

**STATEMENT SHOWING THE TEMPLATES FOR BBMP DEPARTMENTS SUO MOTU  
DISCLOSURE UNDER SECTION  
4(1) (A) AND (B) OF THE RTI ACT PERTAINING TO ASSISTANT REVENUE OFFICER  
(JEEVANBHIMANAGAR) SUB DIVISION.  
TEMPLATE FOR SECTION 4(1) (A) – INDEXING AND CATALOGUING OF ALL  
INFORMATION**

Sl. No.	Date on which opened (Files to be listed chronologically)	Category A,B,C, D, E, etc. (Files to be listed alphabetically according to category)	File No.	Subject of file	Location of file : Room /cupboard / shelf numbers	Date on which file can be destroyed / custodian of file
1	04/04/1994	A	-	SR	Almara-1 Rack-1	Permanent
2	12/03/1976	A	-	SR	Almara-1 Rack-1	Permanent
3	19/03/1984	A	-	SR	Almara-1 Rack-1	Permanent
4	29/11/1990	A	-	SR	Almara-1 Rack-1	Permanent
5	25/08/1999	A	-	SR	Almara-1 Rack-1	Permanent
6	17/01/2006	A	-	SR	Almara-1 Rack-1	Permanent
7	11/11/2008	A	-	SR	Almara-1 Rack-1	Permanent
8	01/04/2008	A	-	SR	Almara-1 Rack-1	Permanent
9	22/02/2002	A	-	SR	Almara-1 Rack-1	Permanent
10	17/08/1995	A	-	SR	Almara-1 Rack-1	Permanent
11	19/03/1999	A	-	SR	Almara-1 Rack-1	Permanent
12	31/10/2011	A	-	SR	Almara-1 Rack-1	Permanent
13	10/01/1996	A	-	SR	Almara-1 Rack-1	Permanent
14	15/04/2002	A	-	SR	Almara-1 Rack-1	Permanent
15	01/04/1991	A	-	SR	Almara-1 Rack-1	Permanent
16	13/12/2010	A	-	SR	Almara-1 Rack-1	Permanent
17	18/11/2002	A	-	SR	Almara-1 Rack-1	Permanent
18	28/09/1996	A	-	SR	Almara-1 Rack-1	Permanent
19	18/02/1981	A	-	SR	Almara-1 Rack-1	Permanent
20	16/02/2011	A	-	SR	Almara-1 Rack-1	Permanent
21	01/01/1990	A	-	SR	Almara-1 Rack-1	Permanent
22	01/09/2009	A	-	Attendance Register	Almara-1 Rack-1	Permanent
23	01/04/2011	A	-	Stock Register	Almara-1 Rack-1	Permanent
24	01/09/2009	A	W-80	37 Assessment Register	Almara-2 Rack-1	Permanent

25	01/09/2009	A	W-88	33 Assessment Register	Almara-3 Rack-1	Permanent
26	01/09/2009	A	W-113	29 Assessment Register	Almara-4 Rack-1	Permanent
27	01/04/2011	B	-	Cash Book	Almara-1 Rack-2	01/04/2041
28	01/09/2009	B	-	Kirdhi	Almara-1 Rack-2	31/03/2041
29	01/04/2011	B	-	Kridhi	Almara-1 Rack-2	01/04/2041
1	02-04-2011	B	DA/80/KTR/01/11-12	Transfer of Katha	Almara-1 Rack-2	
2	02-04-2011	B	DA/80/KTR/02/11-12			
3	02-04-2011	B	DA/80/KTR/03/11-12			
4	08/04/2011	B	DA/80/KTR/04/11-12			
5	08/04/2011	B	DA/80/KTR/05/11-12			
6	15/04/2011	B	DA/80/KTR/06/11-12			
7	15/04/2011	B	DA/80/KTR/07/11-12			
8	18/04/2011	B	DA/80/KTR/08/11-12			
9	20/04/2011	B	DA/80/KTR/09/11-12			
10	23/04/2011	B	DA/80/KTR/10/11-12			
11	23/04/2011	B	DA/80/KTR/11/11-12			
12	25/04/2011	B	DA/80/KTR/12/11-12			
13	26/04/2011	B	DA/80/KTR/13/11-12			
14	26/04/2011	B	DA/80/KTR/14/11-12			
15	27/04/2011	B	DA/80/KTR/15/11-12			
16	29/04/2011	B	DA/80/KTR/16/11-12			
17	29/04/2011	B	DA/80/KTR/17/11-12			
18	03/05/2011	B	DA/80/KTR/18/11-12			
19	04/05/2011	B	DA/80/KTR/19/11-12			
20	05/05/2011	B	DA/80/KTR/20/11-12			
21	09/05/2011	B	DA/80/KTR/21/11-12			
22	10/05/2011	B	DA/80/KTR/23/11-12			
23	10/05/2011	B	DA/80/KTR/25/11-12			
24	10/05/2011	B	DA/80/KTR/27/11-12			
25	18/05/2011	B	DA/80/KTR/28/11-12			
26	20/05/2011	B	DA/80/KTR/31/11-12			
27	25/05/2011	B	DA/80/KTR/32/11-12			
28	26/05/2011	B	DA/80/KTR/33/11-12			
29	31/05/2011	B	DA/80/KTR/34/11-12			
30	31/05/2011	B	DA/80/KTR/35/11-12			
31	01/06/2011	B	DA/80/KTR/36/11-12			
32	01/06/2011	B	DA/80/KTR/37/11-12			
33	02/06/2011	B	DA/80/KTR/38/11-12			
34	04/06/2011	B	DA/80/KTR/39/11-12			
35	09/06/2011	B	DA/80/KTR/42/11-12			
36	09/06/2011	B	DA/80/KTR/43/11-12			
37	06/06/2011	B	DA/80/KTR/44/11-12			
38	10/06/2011	B	DA/80/KTR/45/11-12			
39	10/06/2011	B	DA/80/KTR/46/11-12			
40	14/06/2011	B	DA/80/KTR/47/11-12			
41	16/06/2011	B	DA/80/KTR/48/11-12			
42	15/06/2011	B	DA/80/KTR/49/11-12			
43	16/06/2011	B	DA/80/KTR/50/11-12			
44	20/06/2011	B	DA/80/KTR/51/11-12			
45	17/06/2011	B	DA/80/KTR/51-A/11-12			
46	24/06/2011	B	DA/80/KTR/52/11-12			
47	24/06/2011	B	DA/80/KTR/54/11-12			
48	25/06/2011	B	DA/80/KTR/56/11-12			
49	25/06/2011	B	DA/80/KTR/57/11-12			

50	25/06/2011	B	DA/80/KTR/58/11-12	Transfer of katha	Almara-1 Rack-2	
51	28/06/2011	B	DA/80/KTR/59/11-12			
52	29/06/2011	B	DA/80/KTR/60/11-12			
53	01/07/2011	B	DA/80/KTR/62/11-12			
54	04/07/2011	B	DA/80/KTR/63/11-12			
55	05/07/2011	B	DA/80/KTR/64/11-12			
56	06/07/2011	B	DA/80/KTR/66/11-12			
57	07/07/2011	B	DA/80/KTR/67/11-12			
58	07/07/2011	B	DA/80/KTR/68/11-12			
59	12/07/2011	B	DA/80/KTR/69/11-12			
60	12/07/2011	B	DA/80/KTR/70/11-12			
61	12/07/2011	B	DA/80/KTR/71/11-12			
62	12/07/2011	B	DA/80/KTR/72/11-12			
63	13/07/2011	B	DA/80/KTR/73/11-12			
64	13/07/2011	B	DA/80/KTR/74/11-12			
65	14/07/2011	B	DA/80/KTR/75/11-12			
66	14/07/2011	B	DA/80/KTR/76/11-12			
67	14/07/2011	B	DA/80/KTR/77/11-12			
68	15/07/2011	B	DA/80/KTR/78/11-12			
69	15/07/2011	B	DA/80/KTR/79/11-12			
70	15/07/2011	B	DA/80/KTR/80/11-12			
71	15/07/2011	B	DA/80/KTR/81/11-12			
72	19/07/2011	B	DA/80/KTR/82/11-12			
73	19/07/2011	B	DA/80/KTR/83/11-12			
74	19/07/2011	B	DA/80/KTR/84/11-12			
75	19/07/2011	B	DA/80/KTR/85/11-12			
76	26/07/2011	B	DA/80/KTR/86/11-12			
77	26/07/2011	B	DA/80/KTR/87/11-12			
78	27/07/2011	B	DA/80/KTR/88/11-12			
79	26/07/2011	B	DA/80/KTR/91/11-12			
80	26/07/2011	B	DA/80/KTR/92/11-12			
81	26/07/2011	B	DA/80/KTR/93/11-12			
82	28/07/2011	B	DA/80/KTR/94/11-12			
83	29/07/2011	B	DA/80/KTR/95/11-12			
84	01/08/2011	B	DA/80/KTR/96/11-12			
85	02/08/2011	B	DA/80/KTR/97/11-12			
86	03/08/2011	B	DA/80/KTR/98/11-12			
87	03/08/2011	B	DA/80/KTR/99/11-12			
88	04/08/2011	B	DA/80/KTR/100/11-12			
89	05/08/2011	B	DA/80/KTR/101/11-12			
90	04/08/2011	B	DA/80/KTR/102/11-12			
91	04/08/2011	B	DA/80/KTR/103/11-12			
92	20/08/2011	B	DA/80/KTR/104/11-12			
93	22/08/2011	B	DA/80/KTR/105/11-12			
94	22/08/2011	B	DA/80/KTR/106/11-12			
95	22/08/2011	B	DA/80/KTR/107/11-12			
96	23/08/2011	B	DA/80/KTR/108/11-12			
97	24/08/2011	B	DA/80/KTR/109/11-12			
98	24/08/2011	B	DA/80/KTR/110/11-12			
99	24/08/2011	B	DA/80/KTR/111/11-12			
100	26/08/2011	B	DA/80/KTR/112/11-12			
101	30/08/2011	B	DA/80/KTR/113/11-12			
102	02/09/2011	B	DA/80/KTR/114/11-12			
103	03/09/2011	B	DA/80/KTR/115/11-12			
104	03/09/2011	B	DA/80/KTR/116/11-12			
105	05/09/2011	B	DA/80/KTR/117/11-12			
106	05/09/2011	B	DA/80/KTR/118/11-12			
107	07/09/2011	B	DA/80/KTR/119/11-12			
108	07/09/2011	B	DA/80/KTR/120/11-12			
109	07/09/2011	B	DA/80/KTR/121/11-12			
110	08/09/2011	B	DA/80/KTR/122/11-12			
111	09/09/2011	B	DA/80/KTR/123/11-12			
112	09/09/2011	B	DA/80/KTR/124/11-12			

113	08/09/2011	B	DA/80/KTR/127/11-12		
114	13/09/2011	B	DA/80/KTR/128/11-12	Transfer of katha	Almara-1 Rack-2
115	14/09/2011	B	DA/80/KTR/130/11-12		
116	15/09/2011	B	DA/80/KTR/131/11-12		
117	17/09/2011	B	DA/80/KTR/134/11-12		
118	20/09/2011	B	DA/80/KTR/135/11-12		
119	26/09/2011	B	DA/80/KTR/139/11-12		
120	29/09/2011	B	DA/80/KTR/140/11-12		
121	28/09/2011	B	DA/80/KTR/141/11-12		
122	12/10/2011	B	DA/80/KTR/142/11-12		
123	14/10/2011	B	DA/80/KTR/143/11-12		
124	14/10/2011	B	DA/80/KTR/144/11-12		
125	13/10/2011	B	DA/80/KTR/145/11-12		
126	14/10/2011	B	DA/80/KTR/146/11-12		
127	12/10/2011	B	DA/80/KTR/147/11-12		
128	17/10/2011	B	DA/80/KTR/148/11-12		
129	18/10/2011	B	DA/80/KTR/149/11-12		
130	18/10/2011	B	DA/80/KTR/150/11-12		
131	20/10/2011	B	DA/80/KTR/151/11-12		
132	20/10/2011	B	DA/80/KTR/152/11-12		
133	22/10/2011	B	DA/80/KTR/153/11-12		
		B			
1	05/04/2011	B	DA/88/KTR/01/11-12	Transfer of Katha	
2	13/04/2011	B	DA/88/KTR/02/11-12		
3	13/04/2011	B	DA/88/KTR/04/11-12		
4	13/04/2011	B	DA/88/KTR/05/11-12		
5	20/04/2011	B	DA/88/KTR/06/11-12		
6	20/04/2011	B	DA/88/KTR/07/11-12		
7	25/04/2011	B	DA/88/KTR/08/11-12		
8	05/05/2011	B	DA/88/KTR/09/11-12		
9	05/05/2011	B	DA/88/KTR/10/11-12		
10	05/05/2011	B	DA/88/KTR/11/11-12		
11	05/05/2011	B	DA/88/KTR/12/11-12		
12	09/05/2011	B	DA/88/KTR/14/11-12		
13	19/05/2011	B	DA/88/KTR/15/11-12		
14	19/05/2011	B	DA/88/KTR/17/11-12		
15	23/05/2011	B	DA/88/KTR/20/11-12		
16	23/05/2011	B	DA/88/KTR/21/11-12		
17	26/05/2011	B	DA/88/KTR/23/11-12		
18	20/04/2011	B	DA/88/KTR/24/11-12		
19	30/05/2011	B	DA/88/KTR/25/11-12		
20	30/05/2011	B	DA/88/KTR/26/11-12		
21	01/06/2011	B	DA/88/KTR/27/11-12		
22	04/06/2011	B	DA/88/KTR/28/11-12		
23	04/06/2011	B	DA/88/KTR/29/11-12		
24	30/05/2011	B	DA/88/KTR/30/11-12		
25	06/06/2011	B	DA/88/KTR/31/11-12		
26	06/06/2011	B	DA/88/KTR/32/11-12		
27	06/06/2011	B	DA/88/KTR/33/11-12		
28	06/06/2011	B	DA/88/KTR/34/11-12		
29	02/06/2011	B	DA/88/KTR/35/11-12		
30	02/06/2011	B	DA/88/KTR/36/11-12		
31	03/06/2011	B	DA/88/KTR/37/11-12		
32	03/06/2011	B	DA/88/KTR/38/11-12		
33	06/06/2011	B	DA/88/KTR/39/11-12		
34	13/06/2011	B	DA/88/KTR/40/11-12		
35	13/06/2011	B	DA/88/KTR/41/11-12		
36	13/06/2011	B	DA/88/KTR/42/11-12		
37	13/06/2011	B	DA/88/KTR/43/11-12		
38	13/06/2011	B	DA/88/KTR/44/11-12		
39	18/06/2011	B	DA/88/KTR/46/11-12		
40	18/06/2011	B	DA/88/KTR/47/11-12		
41	21/06/2011	B	DA/88/KTR/48/11-12		

42	23/06/2011	B	DA/88/KTR/49/11-12	Transfer of Kahta	Almara-1 Rack-2	
43	23/06/2011	B	DA/88/KTR/50/11-12			
44	25/06/2011	B	DA/88/KTR/53/11-12			
45	27/06/2011	B	DA/88/KTR/54/11-12			
46	27/06/2011	B	DA/88/KTR/55/11-12			
47	04/07/2011	B	DA/88/KTR/59/11-12			
48	04/07/2011	B	DA/88/KTR/60/11-12			
49	04/07/2011	B	DA/88/KTR/61/11-12			
50	06/07/2011	B	DA/88/KTR/63/11-12			
51	06/07/2011	B	DA/88/KTR/64/11-12			
52	06/07/2011	B	DA/88/KTR/65/11-12			
53	06/07/2011	B	DA/88/KTR/66/11-12			
54	06/07/2011	B	DA/88/KTR/67/11-12			
55	06/07/2011	B	DA/88/KTR/68/11-12			
56	06/07/2011	B	DA/88/KTR/69/11-12			
57	06/07/2011	B	DA/88/KTR/70/11-12			
58	11/07/2011	B	DA/88/KTR/72/11-12			
59	11/07/2011	B	DA/88/KTR/73/11-12			
60	11/07/2011	B	DA/88/KTR/74/11-12			
61	11/07/2011	B	DA/88/KTR/75/11-12			
62	11/07/2011	B	DA/88/KTR/76/11-12			
63	14/07/2011	B	DA/88/KTR/77/11-12			
64	14/07/2011	B	DA/88/KTR/78/11-12			
65	14/07/2011	B	DA/88/KTR/79/11-12			
66	14/07/2011	B	DA/88/KTR/80/11-12			
67	14/07/2011	B	DA/88/KTR/81/11-12			
68	20/07/2011	B	DA/88/KTR/84/11-12			
69	26/07/2011	B	DA/88/KTR/85/11-12			
70	30/07/2011	B	DA/88/KTR/86/11-12			
71	30/07/2011	B	DA/88/KTR/88/11-12			
72	30/07/2011	B	DA/88/KTR/90/11-12			
73	30/07/2011	B	DA/88/KTR/91/11-12			
74	30/07/2011	B	DA/88/KTR/92/11-12			
75	30/07/2011	B	DA/88/KTR/93/11-12			
76	03/08/2011	B	DA/88/KTR/94/11-12			
77	03/08/2011	B	DA/88/KTR/95/11-12			
78	03/08/2011	B	DA/88/KTR/96/11-12			
79	06/08/2011	B	DA/88/KTR/97/11-12			
80	06/08/2011	B	DA/88/KTR/98/11-12			
81	11/08/2011	B	DA/88/KTR/100/11-12			
82	11/08/2011	B	DA/88/KTR/101/11-12			
83	17/08/2011	B	DA/88/KTR/102/11-12			
84	17/08/2011	B	DA/88/KTR/103/11-12			
85	30/08/2011	B	DA/88/KTR/104/11-12			
86	30/08/2011	B	DA/88/KTR/105/11-12			
87	03/09/2011	B	DA/88/KTR/106/11-12			
88	30/08/2011	B	DA/88/KTR/107/11-12			
89	03/09/2011	B	DA/88/KTR/108/11-12			
90	08/09/2011	B	DA/88/KTR/109/11-12			
91	14/09/2011	B	DA/88/KTR/110/11-12			
92	14/09/2011	B	DA/88/KTR/111/11-12			
93	14/09/2011	B	DA/88/KTR/112/11-12			
94	14/09/2011	B	DA/88/KTR/113/11-12			
95	14/09/2011	B	DA/88/KTR/114/11-12			
96	14/09/2011	B	DA/88/KTR/115/11-12			
97	14/09/2011	B	DA/88/KTR/116/11-12			
98	14/09/2011	B	DA/88/KTR/117/11-12			
99	14/09/2011	B	DA/88/KTR/118/11-12			
100	14/09/2011	B	DA/88/KTR/119/11-12			
101	14/09/2011	B	DA/88/KTR/120/11-12			
102	15/09/2011	B	DA/88/KTR/121/11-12			
103	17/09/2011	B	DA/88/KTR/122/11-12			
104	17/09/2011	B	DA/88/KTR/123/11-12			

105	16/09/2011	B	DA/88/KTR/123-A/11-12		Almara-1 Rack-2
106	19/09/2011	B	DA/88/KTR/124/11-12		
107	22/09/2011	B	DA/88/KTR/125/11-12	Transfer of Kahta	
108	29/09/2011	B	DA/88/KTR/126/11-12		
109	29/09/2011	B	DA/88/KTR/127/11-12		
110	29/09/2011	B	DA/88/KTR/128/11-12		
111	07/10/2011	B	DA/88/KTR/129/11-12		
112	07/10/2011	B	DA/88/KTR/130/11-12		
113	10/10/2011	B	DA/88/KTR/131/11-12		
114	10/10/2011	B	DA/88/KTR/132/11-12		
115	12/10/2011	B	DA/88/KTR/133/11-12		
116	13/10/2011	B	DA/88/KTR/135/11-12		
117	13/10/2011	B	DA/88/KTR/136/11-12		
118	13/10/2011	B	DA/88/KTR/137/11-12		
119	13/10/2011	B	DA/88/KTR/138/11-12		
120	15/10/2011	B	DA/88/KTR/139/11-12		
121	15/10/2011	B	DA/88/KTR/141/11-12		
122	15/10/2011	B	DA/88/KTR/142/11-12		
123	17/10/2011	B	DA/88/KTR/143/11-12		
124	17/10/2011	B	DA/88/KTR/144/11-12		
125	19/10/2011	B	DA/88/KTR/145/11-12		
126	24/10/2011	B	DA/88/KTR/146/11-12		
127	26/10/2011	B	DA/88/KTR/147/11-12		
128	26/10/2011	B	DA/88/KTR/148/11-12		
		B			
1	06/04/2011	B	DA/113/KTR/01/11-12	Transfer of Kahta	
2	07/04/2011	B	DA/113/KTR/02/11-12		
3	07/04/2011	B	DA/113/KTR/03/11-12		
4	08/04/2011	B	DA/113/KTR/04/11-12		
5	08/04/2011	B	DA/113/KTR/05/11-12		
6	20/04/2011	B	DA/113/KTR/06/11-12		
7	23/04/2011	B	DA/113/KTR/08/11-12		
8	23/04/2011	B	DA/113/KTR/09/11-12		
9	23/04/2011	B	DA/113/KTR/10/11-12		
10	23/04/2011	B	DA/113/KTR/11/11-12		
11	23/04/2011	B	DA/113/KTR/12/11-12		
12	23/04/2011	B	DA/113/KTR/13/11-12		
13	26/04/2011	B	DA/113/KTR/14/11-12		
14	26/04/2011	B	DA/113/KTR/15/11-12		
15	26/04/2011	B	DA/113/KTR/16/11-12		
16	26/04/2011	B	DA/113/KTR/17/11-12		
17	26/04/2011	B	DA/113/KTR/18/11-12		
18	29/04/2011	B	DA/113/KTR/19/11-12		
19	29/04/2011	B	DA/113/KTR/20/11-12		
20	30/04/2011	B	DA/113/KTR/21/11-12		
21	30/04/2011	B	DA/113/KTR/22/11-12		
22	30/04/2011	B	DA/113/KTR/23/11-12		
23	30/04/2011	B	DA/113/KTR/24/11-12		
24	30/04/2011	B	DA/113/KTR/25/11-12		
25	30/04/2011	B	DA/113/KTR/26/11-12		
26	30/04/2011	B	DA/113/KTR/27/11-12		
27	30/04/2011	B	DA/113/KTR/28/11-12		
28	30/04/2011	B	DA/113/KTR/29/11-12		
29	30/04/2011	B	DA/113/KTR/30/11-12		
30	02/05/2011	B	DA/113/KTR/31/11-12		
31	03/05/2011	B	DA/113/KTR/32/11-12		
32	03/05/2011	B	DA/113/KTR/33/11-12		
33	05/05/2011	B	DA/113/KTR/35/11-12		
34	05/05/2011	B	DA/113/KTR/36/11-12		
35	05/05/2011	B	DA/113/KTR/37/11-12		
36	09/05/2011	B	DA/113/KTR/38/11-12		
37	09/05/2011	B	DA/113/KTR/39/11-12		
38	09/05/2011	B	DA/113/KTR/40/11-12		

39	09/05/2011	B	DA/113/KTR/41/11-12		Almara-1 Rack-2	
40	09/05/2011	B	DA/113/KTR/42/11-12			
41	09/05/2011	B	DA/113/KTR/43/11-12			
42	09/05/2011	B	DA/113/KTR/44/11-12	Transfer of Kahta		
43	12/05/2011	B	DA/113/KTR/45/11-12			
44	12/05/2011	B	DA/113/KTR/46/11-12			
45	12/05/2011	B	DA/113/KTR/47/11-12			
46	12/05/2011	B	DA/113/KTR/48/11-12			
47	12/05/2011	B	DA/113/KTR/49/11-12			
48	19/05/2011	B	DA/113/KTR/50/11-12			
49	20/05/2011	B	DA/113/KTR/51/11-12			
50	20/05/2011	B	DA/113/KTR/52/11-12			
51	20/05/2011	B	DA/113/KTR/53/11-12			
52	21/05/2011	B	DA/113/KTR/54/11-12			
53	21/05/2011	B	DA/113/KTR/55/11-12			
54	25/05/2011	B	DA/113/KTR/57/11-12			
55	28/05/2011	B	DA/113/KTR/58/11-12			
56	28/05/2011	B	DA/113/KTR/59/11-12			
57	28/05/2011	B	DA/113/KTR/60/11-12			
58	30/05/2011	B	DA/113/KTR/61/11-12			
59	30/05/2011	B	DA/113/KTR/62/11-12			
60	04/06/2011	B	DA/113/KTR/63/11-12			
61	07/06/2011	B	DA/113/KTR/64/11-12			
62	07/06/2011	B	DA/113/KTR/65/11-12			
63	07/06/2011	B	DA/113/KTR/66/11-12			
64	09/06/2011	B	DA/113/KTR/67/11-12			
65	09/06/2011	B	DA/113/KTR/68/11-12			
66	09/06/2011	B	DA/113/KTR/69/11-12			
67	09/06/2011	B	DA/113/KTR/70/11-12			
68	09/06/2011	B	DA/113/KTR/71/11-12			
69	09/06/2011	B	DA/113/KTR/72/11-12			
70	14/06/2011	B	DA/113/KTR/73/11-12			
71	14/06/2011	B	DA/113/KTR/74/11-12			
72	14/06/2011	B	DA/113/KTR/75/11-12			
73	16/06/2011	B	DA/113/KTR/76/11-12			
74	18/06/2011	B	DA/113/KTR/77/11-12			
75	18/06/2011	B	DA/113/KTR/78/11-12			
76	18/06/2011	B	DA/113/KTR/79/11-12			
77	18/06/2011	B	DA/113/KTR/80/11-12			
78	18/06/2011	B	DA/113/KTR/81/11-12			
79	18/06/2011	B	DA/113/KTR/82/11-12			
80	23/06/2011	B	DA/113/KTR/83/11-12			
81	23/06/2011	B	DA/113/KTR/84/11-12			
82	23/06/2011	B	DA/113/KTR/85/11-12			
83	23/06/2011	B	DA/113/KTR/86/11-12			
84	23/06/2011	B	DA/113/KTR/87/11-12			
85	23/06/2011	B	DA/113/KTR/88/11-12			
86	27/06/2011	B	DA/113/KTR/90/11-12			
87	27/06/2011	B	DA/113/KTR/91/11-12			
88	29/06/2011	B	DA/113/KTR/92/11-12			
89	02/07/2011	B	DA/113/KTR/93/11-12			
90	02/07/2011	B	DA/113/KTR/94/11-12			
91	05/07/2011	B	DA/113/KTR/95/11-12			
92	07/07/2011	B	DA/113/KTR/97/11-12			
93	07/07/2011	B	DA/113/KTR/98/11-12			
94	13/07/2011	B	DA/113/KTR/99/11-12			
95	13/07/2011	B	DA/113/KTR/100/11-12			
96	13/07/2011	B	DA/113/KTR/101/11-12			
97	13/07/2011	B	DA/113/KTR/102/11-12			
98	18/07/2011	B	DA/113/KTR/103/11-12			
99	15/07/2011	B	DA/113/KTR/104/11-12			
100	18/07/2011	B	DA/113/KTR/108/11-12			
101	18/07/2011	B	DA/113/KTR/109/11-12			

102	18/07/2011	B	DA/113/KTR/110/11-12		Almara-1 Rack-2	
103	18/07/2011	B	DA/113/KTR/111/11-12			
104	18/07/2011	B	DA/113/KTR/112/11-12			
105	21/07/2011	B	DA/113/KTR/113/11-12			
106	21/07/2011	B	DA/113/KTR/114/11-12	Transfer of Kahta		
107	21/07/2011	B	DA/113/KTR/115/11-12			
108	21/07/2011	B	DA/113/KTR/116/11-12			
109	21/07/2011	B	DA/113/KTR/117/11-12			
110	21/07/2011	B	DA/113/KTR/118/11-12			
111	21/07/2011	B	DA/113/KTR/119/11-12			
112	21/07/2011	B	DA/113/KTR/120/11-12			
113	21/07/2011	B	DA/113/KTR/121/11-12			
114	21/07/2011	B	DA/113/KTR/122/11-12			
115	21/07/2011	B	DA/113/KTR/123/11-12			
116	26/07/2011	B	DA/113/KTR/125/11-12			
117	26/07/2011	B	DA/113/KTR/126/11-12			
118	26/07/2011	B	DA/113/KTR/127/11-12			
119	26/07/2011	B	DA/113/KTR/128/11-12			
120	30/07/2011	B	DA/113/KTR/129/11-12			
121	30/07/2011	B	DA/113/KTR/130/11-12			
122	30/07/2011	B	DA/113/KTR/131/11-12			
123	30/07/2011	B	DA/113/KTR/132/11-12			
124	03/08/2011	B	DA/113/KTR/133/11-12			
125	03/08/2011	B	DA/113/KTR/134/11-12			
126	05/08/2011	B	DA/113/KTR/135/11-12			
127	06/08/2011	B	DA/113/KTR/136/11-12			
128	09/08/2011	B	DA/113/KTR/137/11-12			
129	09/08/2011	B	DA/113/KTR/138/11-12			
130	08/08/2011	B	DA/113/KTR/139/11-12			
131	10/08/2011	B	DA/113/KTR/140/11-12			
132	16/08/2011	B	DA/113/KTR/143/11-12			
133	16/08/2011	B	DA/113/KTR/144/11-12			
134	16/08/2011	B	DA/113/KTR/145/11-12			
135	16/08/2011	B	DA/113/KTR/146/11-12			
136	18/08/2011	B	DA/113/KTR/147/11-12			
137	18/08/2011	B	DA/113/KTR/148/11-12			
138	18/08/2011	B	DA/113/KTR/149/11-12			
139	20/08/2011	B	DA/113/KTR/150/11-12			
140	20/08/2011	B	DA/113/KTR/151/11-12			
141	20/08/2011	B	DA/113/KTR/152/11-12			
142	20/08/2011	B	DA/113/KTR/153/11-12			
143	20/08/2011	B	DA/113/KTR/154/11-12			
144	29/08/2011	B	DA/113/KTR/155/11-12			
145	29/08/2011	B	DA/113/KTR/156/11-12			
146	29/08/2011	B	DA/113/KTR/157/11-12			
147	29/08/2011	B	DA/113/KTR/158/11-12			
148	29/08/2011	B	DA/113/KTR/159/11-12			
149	29/08/2011	B	DA/113/KTR/160/11-12			
150	29/08/2011	B	DA/113/KTR/161/11-12			
151	29/08/2011	B	DA/113/KTR/162/11-12			
152	07/09/2011	B	DA/113/KTR/163/11-12			
153	14/09/2011	B	DA/113/KTR/164/11-12			
154	14/09/2011	B	DA/113/KTR/165/11-12			
155	14/09/2011	B	DA/113/KTR/166/11-12			
156	14/09/2011	B	DA/113/KTR/167/11-12			
157	15/09/2011	B	DA/113/KTR/168/11-12			
158	15/09/2011	B	DA/113/KTR/169/11-12			
159	15/09/2011	B	DA/113/KTR/170/11-12			
160	15/09/2011	B	DA/113/KTR/171/11-12			
161	15/09/2011	B	DA/113/KTR/172/11-12			
162	19/09/2011	B	DA/113/KTR/174/11-12			
163	19/09/2011	B	DA/113/KTR/175/11-12			
164	20/09/2011	B	DA/113/KTR/180/11-12			



165	20/09/2011	B	DA/113/KTR/181/11-12		Almara-1 Rack-2		
166	20/09/2011	B	DA/113/KTR/182/11-12				
167	23/09/2011	B	DA/113/KTR/183/11-12				
168	23/09/2011	B	DA/113/KTR/184/11-12				
169	23/09/2011	B	DA/113/KTR/185/11-12				
170	24/09/2011	B	DA/113/KTR/186/11-12	Transfer of Katha			
171	24/09/2011	B	DA/113/KTR/187/11-12				
172	26/09/2011	B	DA/113/KTR/188/11-12				
173	26/09/2011	B	DA/113/KTR/189/11-12				
174	29/09/2011	B	DA/113/KTR/190/11-12				
175	29/09/2011	B	DA/113/KTR/191/11-12				
176	29/09/2011	B	DA/113/KTR/192/11-12				
177	10/10/2011	B	DA/113/KTR/193/11-12				
178	10/10/2011	B	DA/113/KTR/194/11-12				
179	10/10/2011	B	DA/113/KTR/195/11-12				
180	10/10/2011	B	DA/113/KTR/196/11-12				
181	10/10/2011	B	DA/113/KTR/197/11-12				
182	15/10/2011	B	DA/113/KTR/200/11-12				
183	18/10/2011	B	DA/113/KTR/201/11-12				
184	18/10/2011	B	DA/113/KTR/202/11-12				
185	18/10/2011	B	DA/113/KTR/203/11-12				
186	20/10/2011	B	DA/113/KTR/204/11-12				
187	22/10/2011	B	DA/113/KTR/205/11-12				
188	22/10/2011	B	DA/113/KTR/206/11-12				
189	28/10/2011	B	DA/113/KTR/207/11-12				
		B					
		B					
		B					
1	13/05/2011	B	DA/80/KTR/24/11-12	Bifurcation of Katha	Almara-1 Rack-3		
2	10/05/2011	B	DA/80/KTR/26/11-12				
3	06/06/2011	B	DA/80/KTR/40/11-12				
4	04/07/2011	B	DA/80/KTR/65/11-12				
5	20/09/2011	B	DA/80/KTR/136/11-12				
6	20/09/2011	B	DA/80/KTR/137/11-12				
7	20/09/2011	B	DA/80/KTR/138/11-12				
		B					
1	19/05/2011	B	DA/88/KTR/16/11-12	Bifurcation of Katha	Almara-1 Rack-3		
2	24/05/2011	B	DA/88/KTR/22/11-12				
3	15/06/2011	B	DA/88/KTR/45/11-12				
4	24/06/2011	B	DA/88/KTR/51/11-12				
5	24/06/2011	B	DA/88/KTR/52/11-12				
6	27/06/2011	B	DA/88/KTR/56/11-12				
7	11/07/2011	B	DA/88/KTR/71/11-12				
		B					
1	05/05/2011	B	DA/113/KTR/34/11-12	Bifurcation of Katha	Almara-1 Rack-3		
2	25/05/2011	B	DA/113/KTR/56/11-12				
3	07/07/2011	B	DA/113/KTR/96/11-12				
4	18/07/2011	B	DA/113/KTR/107/11-12				
5	10/08/2011	B	DA/113/KTR/141/11-12				
6	19/09/2011	B	DA/113/KTR/176/11-12				
7	14/10/2011	B	DA/113/KTR/199/11-12				
		B					
		B					
1	19/05/2011	B	DA/80/KTR/30/11-12	Clubbing of katha	Almara-1 Rack-3		
2	09/06/2011	B	DA/80/KTR/41/11-12				
3	23/06/2011	B	DA/80/KTR/53/11-12				
4	24/06/2011	B	DA/80/KTR/55/11-12				
		B					

1	23/05/2011	B	DA/88/KTR/18/11-12	Clubbing of Katha	Almara-1 Rack-3	
2	27/06/2011	B	DA/88/KTR/57/11-12			
3	30/06/2011	B	DA/88/KTR/58/11-12			
		B				
1	20/04/2011	B	DA/113/KTR/07/11-12	Clubbing of Katha	Almara-1 Rack-3	
2	27/06/2011	B	DA/113/KTR/89/11-12			
3	15/07/2011	B	DA/113/KTR/105/11-12			
4	18/07/2011	B	DA/113/KTR/106/11-12			
5	15/09/2011	B	DA/113/KTR/173/11-12			
6	10/10/2011	B	DA/113/KTR/198/11-12			
		B				
		B				
1	10/05/2011	B	DA/80/KTR/22/11-12	Registration of katha	Almara-1 Rack-3	
2	13/05/2011	B	DA/80/KTR/29/11-12			
3	29/06/2011	B	DA/80/KTR/61/11-12			
4	15/07/2011	B	DA/80/KTR/89/11-12			
5	27/07/2011	B	DA/80/KTR/90/11-12			
6	09/09/2011	B	DA/80/KTR/125/11-12			
7	09/09/2011	B	DA/80/KTR/126/11-12			
8	14/09/2011	B	DA/80/KTR/129/11-12			
9	17/09/2011	B	DA/80/KTR/132/11-12			
10	17/09/2011	B	DA/80/KTR/133/11-12			
		B				
1	13/04/2011	B	DA/88/KTR/03/11-12	Registration of Katha	Almara-1 Rack-3	
2	07/05/2011	B	DA/88/KTR/13/11-12			
3	23/05/2011	B	DA/88/KTR/19/11-12			
4	06/07/2011	B	DA/88/KTR/62/11-12			
5	18/07/2011	B	DA/88/KTR/82/11-12			
6	18/07/2011	B	DA/88/KTR/83/11-12			
7	30/07/2011	B	DA/88/KTR/87/11-12			
8	30/07/2011	B	DA/88/KTR/89/11-12			
9	06/08/2011	B	DA/88/KTR/99/11-12			
10	12/10/2011	B	DA/88/KTR/134/11-12			
11	15/10/2011	B	DA/88/KTR/140/11-12			
		B				
1	26/07/2011	B	DA/113/KTR/124/11-12	Registration of Katha	Almara-1 Rack-3	
2	16/08/2011	B	DA/113/KTR/142/11-12			
3	20/09/2011	B	DA/113/KTR/177/11-12			
4	20/09/2011	B	DA/113/KTR/178/11-12			
5	20/09/2011	B	DA/113/KTR/179/11-12			

#### SECTION 4(1) (B) (I) – ORGANISATIONAL STRUCTURE, AIMS AND FUNCTIONS

Sl. No.	Name of the organization	Address	Aims	Functions
1	Asst. Revenue Office (Jeevanbhimanagar) Sub-Division,	16 <sup>th</sup> A & B Main, Baba Saheb Colony, H.A.L. 2 <sup>nd</sup> Stage, B.lore-38	1. Collection and Mobilisation of Property Tax 2. Election work 3. Census work	1. Change of Katha Transfer, Bifurcation & Reg of Katha 2. Maintenance of Lease Properties 3. Reducing the Tax in appeal

## SECTION 4(1) (B) (II) – POWERS AND DUTIES OF OFFICERS AND EMPLOYEES

Sl. No.	Designation of the official / employee	Duties allotted	Powers
1	A.R.O.	Head of the Sub-Division	To fix the tax of Property below measuring 2000 Sft. And to recommend above 2000 sft. to higher officers. General supervision & control over the staff, he has the power to change the katha transfer, bifurcation and reg of katha and to reduce the tax in appeal under his limit
2	Assessor	Supervision of Ward / Circle	To put up proposal for katha transfer / bifurcation / clubbing / registration / appeal and other misc paper. Super over the work of Tax inspector regarding collection of Property tax, verifying of khirdhi register. and to ensure the collection as been remitted to bank. Powers to verify the escape of assessment and fix the tax
3	Revenue Inspector	Supervision of Ward / Circle	To put up proposal for katha transfer / bifurcation / clubbing / registration / appeal and other misc paper. Super over the work of Tax inspector regarding collection of Property tax, verifying of kirdhi register. and to ensure the collection as been remitted to bank. Powers to verify the escape of assessment and fix the tax
4	Tax Inspector	Collection of Tax	Collection of house / commercial Property taxes. The amount collected to be remitted the bank. Serving demand notices for defaulters
5	Manager	Administrative Work	General supervision over his section in regards to dispatch of work done and ensuring the case workers maintenance properly files, PR register, KTR register upto date records
6	F.D.C.	Assisting in Administrative Work	Receiving complaints letters and receiving bills. Disbursement of salary, cash book, furniture register and other records
7.	S.D.C.	Miscellaneous work	File to maintain and put up of katha transfer / bifurcation / clubbing / registration of katha / appeal / DCB work / court cases / replay letters.
8.	Class IV Employee	Maintenance of Office	Nil

## 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
<b>Nil</b>			

**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	<b>Nil</b>			

**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	<b>Nil</b>	

**SECTION 4(1) (B) (VI) – CATEGORIES OF DOCUMENTS HELD**

Sl. No.	Category of the document	Title of the document	Custodian of the document
1.	Administration	1. Attendance Register. 2. C.L. Register, 3. Late attendance register 4. Movement control register 5. Stationery register 6. Furniture register 7. Receipt issued register 8. Telephone Register Audit register 9. Daily collection register 10. Office Dairy 11. Employees daily cash entry Register	
2.	Establishment Work	1. Acquaintance register 2. Cash Book 3. Cheque Book 4. Employees Service Registers 5. Advance register 6. Increment register 7. A.C., D.C. & N.D.C. Bill register	
3.	Revenue Work	1. Receiving and Dispatching register 2. K.T.R. / P.R register 3. Assessment register 4. Mutation register 5. Appeal register 6. Tax Remission register 7. Khirdhi Book / Hand Book 8. Baki Patti Book 9. Lease & Rent Book 10. Lease D.C.B. Book 11. BMP properties Register 12. Right to Information Register. 13. 2% Stamp duty collection & Misc., collection register. 14. Government Properties 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	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
1		<b>Nil</b>	

**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
<b>Nil</b>			

**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.	<b>Sri. S. ESWARA,</b>	Assistant Revenue Officer,	Office of the Assistant Revenue Office, Jeevanbhimanagar Sub-Division, 16 <sup>th</sup> A & B Main Road, H.A.L. 2 <sup>nd</sup> Stage, Bangalore - 560038. 948068 080-25203154	21708-00
2.	<b>Sri.CHANNAIAH,</b>	Manager		17800-00
3.	<b>Sri.H. KRISHNAPPA,</b>	Assessor		20540-00
4.	<b>Sri.M. MAHESH,</b>	F.D.A		14736-00
5.	<b>Sri.NAGESWAR RAO,</b>	S.D.C		10175-00
6.	<b>Kum. L. SUMATHI,</b>	S.D.C		12411-00
7.	<b>Sri.S. SHANKAR,</b>	Revenue Inspector		15559-00
8.	<b>Sri.C. MUNIRANGAIAH.</b>	Revenue Inspector		28039-00
9.	<b>Sri.C. SRINIVAS</b>	Revenue Inspector		15370-00
10.	<b>Sri.W.D. RAGHUNATH,</b>	Revenue Inspector		18982-00
11.	<b>Sri.M. GANESH,</b>	Tax Inspector		12160-00
12.	<b>Sri.S. RAJENDRA,</b>	Tax Inspector		12632-00
13.	<b>Sri.SHAMAN G. WALIKAR.</b>	Tax Inspector		12373-00
14.	<b>Sri.A. KANIK RAJ,</b>	Tax Inspector		13806-00
15.	<b>Sri.A.O. ANAND,</b>	Tax Inspector		8492-00
16.	<b>Sri.R. PRABHAKARAN,</b>	Tax Inspector		12484-00
17.	<b>Sri.R. RAJENDRA,</b>	Tax Inspector		11555-00
18.	<b>Smt. LAKSHMIDEVI,</b>	Peon		10615-00
19.	<b>Sri. RAJA,</b>	Peon		12871-00
20.	<b>Sri. R. NAGARAJU,</b>	Peon		10356-00
21.	<b>Sri. G. NAGENDRA,</b>	Peon		10356-00
22.	<b>Sri. C. HARIKRISHNAN,</b>	Dafedhar		7525-00
23.	<b>Sri. VENKATARAMANAIAH,</b>	P.K.		11058-00

**SECTION 4(1) (B) (XI) – BUDGET ALLOCATED TO EACH AGENCY INCLUDING PLANS, ETC.,**

Agency	Plan/ Program / 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)
<b>Nil</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 programmers / schemes

Sl. No.	Name of the programme / activity	Nature / scale of subsidy	Eligibility criteria for grant of subsidy	Designation of officer for grant of subsidy
1	<b>Nil</b>			

**DESCRIBE THE MANNER OF EXECUTION OF THE SUBSIDY PROGRAMME**

Sl. No.	Name of programme /activity	Application procedure	Sanction procedure	Disbursement procedure.
1	<b>Nil</b>			

**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
1	<b>Nil</b>			

**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	<b>www.bbmp.gov.in</b>			

**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
<b>www.bbmp.gov.in</b>		

**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	Assistant Revenue Officer (Jeevanbhimanagar)	<b>Sri. S. ESWARA</b> Assistant Revenue Officer	9845741719 080-25203154	

**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	Assistant Revenue Officer (Jeevanbhimanagar)	<b>L. CHANNAIAH</b> (Manager)	080-25203154	---

**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 (C.V. Raman nagar)	<b>Sri. FRANCIS</b> Revenue Officer & Appellate Officer	9480685072 080-22975835	



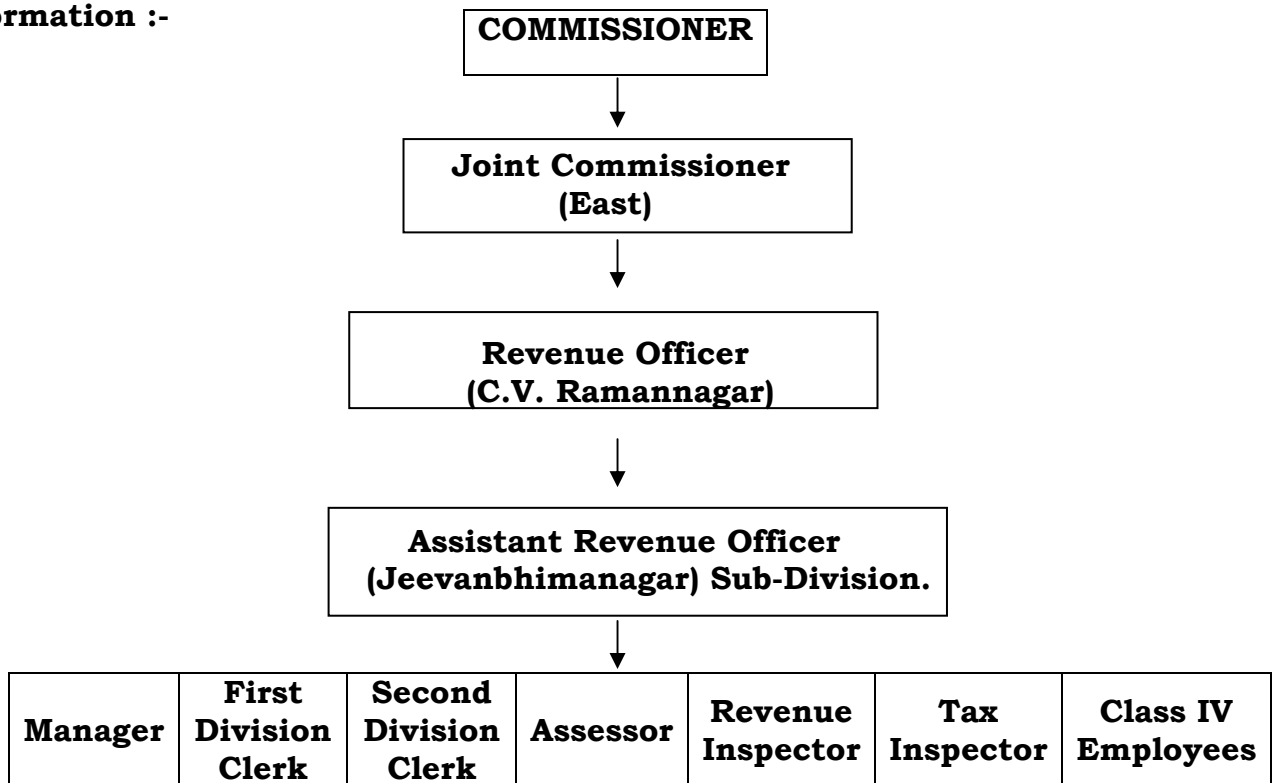


**RIGHT To INFORMATION (CENTRE) CELL**  
**Right to Information Act 2005 as per section 4**

**1. DUTIES & RESPONSIBILITIES OF ASSISTANT REVENUE OFFICER,  
JEEVANBHIMANAGAR SUB-DIVISION.**

**A) Name of the Office :** Office of the Assistant Revenue Office,  
Jeevanbhimanager Sub-Division,  
16<sup>th</sup> A & B Main Road,  
Baba Saheb Colony, H.A.L. 2<sup>nd</sup> Stage  
Bangalore 560008  
Phone: - 080-25203154

**B) Formation :-**



**C) Duties & Responsibilities**

Revenue department in B.B.M.P. is one of the most important and essential department which consists of ward No. 80 (Hoysalanagar), Ward No:113 (Jeevanbhimanager), Ward No: 113 (Konena Agrahara). It works under KMC Act Rules 1976 and it plays an important role. The main function of ARO (Jeevanbhimanager) which falls within the jurisdiction limit of BMP is dealing with properties which belong to an individual citizen and it renders its service to the public by processing the transfer of Katha Bifurcation, Registration, Clubbing of Khatha and collecting taxes from the properties owners. After verifying & scrutinizing the properties it issues Khata certificate, Khatha Extract, Residential Certificate. Properties which are leased and rented by the B.M.P. are well and preserving the information ensured and the election work.

## **II) Duties & Responsibilities of Officer & Staff :**

### **SRI. S. ESWARA, ASSISTANT REVENUE OFFICER,**

- **DUTIES AND RESPONSIBILITIES OF ASSISTANT REVENUE OFFICER, PERTAINING TO JEEVANBHIMANAGAR SUB-DIVISION**

The important duties of A.R.O. is to fix the tax of properties below range measuring 2000 sft. Further for the properties measuring above 2000 Sq. ft he has the power to recommend to the higher authorities for sanction. He exercises general supervision and control over the staff under him and is responsible for seeing that the members of the staff do the work allotted to them efficiently and expeditiously. He has the power to change the Katha for Bifurcation and Registration of Katha verification of assessment & reducing the tax in appeal under his limit. For above appeal we can able to recommend. He holds and controls the maintenance of lease properties of B.M.P. he works and reports to The Commissioner, Deputy Commissioner (East), (Revenue), Revenue Officer (C.V. Ramannagar).

- **Duties & responsibilities of Manager :-**

#### ***CHANNIAIAH, Manager***

The manager is primarily responsible for the general efficiency of the section in his charges and is directly responsible to the officer under A.R.O. (Jeevanbhimanagar) for the efficient and expeditious dispatch of work. And maintenance of office administration work by adopting proper measures for progressing and timely submission of arrears statement and other periodical returns. General supervision over his section in regard to dispatch of work done. Ensuring that the case worker maintains his personal registers properly and up-to date. Maintenance of files and noting on the file, dealing personally with complicated cases. Inspecting the work of every case worker and displaying in the section and maintenance of Attendance and Casual Leave Register, Movement Control Register, Audit report, Right to Information act, verification of Kridhi and scrutinizing the papers put up by the official staff. And then and there to obey the orders of the higher authority and maintain the office neat and tidy.

- **Duties & responsibilities of First Division Assistant :-**

#### ***M. MAHESH, First Division Assistant***

The First Division Assistant of this Sub-Division has to work as per the instruction of Assistant Revenue Officer (Jeevanbhimanagar) and Higher Officers, receiving complaints, letters and receiving bills pertaining to the works of this sub-Division and registering them. Recording the facilities availed by the Officers and staffs in the service registers. Maintaining the inward register, from and to Register & Cash book, submitting these records to the Higher Officer and providing all information for Auditors. Collection of 2% stamp duty, salary disbursement, maintenance of Cash book, Cheque register, Recovery register, P.R. register, Furniture register, Telephone register, Maintaining of receipt stock book of receipts and furniture and office stationary, Maintenance of service register, Increment register and Compensation register & Other register, dishonoured cheque register, Budget, Administration report, A.C. and D.C. bills, Daily collection, statistical information of tax collected. Following the orders passed by the higher authorities and performing the duties according to their advice and

helping to Manager. In generally assist the Head of the section in what-ever manner desire in the proper functioning of the section.

- **Duties & responsibilities of Second Division Clerk :-**

The Second Division Clerk has to work as per the instructions of Higher Officer. The papers and files received from receiving section regarding Katha Transfer / Bifurcation / Registration and other Miscellaneous papers has to be numbered in P.R. register and forward to concerned Revenue Inspector & Assessor for to take further action. Files and prescribed registers has to be maintained properly and in order. Maintenance of D.C.B. work/ Appeal / BMP lease and rent properties/ Court cases/ Right to information act, Special notice / Reply letters/ Endorsement and other file to be get signature by the officer and sent to concerned Revenue Inspector, Assessor and General Public and keep all the files and records in order.

<b>Name</b>	<b>Ward No</b>	<b>Area</b>
Kum. L. Sumathi, S.D.C.	Ward No. 80	Hoysalanagar
Sri. Nageshwar Rao, S.D.C	Ward No. 113	Jeevanbhimanagar
Sri. Nageshwar Rao, S.D.C (Incharge)	Ward No. 113	Konena Agrahara

- **Duties & responsibilities of Revenue Assessor & Revenue Inspector.**

Each Revenue Inspector and Assessor is responsible to put up proposal for Katha Transfer / Bifurcation / Clubbing / Appeal / Registration and other miscellaneous papers. Supervision over the work of Tax Inspector, regarding collection of property tax, verifying of Khridhi so has to ensure that collection has been remitted to Banks. Survey of the area, maintenance of lease properties. And collection there by and verification of escape of assessments and fixing the tax in the interest Revenue collection.

- **Duties & responsibilities of Tax Inspector's**

Collection of house taxes, maintenance of Khirdhi, Hand Book, Baki Patti, Etc., The collected amount has to be remitted to the Bank after verification by concerned Revenue Inspect / Assessor and the manager and information along with chalan has to be furnished to the concerned case worker. He has to assist Election work and other works instructed by the higher officer. Serving demand notice for collection of house taxes. And also ensure to collect the Dishonored cheques which as been default in payment of tax.

- **Duties & responsibilities of class IV Employees**

Class IV Employees has to work as per the instructions of Higher Officer and carryout the work attached to the officers and office, the Tapal Duty and other works.

### **III) Guidelines followed during supervision and responsibilities: -**

Receiving the applications forms from the public's and forwarding same to the Sub-ordinate Officers concerned. Reminding them within the stipulated time and verifications of replies, attention to give proper information to the general public.

### **IV) Criterieas followed while Executing :-**

The Criteria's prescribed in the right to information Act 2005 and following the guidelines issued by the Higher Officers time to time and furnishing the information to the general public under KMC Act 1976.

**V) The Hand book, Annexure, Exchanges rules followed by employees which are comes under the Control or having implementation of actions.**

Proposed works to be maintained and implementation of directions issued by Higher Officer.

**VI) List of Office Records in the Department :-**

- |  |  |
|--|--|
| 1. Attendance Register.                | 16. Audit register   |
| 2. C.L. Register,                      | 17. A.C., D.C. & N.D.C. Bill register                      |
| 3. Late attendance register            | 18. K.T.R./ P.R register                                   |
| 4. Movement control register           | 19. Assessment register                                    |
| 5. Acquaintance register               | 20. Mutation register                                      |
| 6. Cash Book                           | 21. Appeal register  |
| 7. Cheque Book                         | 22. Tax Remission register                                 |
| 8. Employees Service Registers         | 23. Daily collection register                              |
| 9. Advance register                    | 24. Khirdhi Book / Hand Book                               |
| 10. Receiving and Dispatching register | 25. Baki Patti Book  |
| 11. Stationery register                | 26. Office Dairy   |
| 12. Furniture register                 | 27. Lease & Rent Book                                      |
| 13. Receipt issued register            | 28. Lease D.C.B. Book                                      |
| 14. Increment register                 | 29. BMP properties Register                                |
| 15. Telephone Register                 | 30. Right to Information Register.                         |
|  | 31. 2% Stamp duty collection & Misc., collection register. |
|  | 32. Government Properties Register.                        |
|  | 33. Employees daily cash entry Register                    |

**IX) Information Officer and Staff**

Sl. No.	Name & Designation	Address	Phone No.
1	<b>Sri. Sri.S. ESWARA,</b> Assistant Revenue Officer,	Office of the Assistant Revenue Office, Jeevanbhimanagar Sub-Division, 16 <sup>th</sup> A & B Main Road, H.A.L. 2 <sup>nd</sup> Stage, Bangalore - 560038.	9845741719
2	<b>Sri. CHANNIAH,</b> Manager	-do-	25203154
3	<b>Sri.H. KRISHNAPPA,</b> Assessor	-do-	-do-
4	<b>Sri.M. MAHESH,</b> F.D.A	-do-	-do-
5	<b>Sri.NAGESWAR RAO,</b> S.D.C	-do-	-do-
6	<b>Kum. L. SUMATHI,</b> S.D.C	-do-	-do-
7	<b>Sri.S. SHANKAR,</b> Revenue Inspector	-do-	-do-
8	<b>Sri.C. MUNIRANGAIAH.</b> Revenue Inspector	-do-	-do-
9	<b>Sri.C. SRINIVAS,</b> Revenue Inspector	-do-	-do-

10	<b>Sri.W.D. RAGHUNATH,</b> Revenue Inspector	-do-	-do-
11	<b>Sri.M. GANESH,</b> Tax Inspector	-do-	-do-
12	<b>Sri.S. RAJENDRA,</b> Tax Inspector	-do-	-do-
13	<b>Sri.SHAMAN G. WALIKAR.</b> Tax Inspector	-do-	-do-
14	<b>Sri.A. KANIK RAJ,</b> Tax Inspector	-do-	-do-
15	<b>Sri.A.O. ANAND,</b> Tax Inspector	-do-	-do-
16	<b>Sri.R. PRABHAKARAN,</b> Tax Inspector	-do-	-do-
17	<b>Sri.R. RAJENDRA,</b> Tax Inspector	-do-	-do-
18	<b>Smt. LAKSHMIDEVI,</b> Peon	-do-	-do-
19	<b>Sri. RAJA,</b> peon	-do-	-do-
20	<b>Sri. R. NAGARAJU,</b> peon	-do-	-do-
21	<b>Sri. G. NAGENDRA,</b> peon		
22	<b>Sri. C. HARIKRISHNAN,</b> Dufder	-do-	-do-
23	<b>Sri. VENKATARAMANAI AH,</b> P.K.	-do-	-do-

**X) Details of Monthly Payment drawn of Official and Staff as per rules**

<b>Sl. No.</b>	<b>Name of the Official</b>	<b>Pay Scale</b>	<b>Basic Pay</b>
1	<b>Sri. S. ESWAR,</b> Assistant Revenue Officer,	10000-18150	10800
2	<b>Sri.CHANNIAH,</b> Manager	10000-18150	10250
3	<b>Sri.H. KRISHNAPPA,</b> Assessor	10000-18150	10500
4	<b>Sri.M. MAHESH,</b> F.D.A	5800-10500	7450
5	<b>Sri.NAGESWAR RAO,</b> S.D.C	5800-10500	5800
6	<b>Kum. L. SUMATHI,</b> S.D.C	5800-10500	5800
7	<b>Sri.S. SHANKAR,</b> Revenue Inspector	6250-12000	7450
8	<b>Sri.C. MUNIRANGAIAH.</b> Revenue Inspector	7275-13350	13000
9	<b>Sri.C. SRINIVAS,</b> Revenue Inspector	7275-13350	8600
10	<b>Sri.W.D. RAGHUNATH,</b> Revenue Inspector	7275-13350	10250
11	<b>Sri.M. GANESH,</b> Tax Inspector	5800-10500	6250

12	<b>Sri.S. RAJENDRA,</b> Tax Inspector	5800-10500	6000
13	<b>Sri.SHAMAN G. WALIKAR.</b> Tax Inspector	5800-10500	6000
14	<b>Sri.A. KANIK RAJ,</b> Tax Inspector	5800-10500	6950
15	<b>Sri.A.O. ANAND,</b> Tax Inspector	5800-10500	6125
16	<b>Sri.R. PRABHAKARAN,</b> Tax Inspector	5800-10500	6250
17	<b>Sri.R. RAJENDRA,</b> Tax Inspector	5800-10500	6000
18	<b>Smt. LAKSHMIDEVI,</b> Peon	4800-7275	5600
19	<b>Sri. RAJA,</b> peon	4800-7275	6250
20	<b>Sri. R. NAGARAJU,</b> peon	4800-7275	4800
21	<b>Sri. G. NAGENDRA,</b> peon	4800-7275	4800
22	<b>Sri. C. HARIKRISHNAN,</b> Dafedhar	5200-8200	5300
23	<b>Sri. VENKATARAMANAIAH,</b> P.K.	5200-8200	7450

XI) **Details of grants reserved under the Head of Account budgeted for the year 2005-06 :-**

***NOT APPLICABLE.***

XII) **Details of Beneficiaries such programmes and method of implementation of amount distributed involved and intensives programme.**

***NOT APPLICABLE.***

XIII) **Details of holders of authority letter, permission letter and Exemption letter given to those :-**

***NOT APPLICABLE.***

XIV) **Details pertains to information available with them or having electronic media conversion :-**

Details of all properties owner name and other details has computerized pertaining to the Assistant Revenue Office (Jeevanbhimanagar) Sub-Division.

XV) **Details of facilities available to get information for publics with in the working hours, Library and reading rooms, Maintained for public purpose :-**

***NOT APPLICABLE.***

XVI) **Details of Designation and Name of the Officer of Public information :-**

**Sri. FRANCIS**, Revenue Officer (C.V.Raman Nagar) – Appeal Officer  
**Sri. S. ESWARA**, Assistant Revenue Officer (Jeevanbhimanagar)  
Public Grievance Officer.

XVII) **Revising of Notification upto date, every year further and publishing other proposed information :-**

Regarding the Revenue Department ordinary and other information have been installed in the **Web-site ([www.bmponline-org](http://www.bmponline-org))**

**Assistant Revenue Officer  
Jeevanbhimnagar Sub-Divison,  
Bruhat Bangalore Mahangara Palike**