

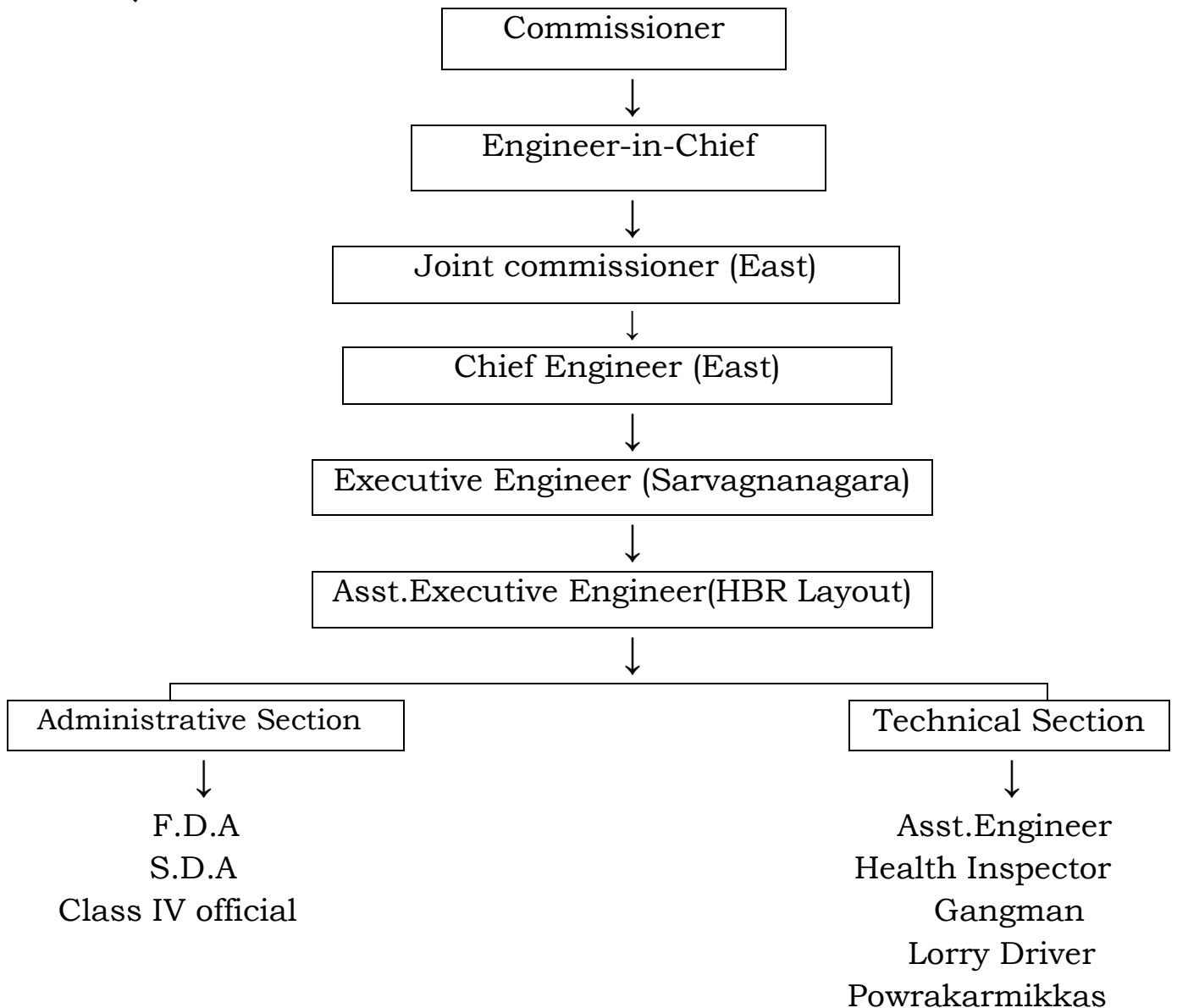
# **RIGHT TO INFORMATION (CENTRE) CELL**

**Right to Information Act 2005 as per section 4**

## **1. Duties & Responsibilities of Asst.Executive Engineer, HBR Layout Sub-Division.**

**A) Name of the Office:** Office of Asst. Executive Engineer,  
HBR Layout Sub-Division,  
5<sup>th</sup> Main, 3<sup>rd</sup> Block HBR Layout,  
Bangalore-560043  
Phone: 25441813

**B)**



### **C) Duties & Responsibilities of Officer & Staff**

HBR Layout Sub-Division ward 23,24 and 30 Granting permission to cut the road to have electricity, water supply and sanitary connection to the buildings and Issuing the notice as per KMC act 1976 to the plan violation/ unauthorized construction also implementing court orders and reporting to connected reports. preparing and submitting the annual program me of works preparing estimates approved program me of works and then to submit for approval after getting the approval and work order. The works will be executed as per the approved estimate.

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

#### **1) Sri.Rachappa, Asst.Executive Engineer, (D.O.J 10/02/2010) Duties & Responsibilities of Asst.Executive Engineer,pertaining to HBR Layout Sub-Division**

Executing as ward officer and Assistant Information officer pertaining to HBR Layout Sub-Division ward no 23,24,& 30 Granting permission to cut the road to have electricity, water supply and sanitary connection to the buildings and Issuing the notice as per KMC act 1976 to the plan violation/ unauthorized construction also implementing court orders and reporting to connected reports. preparing and submitting the annual program me of works preparing estimates approved program me of works and then to submit for approval after getting the approval and work order. The works will be executed as per the approved estimate. Inspection of actual measurement and recommending for letter of credit. Controlling of Asst. Engineer, of wards and work inspector. Inspecting the spots and submitting the reports for public complaints/ public grievances pertaining to the wards.

Working as per the instructions of Executive Engineer and all higher Officers and reporting and submitting the relevant reports periodically.

Providing all information to the officers pertaining to this Sub-Division regarding all Officers salary. Annual Increments and Information regarding works.

#### **Duties & Responsibilities of Assistant Engineers**

- |                                   |                                 |
|-----------------------------------|---------------------------------|
| 1) Sri.Siddik.D Ward no 23        | Asst Engineer(D.O.J 11/10/2010) |
| 2) Sri.T.D.Vijay Kumar Ward No 24 | Asst Engineer(D.O.J 26/06/2008) |
| 3) Bargavi Tejasvini.K ward 30    | Asst Engineer(D.O.J 31/05/2010) |

The Assistant Engineer of Concerned wards are the supervisors for all the roads, drains and footpath pertaining of Engineer department. Preparation and submitting for approval for all the works pertaining to wards also attending public grievances pertaining and report to Higher

Officer Executing all works estimate and to repairs of bill for payment . Mainitaing the work of work inspectors and gangman the plan violetion/ unauthorized construction also impleting as per KMC act 1976 and submitting pertaining reports periodically also submitting paravise replys for the court Matters. Executing and following all the instruction issued by higher Officer.

### **Duties & Responsibilities of Gangaman**

1. Sri.A.Mohan Velu.
2. Sri.A.Muniyappa.
3. Sri.R.Mohan.
4. Sri.Mutthu Kumar Velu.
5. Sri.N.Murugesh.

Gangman has to work instructions Higher Officer and carryout the works Like filling of Road cutting pot holes, and desilting of drain Formation of footpath as per direction of ward engineer.

ಭಾರ್ಗವಿ ತೇಜಸ್ವಿನಿ ಪರಿಸರ ಅಭಿಯಂತರರು: ವಾರ್ಡ್ ಸಂಖ್ಯೆ 23, 24, 30ರಲ್ಲಿ ಘನತ್ಯಾಜ್ಯ ವಸ್ತುಗಳ ನಿರ್ವಹಣೆ ಹಾಗೂ ಹಸವಿಲೇವಾರಿ ಬಗ್ಗೆ ಪೂರ್ಣ ಜವಾಬ್ದಾರಿ.

ಕಿರಿಯ ಆರೋಗ್ಯ ಪರಿವೀಕ್ಷಕರು

ಶ್ರೀ.ಅಜೀತ್. ವಾರ್ಡ್ ಸಂಖ್ಯೆ 23, 24 ರಲ್ಲಿ ಕಿರಿಯ ಆರೋಗ್ಯ ಪರಿವೀಕ್ಷಕರ ದಿನನಿತ್ಯ ಬೆಳಿಗ್ಗೆ 6.00 ಗಂಟೆಗೆ ಹಾಜರಿದ್ದು ಪೌರಕಾರ್ಮಿಕ ಹಾಜರಾತಿ ಪಡೆದು ನಿಗದಿಪಡಿಸಲಾದ ಕಾರ್ಯಕ್ರಮದಂತೆ ವಿಭಾಗದ ಹೊಳೆತ್ತಿಸುವುದು ಕಸಗುಡಿಸುವಿಕೆ ಹಾಗೂ ಸಾಗಾಣಿಕೆಗಳ ನಿರ್ವಹಣೆ ಮಾಡುವುದು, ಮೋರಿಹಳಿಂದ ಹೊಳೆತ್ತಿಸುವುದು, ಮೋರಿಗಳ ಸ್ವಚ್ಛತೆ ಹಾಗೂ ಅಕ್ಕಪಕ್ಕದ ಬೆಳೆದ ಗಿಡಗಳನ್ನು ಕತ್ತರಿಸಿ ನೀರು ಸರಾಗವಾಗಿ ಹರಿಯುವಂತೆ ಮಾಡುವುದು. ಸಾರ್ವಜನಿಕ ದೂರು ಅಹವಾಲುಗಳಿಗೆ ಸ್ಪಂದಿಸಿ ಪೌರಕಾರ್ಮಿಕರನ್ನು ಕರೆದೊಯ್ದು ದೂರು ನಿವಾರಿಸುವುದು. ಮೋರಿ ನೀರಿಗೆ ಸೊಳ್ಳೆ ನಿಯಂತ್ರಣ ನಿವಾರಕ ಔಷಧ ಸಿಂಪಡಿಸುವುದು ಹಾಗೂ ಮೇಲಾಧಿಕಾರಿಗಳು ಕೋರುವ ಮಾಹಿತಿ ಕ್ರೋಡೀಕರಿಸಿ ಒದಗಿಸುವುದು. ಸತ್ತ ಪ್ರಾಣಿಗಳ ಕಳೆ ಬರ ತೆಗೆಸಿ ಸಾಗಿಸುವುದು.

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

Receiving the applications form the publics and forwording same to the Sub-Ordinate Officers concerned Reminding them within the stipulated time and Verification or replys attention to give information to the public.

### **IV) Criterieas Followed while Executing**

The Criterias 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 public

**V) The hand book, Annexure, Exchange rules followed by employees which are comes under the control having Implementation of action**

Proposed works to be maintained and implementation of direction issued by higher Officer.

**VI) List of Office Records in the Department.**

1. Attendance Register
2. Road Cutting Permission book.
3. Cash Register
4. Complaint register book.
5. Personal Register.
6. Court case Register
7. Salary Payment book.

**VII) Preparation of working rules or its Implementation concerned public and discussion or its representative making the system details**

Receiving the application form information center form public and informing the concerned Asst.Executive Engineer to give Information and to submit the same to the concerned Officer and action to be taken.

**VIII) Boards, Legislature, committees and other bodies, its parts or suggestion purpose of framed for having two or more persons of bords, Legislature Committees and other bodies,Meetings completed for public or fuctions and its Agendas available for publics and details lits pertains**

Not applicable

**IX) Information Officer and Staff**

<b>Sl no</b>	<b>Name and Designation,</b>	<b>Address,</b>	<b>Phone no,</b>
1	<b>Sri,Rachappa.</b> Asst Executive Engineer HBR Layout Sub-Division,	Office of the Asst Executive Engineer. HBR	25441813

		Layout Sub-Division,5 <sup>th</sup> main 3 <sup>rd</sup> Block	
2	<b>Sri, Siddiq. D.</b> Jonior Engineer,ward no.23	-do-	-do-
3	Sri, T.D.Vijakumar. Asst Engineer,ward no.24	-do-	-do-
4	Bargavi Tejasvini.K Asst Engineer,ward. 30	-do-	-do-
5	Sri,Ajit Jonior Helth inspectore ward no ,23.24	-do-	-do-

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

Sl no	Name of the Officer/ Officeial	Pay Scale	Basic Pay
1	Sri,Rachappa. Asst Executive Engineer HBR Layout Sub-Division,	16000.00	29300.00
2	Sri, Siddiq. D. Jonior Engineer,ward no.23		
3	Sri, T.D.Vijakumar. Asst Engineer,ward no.24	15200.00	27850.00
4	Bargavi Tejasvini.K Asst Engineer,ward. 30	11400.00	20963.00
5	Sri,Ajit Jonior Helth inspectore ward no ,23.24	6500.00	11981.00
6	Obalesh Driver	8000.00	14850.00
7	Mohan.R Gangman	6250.00	11529.00
8	Mohan velu.A	7450.00	13704.00

	Gangman		
9	Muniyappa Gangman	7450.00	13704.00
10	Murgeshan.N Gangman	5000.00	9263.00
11	Muttukumar velu Gangman	6250.00	11529.00
12	Arati. Poura karmika	4800.00	8900.00
13	C,Rajendra. Poura karmika	4800.00	8900.00
14	J.Narasiha Murthy. Poura karmika	4800.00	8900.00
15	Kannamma. (Poura karmika	5800.00	10713.00
16	L.Muniswamy. Poura karmika	4800.00	8900.00
17	A.Jayanna (Poura karmika)	4800.00	8900.00
18	Lingppa . Poura karmika)	4800.00	8900.00
19	M.Penchalaiah. Poura karmika	4800.00	8900.00
20	Muniswamy. Poura karmika)	5900.00	10894.00
21	Nagappa. Poura karmika	4800.00	8900.00
22	Narayappa. Poura karmika	4800.00	8900.00
23	Narayappa. Poura karmika	5800.00	10713.00
24	Pechalamma. Poura karmika	4800.00	8900.00
25	Ramaiah. Poura karmika	3871.00	7177.00

26	Ramalingappa. Poura karmika	4800.00	8900.00
27	Raniyamma. Poura karmika	4800.00	8900.00
28	Shekar. Poura karmika	4800.00	8900.00
29	Susairaj. Poura karmika	4800.00	8900.00
30	T.Lakshmaiah. Poura karmika	4026.00	7466.00
31	Thirupal. Poura karmika	4800.00	8900.00

**ಪೌರಕಾರ್ಮಿಕರು:**

ವಿಬಾಗದ ಕೆಳ ಹಂತದಲ್ಲಿ ಎಲ್ಲಾ ಸ್ವಚ್ಛತಾ ಕರ್ಯಾಗಳು ಅಂದರೆ ಕಸ ಗುಡಿಸುವುದು,ಸಂಗ್ರಹಣೆ ಕಸವನ್ನು ಲಾರಿಗೆ ತಿಂಬುವುದು. ಹಳ್ಳಗಳನ್ನು ಮುಚ್ಚುವುದು.ಸತ್ತ ಪ್ರಾಣಿಗಳ ಕಳೇಬರ ವಿಲೇವಾರಿ ಮಳೆ ನೀರು ಮೋರಿಗಲ ಸ್ವಚ್ಛತೆ ಹುಲ್ಲು ಗಿಡಗಳನ್ನು ತೆಗೆದು ಮಳೆ ನೀರು ಸರಾಗವಾಗಿ ಹರಿಯುವಂತೆ ಮಾಡುವುದು.ಮತ್ತು ಅಧೀಕಾರಿಗಳು ಸೂಚಿಸುವ ಇತರೆ ಕಾರ್ಯಗಳು.

**XI)Details of Grants reserved under the Headof Account budgeted for the year 2010-11**

Not applicable.

**XII)Details of Benefisherries 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 of pertains to information available with then or having electronic media conversion:**

Not applicable

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

Not applicable

**XVI) Details of Desination and Name of the Officer of public information :** at Sub-division level

**Sri.RACHAPPA**, Assistant Executive Engineer

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

All revised information are to be published every year.