

Information under section 4(1)(b) of RTI Act

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

Sl. No.	Name of the organisation	Address	Aims	Functions
1.	A.R.O (Advertisement-South)	Joint commissioner south office 9 th cross 9 th main 2 nd block jayanagar Bangalore-11	To earn revenue to BBMP through different types of advertisements	<ol style="list-style-type: none"> 1. Renewal of Permitted Hoardings 2. Inspection of sites 3. To co-ordinate with different organization 4. Issue of licenses from the office 5. Permission to temporary advertisement banners, Buntings Arches, Cutouts etc.

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 (Advertisement-South)	To look after overall works regarding advertisement department and to discharge the duties pertaining to RTI-2005 and to inspect the records pertaining to administrative report, Audit report and budget estimate	To discharge all the duties regarding advertisement matters.
2.	Revenue Inspector	1) Self Advertising Board works, Commercial Advertising Board, Banners Buntings and cut outs etc, for all this works inspect the spot and put up for orders and also inspect the advertisement companies and check whether they have followed Bylaw rules with in corporation limits 2) before sending legal file to legal sections attend the court case file and prepare the parawise remarks and send it to concerned Advocate 3) inspect the spot and removal of buntings and banners, report to concerned officer.	
3.	Second divisional clerk	Maintenance of files of individual organization checking of calculation regarding advertisement tax and other details. daily collection register, maintains service registers of official preparation of salary bills of staff, telephones bill and contingency bill	
4.	Tax Inspector	Collection of advertisement tax and remittance to bank. Maintenance of D.C.B. Records, Maintenance of Receipts books, Kirdhi books. Giving assistance to revenue inspector in spot verification and removal of unauthorize banners buntings and cutouts.	

5.	Peon	Dispatch of files, Duties as per the officers order	
6.	Peon	Dispatch of files, Duties as per the officers order	

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 perform the duties as per the orders and instructions given by joint commissioner (advt) and joint commissioner south as per KMC act of 1976 sec:134 to 138.	To perform the duties as per the orders and instructions given by joint commissioner (advt) and joint commissioner south as per KMC act of 1976 sec:134 to 138.	To perform the duties as per the orders and instructions given by joint commissioner (advt) and joint commissioner south as per KMC act of 1976 sec:134 to 138. and time limit as per rules.	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 (Citizens Charter, service charter, etc.)
1.	To to furnish reports regarding renew l/permission/ license to hoardings	Advertisement Bye-law 2006	45days	KMC Act 1976 Section 423 (24)
2.	To issue permission to temporary banners buntings cutouts etc.	Advertisement Bye-law 2006	15days	As per KMC Act 1976 Section 134 to 138 and advt bye law 2006

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

Sl. No.	List of Acts, rules, regulations, instructions, manuals	list of act, rules, etc.
1.	Karnataka municipal Corporation Act, 1976 Section 134 to 139	134. Tax on advertisement 135. Prohibition of advertisements without written permission of commissioner 136. permission of commissioner to become void in certain places 137. Owner or person in occupation to be deemed responsible. 138. removal of un-authorized hoardings 139. collection of tax on advertisement

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

Sl.	Category of	Title of the document	Custodian of the document
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No.	the document		
1.	A	Service register	Establishment clerk Second Divison Clerk
2.	A	Stock Book	Second Divison Clerk
3.	A	Government. orders/ circulars	Second Divison Clerk
4.	A	Salary Aquitance book	Second Divison Clerk
5.	A	Advertisement assessment register	Revenue inspector
6.	B	Register of special demand	Revenue inspector
7.	B	Court cases files	Revenue inspector
8.	B	Audit follow up register	Revenue inspector
9.	C	Cash Book	Second Divison Clerk
10.	D	P.R Books	Second Divison Clerk
11.	D	Tappal Books	Second Divison Clerk
12.	D	Attendance register	Second Divison Clerk
13.	D	Annual increment register	Second Divison Clerk
14.	D	Transfer files	Second Divison Clerk
15.	D	Receipt books	Tax inspector
16.	E	Right to information act files	Revenue inspector
17.	E	Casual leave register	Second Divison Clerk

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

The staff working in advertisement section have to receive application form the general public for advertisement of hoardings, banners, buntings and cutouts in BBMP area and to issue permission for the same as per KMC act 1976 and advertisement bye laws 2006.

Section 4 (1) (b) (viii) - Boards, councils, committees and other bodies constituted as put 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 meeting accessible for public
No Subsidy programme			

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
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1.	Smt.L Lakshmi	ARO	Joint commissioner south office 1 st floor 9 th cross 9 th main 2 nd block jayanagar Bangalore-11 Ph: 080-26579743	27433
2.	Sir, G.Mohan Kumar	S.D.C		12770
3.	Sir, R.Srinivasaiah	Revenue Inspector		20403
4.	Sir, Gangadharachar.H.S	Revenue Inspector		19510
5.	Sir, C.G.Nataraj	Tax Inspector		7071
6.	Sir, G.Thimmaraj	Tax Inspector		13918
7.	Smt.H.C.Suchithra	Tax Inspector		12451
8.	Sir,.T.Sanjay Kumar	peon		9450
9.	Smt,Rama	peon		9450

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

NIL

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
No Subsidy programme				

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

Sl. No.	Name of Programme /activity	Application procedure	Sanction procedure	Disbursement procedure
No Subsidy programme				

Section 4 (1) (b) (xiii) - Particulars of recipients of concessions, permits or authorizations granted by the public authority

Sl. No.	Name of 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 to electronic form

Sl. No.	Electronic date	Description site address/location where available, etc	Contents of title	Designation and address of the custodian of information (held by whom)
1.	Website	Advertisement	Street wise list of permitted hoardings	www.bbmp.gov.in

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
Electronic data	www.bbmp.gov.in	Zone wise and street wise list of advertisement hoardings

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

a. Public information officer (PIO)

Sl. No.	Name of office / administrative unit	Nature & designation of PIO	Office tel No
1.	Assistant Revenue officer (Advertisement South)	Smt, L.Lakshmi	26579743

b. Asst. public information officer

Sl. No.	Name of office / administrative unit	Nature & designation of APIO	Office tel No
1	Revenue Inspector A.R.O (advt south)	Sri, R.Srinivasaiah	26579743

C. Appellate authority

Sl. No.	Name of office / administrative unit	Nature & designation of Appellate authority	Office tel No
1.	Joint commissioner south office 2 nd floor 9 th cross 9 th main 2 nd block jayanagar Bangalore-11	Sri,A.B. Hemachandra	080-22975701

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

Please give any other information of details of publications which are of relevance or of use to the citizens or which are frequently asked by the public.

Asst. Revenue Officer
Advertisement south
Bruhat Bangalore Mahanagara Palike