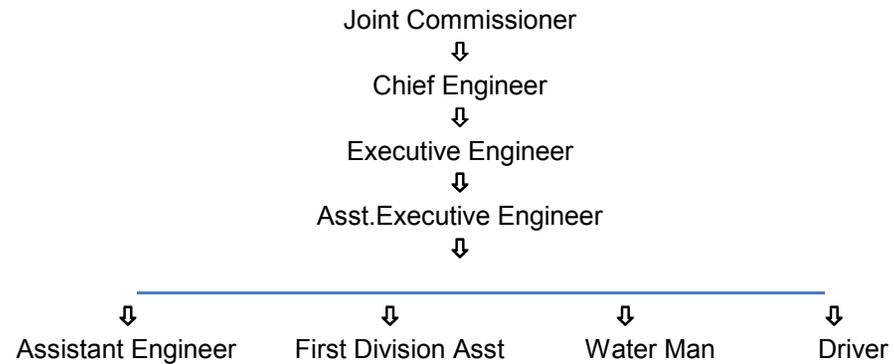


Section 4(1) (b) (i) - Organisational structure, aims and functions

sl	Name of the Organisation	Address	Aims	Functions
1	BBMP	Assistant Executive Engineer T.Dasarahalli Sub Div, Bagalagunte Bengaluru-560073	Implementation of Provisions of Karnataka Municiple Council Act- 1964	Construction of Roads, drains, culverts and other civic amenities and their maintenance Redressal of Public greivences.

Organization Structure



Section 4(1) (b) (ii) - Powers and duties of Officers and Employees

Sl	Designations of the Official / Employee	Duties allotted	Powers
1	Assistant Executive Engineer	Supervision & Executing the works at sub-division level	Over all responsibility of organisation at sub-Division level
		Any other works allotted by higher authority	
2	Assiatant Engineer	Planing and implemintation of civil works and solid waste management works	Responsible for implementing the peovisions of KMC Act at Ward level
		Redressal of Public greivences.	Responsible for supervision of solid waste management work and cleaning at sub-division level
		Any other works allotted by higher authority	
3	First Division Assistant	Office correspondance at Sub-Division level	Maintanance of Office Establishment at Sub-Division level
		Preparations of salary bills and scrutiny of civil works bills	
		Answering to RTI applications	
		Any other works allotted by higher authority	
4	Junior Health Inspectors	Supervision & Executing of solid waste management works at ward level	Overall responsibility of disposing the solid waste & cleaning at ward Level
		Any other works allotted by higher authority	
5	Poura Karmikas (Permanent)	Cleaning and sweeping work at zonal office and sub-Division office	
		Any other works allotted by higher authority	
6	Water mens	water supply in the allotted area	
		Repairs & Maintanance of motor/ pump sets & water pipe lines	
		Any other works allotted by higher authority	

Section 4(1) (b) (iii) - Procedure followed in dicision-making process

SI	Activity	Description	Decision- making process/ time limit for taking decision/ channels of supervision and accountability	Designation of final decision authority
1	Civil works	Planing & Estimation of civil works by ward Engineers based on the ward survey regarding the work requirment	ward Engineers submit the plan & estimation to assistant executive engineer who inturn scrutinize and forward to exective engineer The whole process takes about 15 days	BBMP Council/ commissioner/ Joint Commissioner
		Once the estimation/ work is approved by the concerned authority tender will be \called for executions	Executive engineer is responsible for calling/ receiving/ opening of tender. This process taks about 30 to 45 days	BBMP Council/ commissioner/ Joint Commissioner
		Executions of works by ward Engineers along with contractors	Assistant Executive Enginees supervise the execution of civil works. If there are any bottlenecks in executions he direct the ward engineers to look in to the matter.	BBMP Council/ commissioner/ Joint Commissioner
			According to tender provisions work execution is completed within tender period from the date of work order.	BBMP Council/ commissioner/ Joint Commissioner
		Preparation of bills for payment by ward Engineers based on check measurements taken & recorded in the measurement book	Assistant Executive Engineer scrutinize the MB/bills and submit the bills to executive engineer for payment.	BBMP Council/ commissioner/ Joint Commissioner
			The whole process takes about 15 to 30 days	
2	Solid waste management	Planing & Estimation of solid waste management works by assistant Engineers and health inspectors based on the ward survey regarding the garbage production	Assistant Engineers submit the plan & estimation to assistant executive engineer who inturn scrutinize and forward to chief/superintendent engineer The whole process takes about 15 days	BBMP Council/ commissioner/ Joint Commissioner
			chief/superintendent engineer is responsible for calling/ receiving/ opening of tender. This process taks about 30 to 45 days	
		Once the estimation/ work is approved by the concerned authority tender will be called for execution		BBMP Council/ commissioner/ Joint Commissioner

	Solid waste management	cleaning and sweeping of roads, drains & door to door collection of garbage and disposal to dumping yard. Health inspector & Assistant engineer is responsible for execution of SWM work	Assistant Executive Engineers supervise the execution of SWM works. If there are any bottlenecks in executions he direct the health inspectors & Assistant engineers to look in to the matter. It is a daily work.	BBMP Council/ commissioner/ Joint Commissioner
		Preparation & submission of bills for payment by health inspector & Assistant engineers based on performance of contractor in disposing the solid waste.	Assistant Executive Engineer scrutinize the bills and submit the bills to chief/superintendent engineer for payment. The whole process takes about 7 to 15 days	BBMP Council/ commissioner/ Joint Commissioner
3	Salary payment	FDA prepare the salary bills during the month end based on staff attendance & submit to AEE	Assistant Executive Engineer scrutinize and approve the bill and forward to ACF for payment. The whole process takes about 1 week	BBMP Council/ commissioner/ Joint Commissioner
4	Disposal of RTI applications	FDA prepare reply by collecting the answers from concerned assistant engineers and submit to the AEE	AEE scrutinize the letter and approve. The reply letter will be sent to the concerned applicant. The process takes about 3 to 5 days.	BBMP Council/ commissioner/ Joint Commissioner
5	Disposal of Other Official/ public letters	FDA prepare reply by collecting the answers from concerned assistant engineers and submit to the AEE	AEE scrutinize the letter and approve. The process takes about 3 to 5 days.	BBMP Council/ commissioner/ Joint Commissioner

Section 4(1) (b) (iv) - Norms set for the discharge of the functions

Similar to the section 4(1) (b) (iii)

Section 4(1)(b)(v) – Rules, regulations, instructions, manuals and record held/used

Sl	List of Acts, rules, regulations, instructions, manuals	Gist of Act, Rules, etc
1	Karnataka municiple council act-1964	
2	BBMP Act	
3	Karnataka civil services rules	
4	Karnataka finance code	

Section 4(1)(b)(vi) - categories of documents held

sl	category of the document	Title of the document	custodian of the document
1	A	Acquittance register	AEE/AE/FDA/JHI
2	A	Service registers	AEE/AE/FDA/JHI
3	B	Personal Files	AEE/AE/FDA/JHI
4	C	Tele phone bill File	AEE/AE/FDA/JHI
5	C	Electricity Bill File	AEE/AE/FDA/JHI
6	C	vehicle files	AEE/AE/FDA/JHI
7	C	Road register	AEE/AE/FDA/JHI
8	C	SBR register	AEE/AE/FDA/JHI
9	C	Road Cutting Permission register	AEE/AE/FDA/JHI
10	D	PO & CO register	AEE/AE/FDA/JHI
11	D	Building Plans supervision register	AEE/AE/FDA/JHI
12	D	RTI register	AEE/AE/FDA/JHI
13	D	In word register	AEE/AE/FDA/JHI
14	D	Out word register	AEE/AE/FDA/JHI
15	D	Tapal book	AEE/AE/FDA/JHI
16	D	Court cases register	AEE/AE/FDA/JHI
17	D	BBMP Properties register	AEE/AE/FDA/JHI
18	B	Permanent Staff Attendance register	AEE/AE/FDA/JHI
19	B	Contract staff Attendance register	AEE/AE/FDA/JHI
20	B	Water men & Drivers Attendance register	AEE/AE/FDA/JHI
21	D	Office order & Note sheet register	AEE/AE/FDA/JHI
22	B	Cash Book	AEE/AE/FDA/JHI
23	B	DC bill register	AEE/AE/FDA/JHI

Section 4(1)(b)(vii) - Arrangement for consultation with or representation by the member of the public in relation to the formulation of policy or implementation thereof

List of Janaspandana Programmes conducted

SI	Date	Place
1	19-09-2009	Yoga center, Havanoor Badavane, Bagalagunte
2	28-10-2010	BBMP, Zonal Office, Bagalagunte

Public grievance redressal system: The complaiants received in this office and also from the zonal and central office control rooms will be forwarded to the ward Engineers to take necessary actions. After receiving the complaiants ward Enginners inspect the spot and take the necessary action as per the KMC act 1976.

Section 4(1)(b)(viii) - Boards, Councils, Committees and other bodies constituted as part of the public authority: Not Applicable.

Section 4(1)(b)(ix) & section 4(1)(b)(x)-Directory of officers/ Employees and their monthly remuneration

sl	Name of the Officers/ Employees	Designation	Office address/ contact Number/ e-mail ID	Pay scale/ monthly remuneration etc
1	Gopalappa	Assistant executive Engineer	BBMP, T.Dasarahalli Sub-Division, Bagalagunte, Bengaluru-560073, Ph-08028370676	Rs. 49316/-
2	Ravindra. T.V	Assistant Engineer	BBMP, T.Dasarahalli Sub-Division, Bagalagunte, Bengaluru-560073, Ph-08028370676	Rs. 26550/-
3	Venkateshaiah. N.C	Assistant Engineer	BBMP, T.Dasarahalli Sub-Division, Bagalagunte, Bengaluru-560073, Ph-08028370676	Rs. 31691/-
4	Prasanna. V	Assistant Engineer	BBMP, T.Dasarahalli Sub-Division, Bagalagunte, Bengaluru-560073, Ph-08028370676	Rs. 20963/-
5	Narayanappa. M	First Division Assistant	BBMP, T.Dasarahalli Sub-Division, Bagalagunte, Bengaluru-560073, Ph-08028370676	Rs.14020/-
6	Shivakumar. D.P	Junior Health Inspector	BBMP, T.Dasarahalli Sub-Division, Bagalagunte, Bengaluru-560073, Ph-08028370676	Rs.11981/-
7	Lingaraja Hebballi	Junior Health Inspector	BBMP, T.Dasarahalli Sub-Division, Bagalagunte, Bengaluru-560073, Ph-08028370676	Rs.11981/-
8	Shivanna	Poura Karmika	BBMP, T.Dasarahalli Sub-Division, Bagalagunte, Bengaluru-560073, Ph-08028370676	Rs.9988/-
9	Narayana swamy. H	Poura Karmika	BBMP, T.Dasarahalli Sub-Division, Bagalagunte, Bengaluru-560073, Ph-08028370676	Rs. 9625/-
10	Narayana	Poura Karmika	BBMP, T.Dasarahalli Sub-Division, Bagalagunte, Bengaluru-560073, Ph-08028370676	Rs. 12525/-

11	Babanna	Poura Karmika	BBMP, T.Dasarahalli Sub-Division, Bagalagunte, Bengaluru-560073, Ph-08028370676	Rs. 11075/-
12	Jayalakshmi	Poura Karmika	BBMP, T.Dasarahalli Sub-Division, Bagalagunte, Bengaluru-560073, Ph-08028370676	Rs. 13069/-
13	Chikka Obalamma	Poura Karmika	BBMP, T.Dasarahalli Sub-Division, Bagalagunte, Bengaluru-560073, Ph-08028370676	Rs. 13069/-
14	Chikkanna	Water man	BBMP, T.Dasarahalli Sub-Division, Bagalagunte, Bengaluru-560073, Ph-08028370676	Rs. 8900/-
15	Sudarshan. B.N	Water man	BBMP, T.Dasarahalli Sub-Division, Bagalagunte, Bengaluru-560073, Ph-08028370676	Rs. 8900/-
16	Keshava Murthy. K	Water man	BBMP, T.Dasarahalli Sub-Division, Bagalagunte, Bengaluru-560073, Ph-08028370676	Rs. 8900/-
17	Rajesh. V	Water man	BBMP, T.Dasarahalli Sub-Division, Bagalagunte, Bengaluru-560073, Ph-08028370676	Rs. 123.75 (Daily wages)
18	Shivanna. N	Water man	BBMP, T.Dasarahalli Sub-Division, Bagalagunte, Bengaluru-560073, Ph-08028370676	Rs. 123.75 Per day (Daily wages)
19	Mudalagiriappa	Water man	BBMP, T.Dasarahalli Sub-Division, Bagalagunte, Bengaluru-560073, Ph-08028370676	Rs. 123.75 (Daily wages)
20	Venkata Rao	Water man	BBMP, T.Dasarahalli Sub-Division, Bagalagunte, Bengaluru-560073, Ph-08028370676	Rs. 123.75 (Daily wages)
21	Naganna. S.G	Water man	BBMP, T.Dasarahalli Sub-Division, Bagalagunte, Bengaluru-560073, Ph-08028370676	Rs. 123.75 (Daily wages)
22	Lakshmi narayana C.K	Water man	BBMP, T.Dasarahalli Sub-Division, Bagalagunte, Bengaluru-560073, Ph-08028370676	Rs. 123.75 (Daily wages)

23	Chikka Maranna	Water man	BBMP, T.Dasarahalli Sub-Division, Bagalagunte, Bengaluru-560073, Ph-08028370676	Rs. 123.75 (Daily wages)
24	Narayanappa	Water man	BBMP, T.Dasarahalli Sub-Division, Bagalagunte, Bengaluru-560073, Ph-08028370676	Rs.2784.30/- (Minimum pay)
25	Nagappa. B	Driver	BBMP, T.Dasarahalli Sub-Division, Bagalagunte, Bengaluru-560073, Ph-08028370676	Rs. 5790/- (Minimum pay)
26	Govindappa. R	Driver	BBMP, T.Dasarahalli Sub-Division, Bagalagunte, Bengaluru-560073, Ph-08028370676	Rs. 5790/- (Minimum pay)
27	Shivalinge Gowda	Driver	BBMP, T.Dasarahalli Sub-Division, Bagalagunte, Bengaluru-560073, Ph-08028370676	Rs. 5790/- (Minimum pay)
28	Manjunath. S	Driver	BBMP, T.Dasarahalli Sub-Division, Bagalagunte, Bengaluru-560073, Ph-08028370676	Rs. 195/- (per day) Shashank Enterprises
29	Rashmi. S.K	Computer Operator	BBMP, T.Dasarahalli Sub-Division, Bagalagunte, Bengaluru-560073, Ph-08028370676	Rs. 6384/- (Keonics)
30	Sunil. R	Office Assistant	BBMP, T.Dasarahalli Sub-Division, Bagalagunte, Bengaluru-560073, Ph-08028370676	Rs. 119/- (per day) Shashank Enterprises

Section 4(1)(b)(xi) Budget allocated to each agency including plans etc.-Works list attached

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. (websites, Reports, Notice board)
e-tender	Improvements & Development of roads, Drains, culverts, etc., and Desilting	Rs.6.00 crores	Works completed as per the tender guidelines.	Payment through Executive Engineer, Dasarahalli Division

Section 4(1)(b)(xii) Manner of execution of subsidy programmes: Not Applicable

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

S.I	Name and Address of recipient institutions	Nature/ quantum of benefit granted	date of grant	Name & designation of granting authority.
1	K.N.Soundaryan Contractor, Package No-1 #15/1, 1st 'A' Cross, 25th Main, Kalappa Block, Sri nagara, Bangalore-560050	Solid Waste Management	Feb-08	BBMP

Regularization of Building By-law violation: The sanctioned Building plans received from the ADTP will be forwarded to ward Engineers to take necessary actions. After receiving the plans ward Engineers inspect the spot and if there are any deviations/ violations from the sanctioned plan ward engineers will take the necessary action as per the KMC act 1976.

Section 4(1)(b)(xiv) Information available in Electronic form

Information is published on BBMP website (bbmp.gov.in) Every year

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
BBMP, web site	bbmp.gov.in	All the information related to BBMP

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

a. Public information officers (PIO)

sl	Department	Address of PIO & Phone Number	Address of Appellate Authority & Phone Number
1	Engineering	Gopalappa Office of Assistant Executive Engineer, T.Dasarahalli Sub-Division, Bagalagunte, Bengaluru-560073 Ph-080-28370676	Mohan das Executive Engineer Dasarahalli Division, Bagalagunte, Bengaluru-560073 Ph-080-22975904

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

Information is published on BBMP website (bbmp.gov.in) Every year