

TEMPLATE FOR SECTION 4(1) (A)

INDEXING AND CATALOGUING OF ALL INFORMATION

S L. N O	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	CUBBOARD	A	----	CASH BOOKS	SELF 01	VICE PRINCIPA L
2	-----	-----	----	AQIUTTANCE BOOKS	SELF 02	-----
3	-----	-----	----	ATTENDENCE REGESTERS	SELF 03	-----
4	-----	-----	----	RECOVERY REG VOLUM -1	04	-----
5	-----	-----	----	INDENT BOOKS VOLUME-1-2	04	-----

TEMPLATE FOR SECTION 4(1) (B)(1)

ORGANISATIONAL STRUCTURE, AIMS AND FUNTIIONS.

SL. NO	Name of the organization	Address	Aims	Functions
	UNDER CONTROLLING OF B.B.M.P AND EDUCATION OFFICER'S			

TEMPLATE FOR SECTION-4(1) (6)(II)

POWERS AND DUTIES OF OFFICERS AND EMPLOYEE'S

SL .NO	Designation of the official/employee	Duties allotted	Powers
1	VICE PRINCIPAL	ADMINISTRATIVE FUNCTIONS	SALARY DRAWING AND DISBURSHMENT
2	ASSISTANT MASTERS	a) TEACHING b) VALUVATION c) EXAM SUPERVISION	NO POWERS
3	DRAWING TEACHERS	-----	-----
4	CRAFT TEACHERS	-----	-----
5	PHYSICAL EDUCATION TEACHER	DRILL MASTER	-----
6	CLERKS	ROUTEEN WORK	-----
7	PEONS	-----	-----
8	POWRA KARMIKAS	-----	-----

TEMPLATE FOR 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
NO DICISION MENT TO ANY PLACE CONTROLLED BY B.B.M.P			

TEMPLATE FOR SECTION – 4(I)(B)(IV)

NORMS SET FOR THE DISCHARGE OF FUNCTION

SL NO	Function/service	Norms/standards of performance set	Time-frame	Reference document prescribing the norms (Citizens, charter, service carter, etc)
1	TEACHING	AS PER THE DEPARTMENTAL INSTRUCTION	PEREODICALLY	NOT APPLICABLE
2	EXAM WORK			
3	VALUVATION			
4	PUBLICATION WORK			
5	MAKING RESULT SHEET			
6	ANNOUNCEMENT OF RESULT SHEET (etc)			

TEMPLATE FOR SECTION – 4(1)(B)(V)

RULES, REGULATION, INSTRUCTIONS, MANUALS AND RECORDS HELD/USED

SL .NO	List of Acts,rules,regulations,instruction,manuals	Gist of Act,rules,etc.
1	AS PER K.C.S.R RULES	
2	EDUCATION MANUAL	

TEMPLATE FOR SECTION 4(1)(B)(VI)

CATEGORIES OF DOCUMENTS HELD

SL.NO	Category of the document	Title of the document	Custodian of the document
1	Service Registers	High School Staffs	Vice Principal
2	Personal Finals	-----	-----
3	Audit Fallow Register	-----	-----
4	Old Fee Record Book	-----	-----
5	Recovery Book	-----	-----
6	Old LPC Book	-----	-----
7	Scholarship Book	High School Student	-----
8	Old LPC Book	Ret, Red AMS	-----
9	Admission Files	High School Student	-----
10	Results Sheets	-----	-----
11	Marks Register	-----	-----
12	T C Issued Book	-----	-----
13	T C Issued Book (Private Candidate)	-----	-----
14	Subsidiary Register	-----	-----

TEMPLATE 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 & designations of granting authority
1	SC – ST Scholarship	If Students Applicable If Sanctions	Not Available	Social Welfare Department Yelahanka
2	Muslim Students Minority Scholarship			Some Muslim Wakf Dept

TEMPLATE 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)
NO ELECTRONIC VIDIO				

TEMPLATE 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
Admission instructions will be announced notice board as well as by public get details.		

TEMPLATE 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 & designation of PIO	Office Tel.No. Residence tel.no Fax	E-mail
	Education officer BRUHAT BANGALORE MAHANAGARA PALIKE (BBMP)			

B. ASST. PUBLIC INFORMATION OFFICER

SLNO.	Name of the office/administrative unit	Name & designation of APIO	Office Tel. NO. Residence Tel.No.	E-mail
	Asst Education Officer Mayohall (east) BRUHAT BANGALORE MAHANAGARA PALIKE (BBMP)			

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
	Deputy Commissioner BRUHAT BANGALORE MAHANAGARA PALIKE (BBMP) AND EDUCATION DEPARTMENT			

TEMPLATE SECTION 4(1)(B)(XVII)

**ANY OTHER USEFULL INFORMATION
REQUENTLY ASKED BY THE PUBLIC**

PLEASE GIVE ANY OTHER INFORMATION OF DETAILS OF PUBLICATIONS WHICH ARE OF RELEVANCE OF USE TO THE CITIZENS OF WHICH ARE FREQUENTLY ASKED BY THE PUBLIC.

BRUHAT BANGALORE MAHANAGARA PALIKE (BBMP)

TEMPLATE 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 HEREOF**

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
	ALL POLICY'S FRAMED BY BBMP AND EDUCATION DEPARTMENT WE WILL BE FALLOWED.		

TEMPLATE SECTION 4(1)(B)(VIII)

**BOARD,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
	AS PER B.B.M.P		

TEMPLATE SECTION 4(1)(B)(IX) AND 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.
DISBURSHMENT OF DRAWING OFFICERS DETAILS				SEPTEMBER-2011 GROSS SALARY
1	Sri. Kumar H.J	Vice Principal	Not Available	26,288/-
2	Smt.Vijaya Bai Hegde	AM		24,925/-
3	Smt. Lathadevi B.V	AM		24,925/-
4	Sri. Lakshman N. Naik	AM		24,925/-
5	Sri. Markandeya B.S	AM		24,394/-
6	Smt. Habeebunnisa	AM		25,707/-
7	Smt. Zulekhabi	AM		25,582/-
8	Smt. Rajini K	AM		25050/-
9	Sri. Ganapathy T Naik	AM		24,925/-
10	Smt. Sameena Banu	AM		24,925/-
11	Smt. Rahat Sultana H	Drawing		31,425/-
12	Smt. Sundaramma B	Craft teacher		31,425/-
13	Sri. Manohara M	S D C		14,975/-
14	Sri. Muniswami V	S D C		13,232/-
15	Sri. Ravikumar S	Peon		15,225/-
16	Sri. Venkata Rama	Peon		15,225/-
17	Sri. Nara Shimhan	Peon		10,388/-
18	Smt. Jayalakshmi T	Peon		14091/-
19	Smt.Manjamma	Peon		10,388/-
20	Sri.Balarama	P.K		15,225

TEMPLATE 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			

TEMPLATE 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