

Statement Showing the Templates for BBMP departments suo motu disclosure under Section 4(1)(b) of the RTI Act pertaining to Executive Engineer (Hebbal) Division.

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

Sl. No.	Name of the organization	Address	Aims	Functions
1	Sri. N. Vijaya Kumar , Executive Engineer,	Office of the Executive Engineer, Hebbal Division, Queens Road Bangalore 560052	The Executive Engineer, Division, in over all incharge of Hebbal Division. Two Sub-Divisions namely Hebbal Sub-Division and J.C. Nagar Sub-Division comes under Executive Engineer, Division.	Executive Engineer is responsible for submitting and recommending of all the estimates for sanction, submitted by sub-division office and to call tender after obtaining the Administrative sanction and Technical sanction will be given to the estimates upto 10 lakhs. Calling for tenders to the works, evaluation of tenders, After accepting the tender, execution of agreement, Issuing of work order, Inspection and 25% Check Measurement of works, Issue of cheque, to the Contractor etc., Further furnishing information to higher officer as and when called by them. Sanction of increment time to time, monthly salaries to the staff, Approval of 462 notice under KMC Act submitted by Asst. Executive Engineer, Attending inspection and meeting with higher authorities

Section 4(1)(b)(ii) – Powers and duties of officers and employees

Sl. No.	Designation of the official / employee	Duties allotted	Powers
1	<u>Manager</u>	The manager is primarily responsible for the general efficiency of the section in charges and is directly responsible to the officer under E.E (Hebbal) for the efficient and expeditions dispatch of work. And maintenance of office administration work by adopting proper measures for progressing and timely submission of arrears statement and other periodical returns. General supervision over his section in regard to dispatch of work done. Ensuring that the case worker maintains his personal registers properly and up-to date. Maintenance of files and noting on the file, dealing personally with complicated	

		cases. Inspecting the work of every case worker and displaying in the section and maintenance of Attendance and Casual Leave Register, Movement Control Register, Audit report, Right to Information act, as assistant P.I.O scrutinizing the papers put up by the official staff. And then and there to obey the orders of the higher authority and maintain the office clam and tidy
2	Account Superintendent	Financial Advisor to Executive Engineer verification of M.B's bills of contractor salary bills etc., Preparation of Annual Budget, Assistance to Audit and reports to Audit objections, Supervising the accounts staff and scrutiny of tender evaluation, verification of monthly accounts etc., Replies to L.A. Question and relating to accounts
3	Assistant Engineer (Draft Men)	Receiving all estimates and miscellaneous papers, scrutiny of the estimates, submission for sanction, calling for tenders, scrutiny of tender, Evaluation of tenders, Preparing the Agreement, issue of work order, Scrutiny of Revised / Modified estimates, Custodian of Technical sanction register, tender register, Agreement register, Work order register and Personal register, Replies to observation and replies to L.A. Question pertaining to work and building details
4	First Divisional Assistant	Scrutiny of work bill, maintenance of C Register, maintenance of Cash Book. Custodian of cash and paid vouchers, in-charge of Remittance of E.M.D, cost from sale of tender forms, other Revenue accounts
5	Second Divisional Assistant	Personal register and other works. Preparation of salary bills, submission of monthly accounts to BATF. Receiving and dispatching of file, maintenance of RTI register, staff register. Inward and out ward of tappal and other works. Scrutiny of work bills and other works
6	Typist	Typing of Office matters and other works.
7	Class-V	Cleaning the office and assisting the staff. carryout the work attached to the officers and office, the Tapal Duty and other works.
8	Driver	KA-03 2081 Lorry Driver

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
ಸಿವಿಲ್ ಕಾಮಗಾರಿಗಳ ನಿರ್ವಹಣೆ	ಡಾಂಬರೀಕರಣ, ಚರಂಡಿಗಳ ಅಭಿವೃದ್ಧಿ, ಪಾಲಕೆ ಕಟ್ಟಡಗಳ ನಿರ್ವಹಣೆ, ವಾರ್ಡ್‌ನ ರಸ್ತೆ ಹಾಗೂ ಪಾದಚಾರಿ ಅಭಿವೃದ್ಧಿ ಮತ್ತು ವಾರ್ಡ್‌ನ ನಿರ್ವಹಣೆ	ಕಾಮಗಾರಿಗಳಿಗೆ ಟೆಂಡರ್ ಅಹ್ವಾನಿಸುವುದು, ಕಾಮಗಾರಿ ಕಡತಗಳನ್ನು ಪರಿಶೀಲಿಸಿ ಮಂಡಿಸುವುದು. ಕಾಮಗಾರಿಗಳ ಸ್ಥಳ ಪರಿಶೀಲಿಸುವುದು. ಕಾಮಗಾರಿ ಬಿಲ್ಲುಗಳನ್ನು ನಿರ್ವಹಿಸುವುದು, ಮಾಹಿತಿ ಹಕ್ಕು ಅಧಿನಿಯಮ	ಕಾರ್ಯಪಾಲಕ ಅಭಿಯಂತರರು

ಇತರೆ ಸಾಧಿಲ್ಯವಾರು ಜಿಲ್ಲೆಗಳನ್ನು ಮಂಡಿಸುವುದು

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	ಕೆ.ಸಿ.ಎಸ್.ಆರ್ ಹಾಗೂ ಸಾಧಿಲ್ಯವಾರು ವೆಚ್ಚ ಕೈಪಿಡಿ ಅನ್ವಯ	-	-	-

Section 4(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	ಕೆ.ಸಿ.ಎಸ್.ಆರ್	ಸಂಬಂಧಿಸಿದ ವಿಷಯಕ್ಕೆ ಅನುಗುಣವಾಗಿ
2	PWD Accounts 1976	ಸಂಬಂಧಿಸಿದ ವಿಷಯಕ್ಕೆ ಅನುಗುಣವಾಗಿ
3	KPWD SR	ಸಂಬಂಧಿಸಿದ ವಿಷಯಕ್ಕೆ ಅನುಗುಣವಾಗಿ
4	KPTT Act	ಸಂಬಂಧಿಸಿದ ವಿಷಯಕ್ಕೆ ಅನುಗುಣವಾಗಿ
5	KMC Act-1976	ಸಂಬಂಧಿಸಿದ ವಿಷಯಕ್ಕೆ ಅನುಗುಣವಾಗಿ
6	ಸಾಧಿಲ್ಯವಾರು ವೆಚ್ಚ ಕೈಪಿಡಿ	ಸಂಬಂಧಿಸಿದ ವಿಷಯಕ್ಕೆ ಅನುಗುಣವಾಗಿ
7	ಕೆ.ಎಫ್.ಸಿ	ಸಂಬಂಧಿಸಿದ ವಿಷಯಕ್ಕೆ ಅನುಗುಣವಾಗಿ
8	ಬೃಹತ್ ಬೆಂಗಳೂರು ಮಹಾನಗರ ಪಾಲಿಕೆ ಆಯುಕ್ತರು ಮತ್ತು ಸಂಬಂಧಿಸಿದ ಅಧಿಕಾರಿಗಳು ಕಾಲಕಾಲಕ್ಕೆ ಹೊರಡಿಸುವ ಆದೇಶಗಳು ಮತ್ತು ಸುತ್ತೋಲೆಗಳು	ಸಂಬಂಧಿಸಿದ ವಿಷಯಕ್ಕೆ ಅನುಗುಣವಾಗಿ

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

Sl. No.	Category of the document	Title of the document	Custodian of the document
1	A	Service Register	Almara-1
2	A	Advance Register	Almara-1
3	A	Attendance Register.	Almara-1
4	A	Cash Register.	Almara-1
5	A	Salary gradation book.	Almara-1
6	A	General Cash book.	Almara-1
7	A	Deposit book.	Almara-1
8	A	B.R. Register	Almara-1
9	A	Technical Register	Almara-1
10	A	Audit book	Almara-1
11	A	Agreement, Work order Register Books	Almara-1
12	A	Stock Register	Almara-1
13	A	Measurement Books	Almara-1
14	B	'C' Register Book.	Almara-1
14	B	Court Case Register	Almara-1
15	C	RTI Register	Almara-1

16	C	Personal Register Book.	Almara-1
17	C	Inward and out ward register	Almara-1
18	D	Late attendance register	Almara-1
19	D	Movement control register	Almara-1
20	D	Cash Declaration Book	Almara-1

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
1		Not Applicable	

Section 4(1)(b)(viii) – Boards, 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
Nil			

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.,
1	Sri.N. Vijaya Kumar	Executive Engineer, Hebbal -Division.	Office of the Executive Engineer, Hebbal Division, Queens Road, Thimmaiah Road, Bangalore. 560052	18150.00
2	Sri. R. Vijayendra Rao	Account Superintendent	-do-	11100.00
3	Sri. Jagadish	Assistant Engineer,	-do	11700.00
4	Sri.M.V. Ramegowda	F.D.A (Cashier)	-do-	8000.00
5	Sri. M.Nagesh	S.D.A.	-do-	7800.00
6	Sri. Mohammad Jikraya	S.D.A.	-do-	6375.00
7	Sri. K.N.Mohan Kumar	Typist	-do-	13350.00

8	Sri. Kumar	Class IV	-do-	5700.00
9	Sri. Mahesh	Class IV	-do-	5000.00
10	S. Vijay	Driver	-do-	6375.00

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

Agency	Plan/programme / scheme /project / activity /purpose for which budget is allotted	Proposed expenditure as on last year	Expected outcomes	Report of disbursements made or where such details are available (website, reports, notice board)
ಬೃಹತ್ ಬೆಂಗಳೂರು ಮಹಾನಗರ ಪಾಲಿಕೆ ವಾರ್ಷಿಕ ಆಯವ್ಯಯ ಪುಸ್ತಕದಲ್ಲ ಲಭ್ಯವಿರುತ್ತದೆ ಈ ಕಛೀರಿಗೆ ಪ್ರತ್ಯೇಕ ಆಯವ್ಯಯ ಅನುಮೋದನೆ ಇರುವುದಿಲ್ಲ.				

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 the programme / activity	Nature / scale of subsidy	Eligibility criteria for grant of subsidy	Designation of officer for grant of subsidy
1	Nil			

Describe the manner of execution of the subsidy programme

Sl. No.	Name of programme /activity	Application procedure	Sanction procedure	Disbursement procedure.
1	Nil			

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 / quantum of benefit granted	Date of grant	Name & designation of granting authority
1	Nil			

Section 4(1)(b)(xiv) – Information available in electronic form

Sl. No.	Electronic date	Description (Site address / location where available, etc.,	Contents or title	Designation and address of the custodian of information (held by whom)
1	ಮಾ.ಹ.ಅ.-2005 ರ ಸೆಕ್ಷನ್ 4 (1)(ಎ) ಹಾಗೂ 4(1)(ಬಿ)ಗೆ ಸಂಬಂಧಿಸಿದಂತೆ ಮಾಹಿತಿಗಳು	bbmp.gov.in	-	ಪಾಲಿಕೆ ಎಲ್ಲಾ ಬಟವಾಡೆ ಅಧಿಕಾರಿಗಳ ಕಛೇರಿಗೆ ಸಂಬಂಧಿಸಿದಂತೆ ಮಾಹಿತಿಗಳು ಲಭ್ಯ ಇರುತ್ತದೆ.

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
Nil		

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

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, Hebbal Division, Queen's Road	N. Vijaya Kumar E.E. (Hebbal)	080-22342421	ee_hebbal@bbmp.gov.in

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	Executive Engineer, Hebbal Division, Queen's Road	Assistant Executive Engineer, Hebbal / J.C. Nagar	080-22342421	

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	Chief Engineer (East) Mayo Hall, Bangalore	Sri. Krishnaswamy, Chief Engineer (East) Appellate Officer	080-22975808	

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

Any other information regarding our office will be published in
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