

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

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

| Sl. No. | Name of the organization | Address | Aims | Functions |
|----------------|--------------------------------------|--|--|--|
| 1 | Sri.C Suresh, Executive Engineer, | Office of the Executive Engineer, Shivajinagar Division, Queens Road Bangalore 560052 | The Executive Engineer, Division, in over all incharge of Shivajinagar Division. Two Sub-Divisions namely Vasanthnagara Sub-Division and Shivajinagar 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 (Shivajinagar) for the efficient and expeditious 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-IV | Cleaning the office and assisting the staff. carryout the work attached to the officers and office, the Tapal Duty and other works. |

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 ಬೆಂಡರ್ ಅಹ್ವಾನಿಸುವುದು, ಕಾಮಗಾರಿ ಕಡತಗಳನ್ನು ಪರಿಶೀಲಿಸಿ ಮಂಡಿಸುವುದು. ಕಾಮಗಾರಿಗಳ ಸ್ಥಳ ಪರಿಶೀಲಿಸುವುದು. ಕಾಮಗಾರಿ ಬಿಲ್ಲುಗಳನ್ನು ನಿರ್ವಹಿಸುವುದು, ಮಾಹಿತಿ ಹಕ್ಕು ಅಧಿನಿಯಮ | ಕಾರ್ಯಪಾಲಕ ಅಭಿಯಂತರರು |
| ಇತರೆ ಸಾಧಿಲ್ವವಾರು ಬಿಲ್ಲುಗಳನ್ನು 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 ಸಾಧಿಲ್ವವಾರು 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 | ಸಾಧಿಲ್ವಾರು 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. C Suresh | Executive Engineer, Shivajinagar - Division. | Office of the Executive Engineer, Shivajinagar Division, Queens Road, Thimmaiah Road, Bangalore. 560052 | 18600.00 |
| 2 | Sri. P Sunanda muthy | Account Superintendent | -do- | 17700.00 |
| 3 | Sri. Shivakumar Mutthuswamy Gowdar | Junior Engineer, | -do | 9500.00 |
| 4 | Sri. H K Nagaraju | Manager | - do - | 11000.00 |
| 4 | Smt. R Sheela | F.D.A | -do- | 7450.00 |
| 5 | Smt. Chandra Kala | S.D.A. | -do- | 7450.00 |
| 6 | Sri. M Ravi | Class IV | -do- | 5400.00 |
| 7 | Sri. N Chandra Kumar | Class IV | -do- | 5500.00 |

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 ಪುಸ್ತಕದಲ್ಲಿ 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, Shivajinagara Division , Queen's Road | Sri. C Suresh E.E. (Shivajinagara Division) | 080-22341614 | Report.eesjn.gmail.com |

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, Shivajinagara Division, Queen's Road | Assistant Executive Engineer, Vasanthnagara / Shivajinagara | 080-22341614 | |

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 bbmp.gov.in

Executive Engineer
Shivajinagara Division
Bruhat Bangalore Mahanagara Palike