

Section 4(1) (b) Indexing and Cataloguing of all Information pertaining to Executive Engineer, CV Ramanagara Division, BBMP

SECTION 4(1)(b)(i)- Original structure, aims and functions

Sl.No.	Name of the Organisation	Address	Aims	Function
1	Executive Engineer, CV Ramannagara Division	Office of the Executive Engineer, CV Ramannagara Division, 2nd H main, Kasturinagara Park Kasturingara Bangalore	EXECUTIVE ENGINEER is the head of the office of C.V. Ramannagara Division and functioning the duties within the frame of rules and regulations as per directions of the Higher Authorities relating to the Correspondence of Mahanagara Palike. Inspection of works personally or submission of reports to the Chief Engineer (East) in respect of works verified and scrutinized by the Technical Staff. Supervision of work of the staff of Division Office with Administrative Control. Calling Tender in respect of approved works. issuing	

SECTION 4(1)(b)(ii)- Powers and duties of officers and employees

Sl.No	Designation of the Official/ employee	Duties allotted	Powers
1	EXECUTIVE ENGINEER	EXECUTIVE ENGINEER is the head of the office of C.V. Ramannagara Division and functioning the duties within the frame of rules and regulations as per directions of the Higher Authorities relating to the Correspondence of Mahanagara Palike. Inspection of works personally or submission of reports to the Chief Engineer (East) in respect of works verified and scrutinized by the Technical Staff. Supervision of work of the staff of Division Office with Administrative Control. Calling Tender in respect of approved works, issuing work orders to the contractors, checking and supervision the work of the Contractors, passing contractors bills and issue of cheques to the contractors.	
2	ACCOUNT SUPERINTENDENT	Senior member of the Establishment and equal to Sub Divisional Officer and Financial advisor to Executive Engineer, supervision of accounts branch, Supervisions of accounts matters, verification of works bills, passing of bills, issuing cheques, furnishing replies to the audit observations, preparation of annual Budget and Maintenance of BR Register (Bill registers) and to entering the work completed bills in the BR register duly numbering. Maintenance of EMD and FSD, etc.,	
3	MANAGER	Supervision of office establishment. Maintenance of staff attendance and verification, Leave sanction register of the staff, obtaining replies from sub division offices in respect of questions of Legislative Assembly and Legislative Council as well as BMP Council and submission of consolidated reports, preparation of staff Budget and Appendix-B, submission of monthly reports to higher authorities. Supervision and arrange for issuance of information from the Concerned, to time to time in respect of applications received under Karnataka information Act – 2005. Maintenance of movement register of the staff, maintenance of lists of assets and liabilities of the Staff and confidential reports etc.	
4	JUNIOR / ASSISTANT ENGINEERS(DRAUGHTSMAN)	C.V. Ramannagara Division is comprising of 7 wards viz. Ward No 50,57,58,79,80,88 & 113. Each of the Engineers has to collect and scrutiny the estimates of works of 7 wards and to submit the report to the Chief Engineer (East) for approval of the Estimates and preparation for technical sanction. Arranging for calling tenders in respect of works specified under each year Budget as approved. Arranging to get executed the agreements from the contractors in respect of works entrusted and arranging for issue of work orders, submission of any other information to the Higher Authorities as required time to time.	

5	First Division Assistant	Auditing of works bills pertaining to ward Nos 50, 57, 58 & 79 of C.V. Ramannagara Sub Division maintenance of 'C' Register preparation of monthly schedule docket, maintenance of MB Books of concerned wards and also to work as per the directions of the higher authorities in respect of any other works.		
6	Cashier (First Division Assistant)	Maintenance of cash register relating to works weekly fund reports, monthly revenue receipts and preparation of monthly account statements and submit to the higher authorities. Issue of cheques to the Contractors for the works bills. Quarterly Income Tax reports. Receipts of Tender application. And DD's Issue of tender books, Report regarding yearly Sales Tax and also other reports connected to cash section. Verifications of MB scrutiny of works bills and to pass the bills, maintenance of work cash book, EMD FSD Register and remittance register.		
7	First Division Assistant	Auditing of works bills pertaining to ward Nos 80, 88 & 113 of Jeevanbheemanagara Sub Division maintenance of 'C' Register preparation of monthly schedule docket, maintenance of MB Books of concerned wards and also to work as per the directions of the higher authorities in respect of any other works.		
8	Second Division Assistant	Inward of daily tappals / applications received from various departments and publics and then to issue to the concerned subject case workers/ sub divisions, maintenance of movement register of files. Forwarded of tappals, receipts, Stationary receipts and issue to the staff daily maintaining a register. Maintenance of service registers of staff and establishment work:- such as preparation of pay bills, maintenance of acquitceance register and cash books of salary disbursement of the staff. Maintenance of files personal of the Engineering staff. Preparation of DC bills. Maintenance of stock register and other works entrusted by the higher authorities.		
9	Typist	To attend typing work of the office and also to attend the works entrusted by the higher authorities		
10	Drivers	To attend the driving work of the vehicle allotted to the division and to maintain the Log-Book.		
11	Tappal Dispatcher	To disperse the signed files and papers to the concerned staff and also to send tappal to the different departments concerned.		
12	Class IV Employees	To open the office well in time, cleaning the office premises and to clean the table and furniture of the office. To attend the work as		
13	Night Watchman	To attend the duties of watch and ward of the office premises during night.		
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	
EE(CVR)	The officer and staff working in the division office is performing their duties as described and as instructed and entrusted by the higher authorities. Works are being taken up on essentiality and importance according to Administrative as well as supervising process as per the list of programme of works within the stipulated grants under respective heads, duly submitting proposals with recommendation to the higher authorities for approval. After completion of work the same will be recorded in the register of the Accounts section filing the concerned files.			
Section 4(1)(b)(iv)-Norms set for the discharge of functions				
Sl.No.	Function/ Service	Norms/standard of performance set	Time- frame	Reference document prescribing the norms (Citizen charter, service charter, etc.)

1	Procedure prescribed by the Govt. of Karnataka (Works and allocation) 1977, Karnataka Transparency in public procurement Act 2002 and KMC Act 1976 being followed duly observing the measures stipulated there in besides following the orders and guidelines of the Commissioner.			
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.	
1	a) Karnataka Civil Service Rules 1958 b) Karnataka Civil Service (General Recruitment) Rules 1977 c) Service Manual d) Office Procedure e) KCS (Conduct) Rules 1966 f) KCS (CCA) Rules 1957 g) KFC h) Treasure Code i) MCE j) Order, Circulars issued by DPAR regarding Service matters. k) Delegation of powers issued by FD from time to time		As per KMC Act 1976 & the Decession will be reviewed by the Commissioner and Passed orders	
Section 4(1)(b)(vi)- Catagories of documents held				
Sl.No.	Category of the document	Title of the document	Custodian of the document	
1	1. Cash Book (work and general) - Cashier 2. Remittance Register - Cashier 3. Deposit Register- Cashier 4. Cheque Books- Cashier 5. Measurement book-- FDC 6. Agreement register- DM 7. Work order Register -DM 8. C Register - FDC 9. Inward and Dispatch Register-SDC 10. other essential register-FDC & SDC			
Section 4(1)(b)(vii)- Arrangement for consultation with, or respresentation by the members of the public in relation to the formulation of policy of implementation there of				
Sl.No.	Function/ Service	Arrangement for consultation with, or respresentation of public in relation to the formulation	Arrangement for consultation with, or respresentation of public in relation with policy implementation	

1	Bruhat BANGALORE Mahangara Palike is in independent body headed by the Commissioner as appointed by the Government and the palike is function with the elected representatives who have taken decision in the discussion held in the palike meeting as per KMC Act 1976 and the decision will be reviewed by the Commissioner and passed final orders			
Section 4(1)(b)(viii)- Boards, councils, committiees and other constituted as part of the public authority				
Sl.No.	Name of board, councils, committiees, etc.	Composition	Powers and functions	Whether its meeting open/ whether minutes of meeting accessible for public
1	Not Applicable			
Section 4(1)(b)(ix) & section 4(1)(b)(x)- Directory of officers. employees and their monthly remunation				
Sl.No.	Name of the officers/ employee	Designation	Office address/ contact number/e-mail ID	Monthly remuneraton etc
1	Sri. H Nagendrappa	Executive Engineer, C.V. Ramannagara Div.	9480683852	20077.00
2	Sri. D Ramakrishnarao	Manager	9980346459	20700.00
3	Sri. Sridhar M	Account Superintendent, (OOD from EE Sarvagnanagara)	9449220037	18365.00
4	Sri HB Kalleshppa	Asst. Engineer (DM)	9481784257	22238.00
5	Gopalaiah	FDA (OOD to Saravganangara)	9845479507	14504.00
6	Sri. Syed Mohinuddin Junedi	FDA (Cashier)	9243028038	16300.00
7	Sri S Krishna	SDA	9535532249	12388.00
8	Sri. Arsoji Rao	Peon	9844125466	11684.00
9	Sri. Padmanabhan	Peon	9880426757	15975.00
Section 4(1)(b)(xi)- Budget allocated to each agency including plans, etc				
Agency	Plan/Programme/scheme/Project/activity/purpose for which budget is allowed	Proposed expenditure as on last year	Expected Outcomes	Report of disbursements made or where such details are available (website, reports, notice board)

Head of Account	50	57	58	79	80	88	113
2010-11 Programme of Works	200.00	200.00	200.00	200.00	200.00	200.00	200.00
Addl Grants	1939.97	525.26	614.97	421.70	424.94	367.98	449.96
22.75% Grants	150.08	150.08	150.08	150.08	150.08	150.08	150.08
Total	2340.05	932.34	1023.05	850.78	855.02	806.06	913.04

Section 4(1)(b)(xii)- Manner of execution of subsidy programs

Sl.No.	Name of Programme/activity	Nature/ scale of subsidy	eligibility criteria for grant subsidy	Designation of officer for grant of subsidy
1	Not Applicable			

**Section 4(1)(b)(xii)- Manner of execution of subsidy programs
b. Describe the manner of execution of the subsidy programme**

Sl.No.	Name of Programme/activity	Appliction Procedure	Sanction Procedure	Disbursement Procedure
1	Not Applicable			

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

Sl.No.	Name and address of recipient institutions	Nature/ quantam of benefit granted	Date of grant	Name and designation of granting authority
1	Not Applicable			

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

Sl.No.	Name of Programme/activity	Nature/ scale subsidy	eligibility criteria for grant of subsidy	Designation of officer for grant of subsidy
1	Not Applicable			

Section 4(1)(b)(xiv)- Information available in electronic forms

Sl.No.	Electronic data	Description (site address/ location where available etc.)	Contents of title	Designation and address of the custodian of information (held by whom)
1	BBMP Website	www.bbmp.gov.in	BBMP Website	IT Adviser (Head Office)

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

Sl.No.	Facility	Description (location of facility/name etc)	Details of information available
1	Not Applicable		

**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
1	Executive Engineer, C.V . Ramannagara Division, 2nd H Main Road Kasturinagara Park Kasturingara, BANGALORE 080- 22975811	H Nagendrappa (Executive Engineer)	9480683852	-
Section 4(1)(b)(xvi)- Names, designation and other Particulars of public information officers b. Appellate authority				
Sl.No.	Name of the office/ administrative unit	Name & designation of PIO	Office tel. no. Residence tel no. fax	E-mail
1	CE(East)	Krishna Swamy	9480683144	
Section 4(1)(b)(xvii)- Any other useful information/ information frequently asked by the public - Please give any other information or details of publications which are of relevance or of use to the citizens or which are frequently asked by the public.				
Sl.No.	Name of the office/ administrative unit	Name & designation of PIO	Office tel. no. Residence tel no. fax	E-mail
1		ಪ್ರತಿ ವರ್ಷ ಪರಿಷ್ಕರಿಸಲಾಗುವುದು		