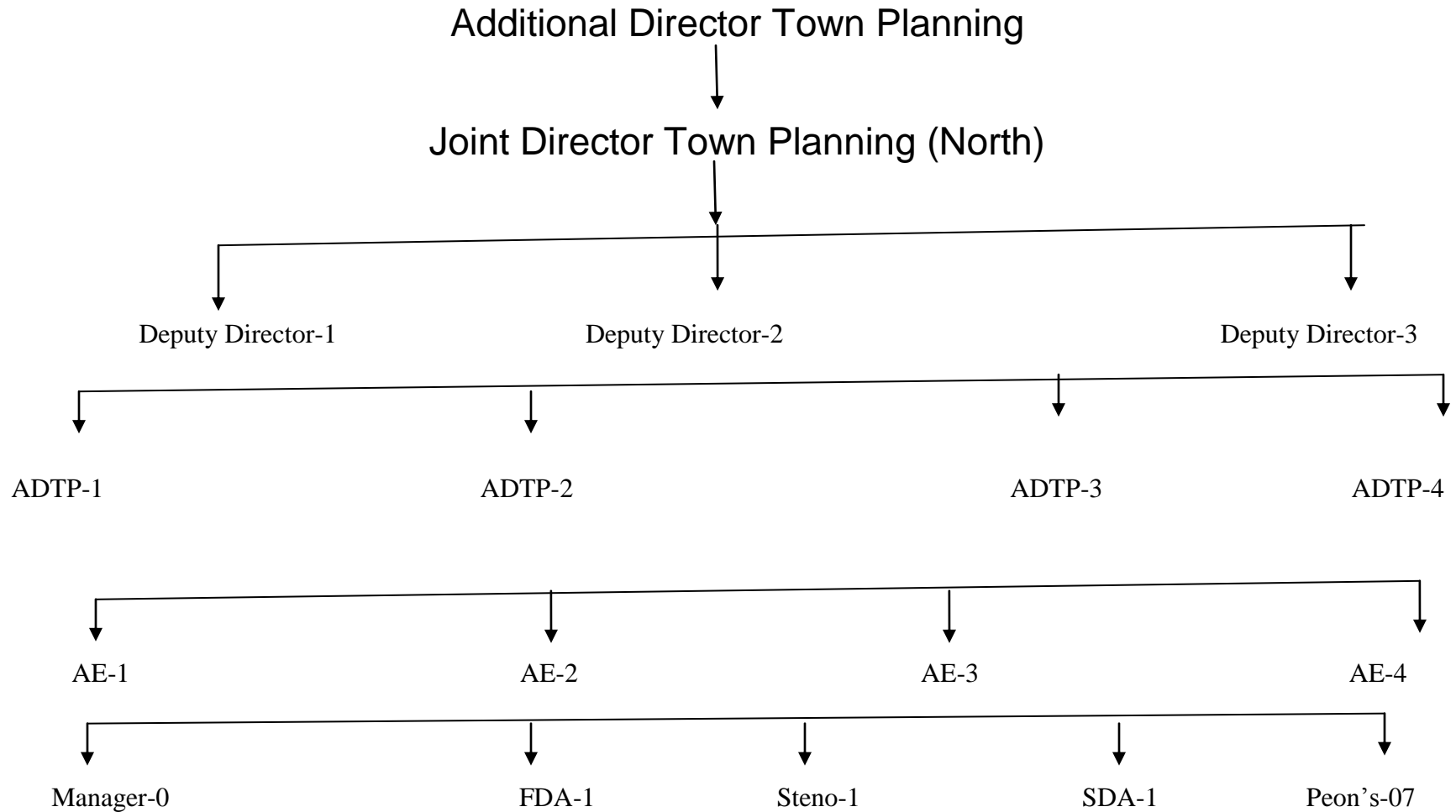


For the year 2023-24

4 (1) B: (i) The Particulars of its organization, functions and duties;

JOINT DIRECTOR TOWN PLANNING (NORTH) SECTION ORGANISATION FLOW CHART



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

HEAD OFFICE

1. Sanctioning of plan consisting of:-
 - a) 2 B + Any of number of floors
 - b) B+G+4 UF & above
 - c) > 15 m Height.
 - d) For all the cases where Development Plan is approved by BDA.
2. Issuing of Commencement Certificate & Occupancy Certificate

ZONAL ADTP' S OFFICES

1. Sanctioning of plan consisting of:-
 - a) B+G+3 UF < 15m
 - b) B + S+ G+3 UF < 15 m
 - c) <15 m Height
2. Issuing of Commencement Certificate & Occupancy Certificate.

Sl No	Designation of the official		Powers
1	Chief Town Planner	Head of Town Planning section	
2	Additional Director	Head of the Town Planning Section, BBMP <ul style="list-style-type: none"> • Recommendation of proposals for Plan sanction and Occupancy Certificate. • Issue of Commencement Certificate • Giving technical opinion relating to Zoning Regulation and Building Bye-laws. • Attending Government level meeting regarding matters related to the Town Planning. • Planning proposals for infrastructure development. 	As per the orders of the Commissioner letter ION/PR/43/2009-10 Dated: 22-03-2012. <ul style="list-style-type: none"> • The power has been delegated to the Additional Director for recommendation of proposals of Plan sanction / Occupancy Certificate to the Commissioner. • Issue of Commencement Certificate.

		<ul style="list-style-type: none"> • Discharging duties as PIO and Appellate officer in respect of RTI cases. • Conducting monthly meetings. • Attending meetings held at Bangalore Development Authority. • Any other work assigned by the Commissioner from time to time. 	
3	Joint Director	<p>At Bruhat Bangalore Mahanagara Palike various types of Building Plans are sanctioned and issued at three levels viz., at, Main Office (Head Office),. There are 4 zonal offices–East, Mahadevapura, Yelahanka and Dasarahalli. Recommendation of proposals and issuing of Plan sanction, Commencement Certificate & Occupancy Certificate.</p> <ul style="list-style-type: none"> • Giving technical opinion relating to Zoning Regulation and Building Bye-laws. • Submitting Planning Proposal for infrastructure developments. • Inspection of sites prior to recommendation for sanction of building plan, Commencement Certificate & Occupancy Certificate. • Discharging drawing officer duties. • Any other work assigned by the Addl. Director and higher officer's from time to time. 	<p>Verification of collection of various fees transactions and deposits of the same to the designated bank.</p> <ul style="list-style-type: none"> • Drawing salary of officials. • Submitting with suitably remarks recommendations of all proposals in respect of Plan sanction, Commencement Certificate & Occupancy Certificate as submitted by DDTP for approval and issue of the same on approved by Competent Authorities. • Registration of Architects / Structural Engineer/ Qualified Engineers / Supervisors.

Section 4(1)(b)(ii)-Powers and duties of officers and employees Joint Director of Building License Cell (North) Division comprises of East, Mahadevapura, Yelahanka & Dasarahalli Zones pertaining to BBMP Head Office.

Sl. No.	Designation of the official/ employee	Duties and responsibility	
1	Sunil Kumar P chief Town Planner	Head of Town Planning section	Building Byelaw – 2003 & RMP – 2015 Opinion given various Department .
2	B.N.Girish Addl. Director Town Planning	Head of Town Planning section. Responsible for Plan sanction / CC / OC in North & South division. PIO & Appellate Authority under RTI Town Planning North & South	
3	B.G.Govindaraju Joint Director (North)	Head of Town Planning section (North). Responsible for Plan sanction / CC / OC in North division. PIO & Appellate Authority under RTI for JDTP (North Division)	

4	P.Shanu Deputy Director (North)-	To put up files for plan sanction / CC / OC & Other technical & RTI files and any other work assigned by the Joint Director (Town Planning-North) from time to time and also APIO for RTI .	Scrutiny of proposals submitted by ADTP's / AE's / TP's with suitable recommendations to JDTP for onward submission to higher authorities for approval.
5	Savithri Patil Deputy Director (North)-		
6	K.A.Shantha Raj Deputy Director (North)-		
7	Lakshman Asst. Director (North) -	To put up files for plan sanction / CC / OC & Other technical & RTI files and also verification of buildings along with higher officers approved by the Central Office and any other work assigned by the Joint Director (Town Planning-North) from time to time	Detailed scrutiny of all proposals submitted by the subordinate staff viz., AE's / JE's / TP's with reference to Building Bye-laws & Zoning Regulations concerning plan sanction / Commencement Certificate / Occupancy Certificate and recommending on files to DDTP for onward submission to JDTP. Processing of files on technical opinion regarding planning matters, road widening proposals, revision of Building Bye-laws and any other issues assigned from time to time by higher authorities. PIO for RTI related matters.
8	Dayanand Asst. Director -		
9	Dhruvaraj Asst. Director (North) -		
10	H.C.Ramachandra Asst. Director (North) -		
11	N.S.Thippeswamy AE	To put up files for plan sanction / CC / OC & Other technical & RTI files and also verification of buildings along with higher officers approved by the Central Office and any other work assigned by the Joint Director (Town Planning-North) from time to time	Initial scrutiny of all proposals regarding plan sanction received through on-line / off-line and processed with specific recommendations to ADTP's for onward submission to higher
12	Shruti Bai TP		
13	Sushma Keshava C TP		
14	Sumanjali TP		

			authorities. Processing of files for issue of Commencement Certificates /Occupancy Certificates with due recommendations to ADTP for onward submission to DDTP. Submission of RTI related matters to PIO's To attend any miscellaneous works assigned from time to time by the higher authorities.
16	G.SWETHA FDA	Designated to work in the section on establishment matters. Preparation of pay bills, increments of the officers and officials of Joint Director (Town Planning-North) and also maintenance of the Service Register and personnel files of the officers / officials. Receiving fresh submission of the building plans and acceptance of initial Demand Drafts for the plan proposals and its remittance, maintenance of CC and OC registers, preparation of Building Licence plan and drawings.	
17	Vijaya N, Steno	O.O.D to Council Section, BBMP office.	
18	L.Prem Kumar SDA	To look after inward & outward tappal of the North section, to distribute the relevant papers to the concerned Asst. Engineer's and Junior Engineer's, FDA and others. To receive Applications for Building Plans / Occupancy Certificate / Commencement Certificate and any other work assigned by the Joint Director (Town Planning-North) from time to time. Collection and acceptance of fee in form Demand Drafts and its remittance.	
19	Madegowda Driver	Working in Additional Director Town Planning Driver	
20	Mohana	Peon O.O.D to Commissioner Office	
21	Murthy	Peon	
22	K.M.Anjeneyallu	Peon O.O.D to Chief Town Planner	
23	Raju	Peon	
24	Suresh	Peon	
25	Shiva	Peon O.O.D From Council Section	
26	Govindaraju	Peon O.O.D From Executive Engineer (Road Infra)	
27	Krishna Murthy	Peon O.O.D From Commissioner Office	

28	Sunil	Peon O.O.D to Chief Engineer (South)	
29	Saravana	Peon O.O.D From Chief Engineer (South)	

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
AE/JE	Receipt of Application 1. Verifies the documents / enclosures. 2. Scrutinizes the Building Plans. 3. Inspects the Site / Building. 4. Puts up the file with checklist, site inspection report and his remarks.	This process takes about minimum of 30 days provided applicant furnishes the relevant records as per requirement.	Commissioner
ADTP:	Inspects the Site / Building. 1. Examines the checklist, site inspection report and AE/JE's remarks / note. In case further information is necessary or if there is any discrepancy in the submitted documents or the building plans are not in accordance with the Zonal Regulation / Bye-laws, instructs on the file either to collect the information / to reject the application for the specified reasons. In such a case, the file is retransmitted to the AE / JE who issues an endorsement, under the signature of the Joint Director of Town Planning.		
DDTP:	1. Inspects the Site / Building. 2. Examines the checklist, site inspection report and AE / JE and ADTP remarks / note.		
JDTP:	1. Inspects the Site / Building. 2. Examines the checklist, site inspection		

	<p>report and case worker's and ADTP & DDTP remarks / note.</p> <p>If any clarifications are required, with his remarks on the file it is sent back to the concerned case worker through proper channel.</p>		
ADTP/ DDTP:	<p>In case any doubts are raised by the Joint director of town planning he clarifies the same. In case if any further (more) information is required, it will be obtained. Again the file will be resubmitted through proper channel to JDTP.</p>	<p>This process takes about minimum of 30 days provided applicant furnishes the relevant records as per requirement.</p>	<p>Commissioner</p>
JDTP:	<p>If the documents and the building plans are in order, JDTP puts up the file to the Addl. Director of Town Planning with specific recommendations.</p>		
Addl. Dir TP	<p>Verifies the file & inspects the site / building and submits the file to EIC with recommendations.</p>		
Commissioner:	<p>Approves or rejects the file and send back to Addl. Director</p>		
JDTP	<p>Received from the office of Commissioner is endorsed by JDTP and sent to AE / JE for preparation of fee endorsement. The applicant is endorsed to remit the necessary fees After remittance of the fees to the BBMP the final building plans are signed and issued by the Addl. Director of Town Planning to the concerned.</p>		

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.)
<p>The rules and regulations as per KMC Act 1976 & RMP -2015, KTCP Act 1961 at the office orders issued by the Commissioner, BBMP are to adopted in discharging the official work by the Joint Director.</p>				

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.
	The following acts, rules & regulations are followed while approving the drawings:- <ul style="list-style-type: none">• Karnataka Town & Country Planning Act 1961• Karnataka Municipal Corporation Act 1976• Building Bye-laws 2003• Revised Master plan – 2015 of Bangalore.• NOC's from different departments such as Fire Force Department, Airport Authority of India, BWSSB, BSNL, BESCOM and KSPCB.• Karnataka Civil Service Rules 1958• Karnataka Financial Code Rules• Circulars issued by the Government and BBMP.	

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

Sl. No.	Category of the document Held	Title of the document	Custodian of the document
1	A	SR of Staff -	F.D.A
2	A	Acquaintance Register / Personnel Files	F.D.A
3	A	Receipt Books / Daily Bank Remittance Register	F.D.A
4	A	LP Inward / CC Inward/ OC inward Register	S.D.A
5	A	L.P. Issue Register / Licence Book	F.D.A
6	A	Commencement Certificate & Occupancy Certificate Issue register	
7	B	Case Register	Concerned A.E/J.E/ SDA
8	B	Register for application of RTI	
9	B	RTI Appeal register	SDA
10	B	General / Personnel register	SDA
11	B	Attendance register	F.D.A

12	D	Movement Register	F.D.A
13	D	Casual Leave Register	F.D.A
14	B	Tappal book	FDA /SDA

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
When draft Building By-laws are published in gazette, it is kept open for public suggestions & comments for 30 days. The final Building Bye-laws is prepared after reviewing the public suggestions and incorporating valid suggestions.			

Section 4(1)(b)(viii)- Boards, councils, committees and other 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
There is no Plan Scrutiny Committee as per Commissioner's Order No. ION / PR / 43 / 09-10 dated: 05-04-2010.			

Section 4(1)(b)(ix) (x) A Directory of its offices and employees and there remuneration:

Sl. No.	Name	Designation	Office address / contact number/e-mail ID	Basic Pay
1	Sunil Kumar P	Chief Town Planner		1,07,100/-
2	B.N.Girish	Additional Director of Town Planning	BBMP, Head office Annexure Building 1 st floor, NR Square, Bangalore-	99,100/-
3	B.G.Govindaraju	Joint Director of Town Planning (North)		78,200/-
4	Smt.P.Shanu	Deputy Director of Town Planning (North)		99,961/-

5	Smt.Savithri Patil	Deputy Director of Town Planning (North)	560002 080-22975590 BBMP, Head office Annexure Building 1 st floor, NR Square, Bangalore- 560002 080-22975590	70,850/-
6	Sri.K.A.Shantharaj	Deputy Director of Town Planning (North)		67,500/-
7	H.C.Ramachandrappa AE	Deputy Director of Town Planning (North)		62,600/-
8	Lakshman	Assistant Director of Town Planning (North)		
9	Dayanand	Assistant Director of Town Planning (North)		62,600/-
10	Dhruva Raj	Assistant Director of Town Planning (North)		59,700/-
11	Shruthi Bai	Town Planner		43,100/-
12	Sushma Keshava C	Town Planner		44,200/-
13	Sumanjali	Town Planner		43,100/-
14	N.S.Thippeswam AE	Assistant Engineer		58,250/-
16	G.Swetha FDA	FDA		33,450/-
17	Venkatalakshmi P	FDA		30,350/-
18	Vijaya N, Steno	O.O.D to Council Section, BBMP office.		35,150/-
19	Madegowda	Driver		28,300/-
21	Mohana	Peon O.O.D to Commissioner Office		31,850/-
23	Murthy	Peon		23,500/-
24	K.M.Anjeneyallu	Peon O.O.D to Chief Town Planner		22,400/-
25	Raja	Peon		25,200
26	Suresh	Peon		25,200
27	Shiva	Peon O.O.D From Council Section		--
28	Govindaraju	Peon O.O.D From Executive Engineer (Road Infra)		-

29	Krishna Murthy	Peon O.O.D From Commissioner Office		-
30	Sunil	Peon O.O.D to Chief Engineer (South)		29,600
31	Saravana	Peon O.O.D From Chief Engineer (South)		-

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 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
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Not Applicable

Section 4(1)(b) (xiv) –Details in respect of the information, available to or held by it, reduced in an electronic form:-

Electronic Data	Description (site address / location where available, etc.)	Contents or title	Designation and address of the custodian of information (held by whom)
Scanning & Digitization Records pertaining to plan sanction of the Joint Director (Town Planning) Head office is effective from 01-04-2008 as per the orders of the Hon'ble Information Commission. Digitization of the plan sanction and Commencement Certificate files and send compliance to the Information Commission.			

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
Concerned officers / officials will be available for public contact between 3.30 P.M to 5.30 P.M on all working days.		

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	Joint Director (North)	B.G.Govindaraju J.D. (North)	-	jdtpnorth.bbmp@gmail.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	Joint Director of Town Planning (North)	Smt.P.Shanu Deputy Director	-	jdtpnorth.bbmp@gmail.com
2		Smt.Savithri Patil Deputy Director		
3		Sri.K.A.Shantharaj Deputy Director		

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	Additional Director of Town Planning	B.N.Girish Additional Director	-	Addl.tp.bbmp@gmail.com
2	Joint Director (North)	B.G.Govindaraju Joint Director (North)	-	Jdtpnorth.bbmp@gmail.com

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

The details pertaining to JOINT DIRECTOR TOWN PLANNING SECTION HEAD OFFICE will be published on Bruhat Bangalore Mahanagara Palike Official website www.bbmp.gov.in.

Joint Director of Town Planning (North)
And Public Information Officer, BBMP