sanction Issuing of CC and OC	As per the Guidelines of CDP-2015	Meeting file - 1 Month APS- 72 hrs	Building Byelaws 'Suvarna Paravanige' Booklet

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	KCSR 1958	Describes receive rules of Government servants.
2	KMC act 1976	Rules of BBMP only
3	CDP-2015 Manual	Building Byelaws
4	KCS/CCA rules	Procedure of departmental enquiry and Punishment method for Govt.servants.
5	KFC/MCE/Budget Manual	Maintenance of Office accounts.
6	Circulars/orders of JC (Yelahanka), Commissioner BBMP	

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

Sl.No.	Category of the document	Title of the document	Custodian of the document
1	Licence Book		FDA
2	Stock register		
3	In word and out ward registers		
4	Receipt book		
5	RTI Files		
6	Sanctioned file		

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	Arrangements for consultation with or representation of public in relation with policy formulation	Arrangements for consultation with or representation of public in relation with policy implementation
		Not Applicable	

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	Where its meetings are open to the public / whether minutes of meetings accessible for public
		Not Applicable	

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.
1	K.L.Gangadaraiah	ADTP	Amruthahalli Main Road, Bellary Road, Byatarayanapura, Bangalore-92	Basic: 15600 Tot.Emoluments: 32982.00
2	K.N.Nandish	Assistant Engineer(II)	Amruthahalli Main Road, Bellary Road, Byatarayanapura, Bangalore-92-	Basic:17700.00 Tot.Emoluments: 37382.00
3	K.Subramanyam	Junior Engineer	Amruthahalli Main Road, Bellary Road, Byatarayanapura, Bangalore-92	Basic:16000.00 Tot.Emoluments: 33820.00
4	Basavaraju N.G	FDA	Amruthahalli Main Road, Bellary Road, Byatarayanapura, Bangalore-92	Basic:7800.00 Tot.Emoluments: 16691.00
5	Lakshmi Narashimma Murthi	Peon	Amruthahalli Main Road, Bellary Road, Byatarayanapura, Bangalore-92	Basic: 4800.00 Tot.Emoluments: 10296.00

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)
		Not Applicable		

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 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
		Not Applicable		

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

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)
1	-	-	-	-

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
On line Plan Sanction Details	http://10.1.2.72/bpams	How to Get the Plan Sanctioned

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
	ADTP-2 Byatarayanapura	K.L.Gangadaraiah Assistant Director of Town Planning (ADTP)	22975936	-

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
		---NIL---		-

c. Appellate authority

Sl. No.	Name of the office /administrative unit	Name & designation of APIO	Office tel.No. Residence tel.no. Fax	E-mail
	Office of Joint commissioner, Yelahanka division	Mr. Rabindra (KAS) Additional commissioner, Yelahanka Zone , BBMP, Bangalore.	22975942	-

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.

K. S. Jansu
27/2/12
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TOWN PLANNING-2
YELAHANKA ZONE
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