

# Bruhat Bangalore Mahanagara Palike

Office of the Assistant Executive Engineer  
Padmanabhanagara Sub Division

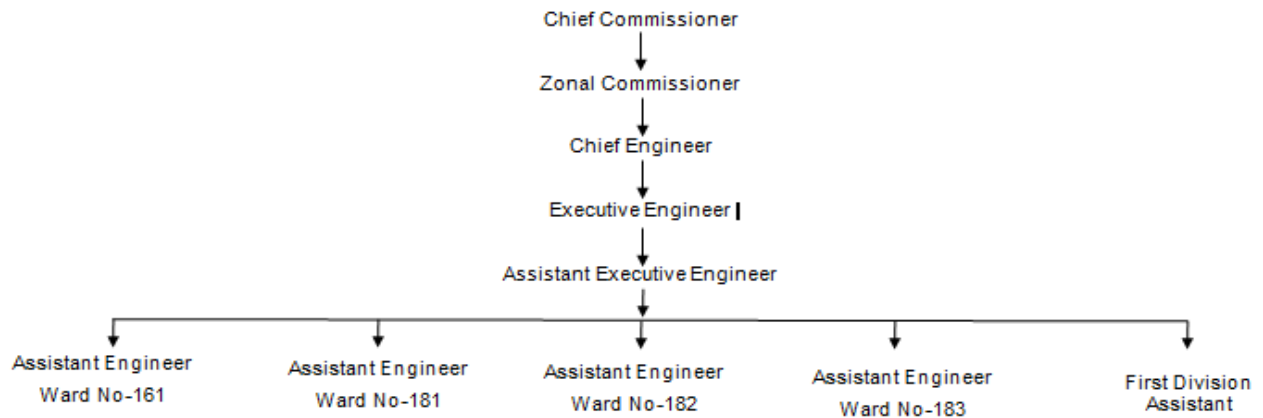
## Template for Section 4 (1) (a)- indexing and cataloging of all information

Sl. No.	Date on which Opened (Files to be listed Chronologically)	Category A,B,C,D,E,	File No.	Subject of file	Location of file	Date on which file can be destroyed/ custodian of file
1	01-04-2021	A	V-1	Acquaintance register	Almara-1	
2	-	A	AEE, WI, FDA, Group-D and 3 Gangmens Total-7	Service registers	Almara-1	
3	-	B	AEE, WI, FDA, Group-D and 3 Gangmens Total-7	Personal Files	Almara-1	
4	01-04-2021	C	V-1	Tele phone bill File	Almara-3	
5	01-04-2021	C	V-1	Electricity Bill File	Almara-3	
6	01-04-2021	C	V-2	SBR register	Almara-1	
7	01-04-2021	C	V-5	road cutting permission	Almara-1	
8	01-04-2021	D	V-7	PO & CO register	Almara-1	
9	01-04-2021	D	V-16	RTI register	Almara-2	
10	01-04-2021	D	V-37	In word register	Almara-2	
11	01-04-2021	D	V-33	Out word register	Almara-2	
12	01-04-2021	D	V-1	Tapal book	Almara-2	
13	01-01-2019	B	V-7	Permanent Staff Attendance	Almara-2	
14	01-04-2021	B	V-1	Contract Staff Attendance	Almara-2	
15	01-04-2021	A	V-1	Circular File	Almara-1	

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

Sl. No.	Name of the Organisation	Address	Aims	Functions
1	Office of the Assistant Executive Engineer, Padmanabhanagara Sub Division (South Zone)	Assistant Executive Engineer Padamanabhanagar Sub Div, Padamanabhanagar Bengaluru-560070	Implementation of Duties and responsibilities as per PWD Departmental Code and Bruhat Bangalore Mahanagara Palike Act- 2020	Construction and Maintenance of Roads, drains, culverts and other civic amenities and their maintenance in ward level and Redressal of Public grievances

### Organization Structure of Padamanabhanagar Sub Division



**Section 4 (1) (b) (ii)- Powers and duties of Officers and employes**

Sl. No.	Designation of the Official/employee	Duties allotted	Powers
1	Muralidhar.N Assistant Executive Engineer	Construction and Maintenance of Roads, drains, culverts and other civic amenities and their maintenance in ward level and Redressal of Public greivences and Any other works allotted by higher authority	Duties and responsilites as per PWD Departmental Code and Power Delicated by Chief Commissioner and Zonal Commisioner for implementation of BBMP Act-2020
2	Raghavendra Assistant Engineer	Planning & Estimation of civil works by ward Engineers based on the ward survey regarding the work requirement Executions of works by ward Engineers along with contractors. Attending RTI application. Preparation of bills for payment by ward Engineers based on check measurements taken & recorded in the measurement book. in Ward No 161, 181, 182 & 183	Asssiting Assistant Executive Engineer in implementation of BBMP Act-2020
3	Sachin Contract Engineer	Redressal of Public greivences and Any other works allotted by higher authority in Ward 183 and W181	Asssiting Assistant Engineer in implementation of BBMP Act-2020
4	Keerthi Contract Engineer	Redressal of Public greivences and Any other works allotted by higher authority in Ward 161	Asssiting Assistant Engineer in implementation of BBMP Act-2020
5		Prepare the Salary bills, Answers to RTI Application Maintenance of all office Files and records	
6		Office Assistants	
7		Office Assistants	
8		Office Assistants	

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

Sl. No.	Activity	Description	Decision- making process/time limit for taking decision/Channels of Supervision and accountability	Designation of final decision authority
1	Civil works	Planning & Estimation of civil works by ward Engineers based on the ward survey regarding the work requirement	Ward Engineers submit the plan & estimation to Assistant Executive Engineer who in turn scrutinize and forward to Executive Engineer	Chief Commission er/ Zonal Commission er
		Once the estimation/ work is approved by the concerned authority tender will be \called for executions	Executive engineer is responsible for calling/ receiving/ opening of tender.	Government of karnataka/ Chief Commission er/ Zonal Commission er
		Executions of works by ward Engineers along with contractors	Assistant Executive Engineers supervise the execution of civil works. If there are any bottlenecks in executions he direct the ward Engineers to look in to the matter	Chief Commission er/ Zonal Commission er/Chief Engineer/ Executive Engineer
			According to tender provisions work execution is completed within tender period from the date of work order.	Chief Engineer/ Executive Engineer
		Preparation of bills for payment by ward Engineers based on check measurements taken & recorded in the measurement book	Assistant Executive Engineer scrutinize the MB/bills and submit the bills to Executive engineer for payment.	Chief Commission er/ Zonal Commission er

2	Salary payment	FDA prepare the salary bills during the month end based on staff attendance & submit to AEE	Assistant Executive Engineer scrutinize and approve the bill and forward to ACF for payment. The whole process takes about 1 week	Chief Commissioner/ Zonal Commissioner
3	Disposal of RTI applications	FDA prepare reply by collecting the answers from concerned assistant engineers and submit to the AEE	AEE scrutinize the letter and approve. The reply letter will be sent to the concerned applicant. The process takes about 3 to 5 days.	Chief Commissioner/ Zonal Commissioner
4	Disposal of Other Official/ public letters	FDA prepare reply by collecting the answers from concerned assistant engineers and submit to the AEE	AEE scrutinize the letter and approve. The process takes about 3 to 5 days.	Chief Commissioner/ Zonal Commissioner

**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 ( Citizen's Charter, Service Charter, etc.)
<b>Similar to the section 4(1) (b) (iii)</b>				

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

Sl. No.	List of Acts, rules, regulations, instructions,	List of Act, rules, etc.
1	PWD code 1 and PWD code 2	All applicable rules and acts
2	BBMP Act 2020	All applicable rules and acts

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

Sl. No.	Category of the document	Title of the document	Custodian of the documents
1	A	Acquaintance register	FDA
2	A	Service registers	FDA
3	B	Personal Files	FDA
4	C	Tele phone bill File	FDA
5	C	Electricity Bill File	FDA
6	C	SBR register	FDA
7	C	Road Cutting Permission register	AE/FDA
8	D	PO & CO register	AE/FDA
9	D	RTI register	FDA
10	D	In word register	FDA
11	D	Out word register	FDA
12	D	Tapal book	FDA
13	B	Permanent Staff Attendance register	FDA
14	B	Contract staff Attendance register	FDA
15	A	Circular File	AE/FDA

**Section 4 (1) (b) (vii)-Arrangment for consultation with, or reperesentation by the members of the public in relation to**

Sl. No	Function/Service	Arrangments for consultation with or representation of public in relation	Arrangments for consultation with or representation of public in relation with policy
<b>Not Applicable</b>			

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

Name of board, council,	Composition	Powers and functions	Whether its meeting
<b>Not Applicable</b>			

**Section 4 (1) (b) (ix)-& Section 4 (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	Muralidhar N	AEE	9480688254	Rs56,800.00	
2	Raghavendra T	AE	9480688182	Rs51,400.00	
4	Mukeshkumar M B	WI	9880204057	Rs40,900.00	
3	Nagalakshmi C	FDA	080-26790411	Rs30,350.00	
5	Lavanya C B	Group D		<a href="mailto:aeeepnbbmp@gmail.com">aeeepnbbmp@gmail.com</a>	Rs20,400.00
6	Narayan	Gangman		Rs31,100.00	
7	Kumaran R	Gangman		Rs25,800.00	
8	Krishna	Gangman		Rs31,100.00	

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

Sl No	Agency/ Budget head	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, report, notice board)
1	2021-22	Rs.1810.00 Lakhs		-	<a href="https://accounts.bbmgov.in/vsswb/">https://accounts.bbmgov.in/vsswb/</a>

**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**

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

**b) Describe the manner of execution of subsidy programme**

Sl No	Name of the 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**

Sl No	Name and the 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 in electronic form**

Sl No	Electronic data	Description (site address/location where available,etc.)	Contents of title	Designation and address of the custodian of
1	<a href="https://accounts.bbmgov.in/vsswb/">https://accounts.bbmgov.in/vsswb/</a>		Bruhat Bengaluru Mahanagara Palike Integrated Financial Management System	

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

Sl No	Facility	Description (location of facility/ name,etc)	Details of information available
1	RTI Cell	RTI Cell, BBMP head office, N.R.Square, Bangalore 560002	Application received in the RTI cell are answered based on informations gathered from respective Division

**Section 4 (1) (b) (xvi)- Names, Designation and other particulars of public information officers****a) Public Information officer (PIO)**

Sl No	Name of the office/ administrative unit	Name and Designation of PIO	Office tel.No Residence tel.No	E-mail
1	Office of the Assistant Executive Engineer, Padmanabhanagara Sub Division (South Zone)	Muralidhar.N Assisitant Executive Engineer	9480688254	<a href="mailto:aeepnbbmp@gmail.com">aeepnbbmp@gmail.com</a>

**b) Asst. Public Information officer**

Sl No	Name of the office/ administrative unit	Name and Designation of APIO	Office tel.No Residence tel.No	E-mail
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**c) Appellete authority**

Sl No	Name of the office/ administrative unit	Name and Designation PIO	Office tel.No Residence tel.No	E-mail
1	Executive Engineer,	Srinivasan.T, Executive Engineer	Executive Engineer:-9480688286,	<a href="mailto:eepnbbmp@gmail.com">eepnbbmp@gmail.com</a>

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

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**Assistant Executive Engineer  
Padmanabhanagara -Sub Division**