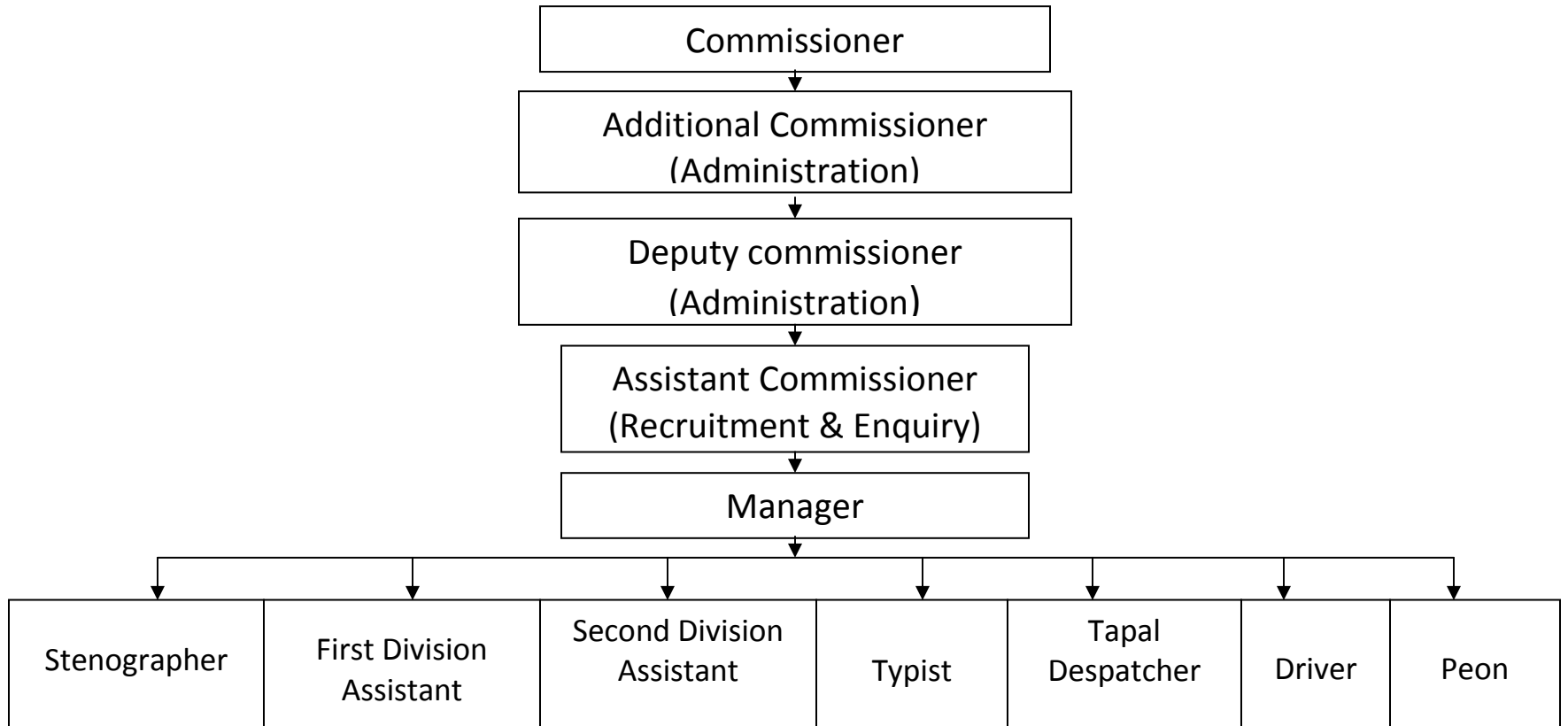


Section 4(1)(b)(i) – Organisational structure, aims and functions

Organisational structure



Sl. No	Name of the organisation	Address	Aims	Functions
01	Assistant Commissioner (Recruitment & Enquiry)	Recruitment Section 3 rd floor, Anex building, Mahanagara Palike offices, N.R.Square, Bangalore-560002	Direct Recruitment of Group 'C' and 'D' posts under KMC Regulations rules 1971 and to make the Recruitment process transparently.	<p>1. Filling up of Group-B posts</p> <ul style="list-style-type: none"> • To submit the proposal to KPSC in a prescribed format • After receipt of Final Selection list from KPSC, obtaining the validation letter, police verification letter and Medical certificate from the concerned departments and issue of appointment orders to the candidates. • To give the necessary parawise remarks to Writ petition / cases w.r.to Recruitment <p>2. Filling up of Group-C & D posts</p> <ul style="list-style-type: none"> • Receipt of order from Government / Commissioner(Appointing Authority) to fill up the vacancies. • Formation of Recruitment committee and conduct the meeting • To publish the notification for inviting the applications from candidates. • Computerization of applications. • Verification of applications • Preparation of Merit list, Rejected list, call the candidates for document verification in the ratio 1:2 • To place the Provisional list of candidates for approval in front of Recruitment committee. • To publish the Provision list and to invite the objections from the candidates • To place the Final list of candidates for approval in front of Recruitment committee. • After receipt of Police verification letter and Validation letter from the concerned departments, issue of appointment order to the candidates. • To give the necessary parawise remarks to Writ petition / cases with reference to Recruitment

Sl. No	Name of the organisation	Address	Aims	Functions
02	Assistant Commissioner (Recruitment & Enquiry)	Enquiry Section 1 st floor, Above Dena bank, J.C.Road, Bangalore - 560004	To conduct Departmental enquiries with the support of retired judges and to complete the process within a scheduled period	<ol style="list-style-type: none"> 1. For the files received w.r.to the officers / Employees who violates the KCS(Conduct)1957 rules, a departmental enquiry shall be carried out as per CCA 1957 Rules by the Retired judges who are appointed as Enquiry officers by the Desciplinary Authority. 2. To send the Enquiry report to the Disciplinary Authorities.

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

Sl. No	Designation of the official/employee	Duties allotted	Powers
01	Assistant Commissioner (Recruitment & Enquiry)	The HOD is responsible for the careful observance of the rules and statutory provisions in the transaction of the business in his department. He exercises general supervision and control over staff under him and responsible for seeing that the members of the staff do the work allotted to them efficiently and expeditiously. It is his duty to take efficient steps for the prompt dispatch of business in his Department. He is required to propose a statement of distribution of work in the officer among the various officials and to have the same circulated and recorded. He should see that persons who seek `replies from his office are able to get them promptly. He should visit periodically the different sections of his office, inspect the tables of the staff and see how the work is going on, in order to find out whether the papers are properly arranged and the work is carried on methodically and the office is maintained tidily.	Head of the Recruitment and Enquiry Department having the designated powers.

Sl. No	Designation of the official/employee	Duties allotted	Powers
02	Manager	1. To depute the Enquiry officer, presenting officer for the files related to the Enquiry. 2. To monitor the enquiries and see that they are conducted at right time in right place. 3. Supervision of office works and see that they are carried out systematically	
03	Stenographer	Presently working in Council section office on O.O.D basis.	
04	FDA	Prepares the Employees salary bill, Maintenance of Service Registers. preparation of budget, Maintenance of leaves, cash book, cheque book, systematic maintenance of contingencies bill and other Administrative works	
05	FDA	Case worker handles the files related to Recruitment- Proceeds the same as per Rules and maintains them.	
06	FDA	Presently working in Council Section office on O.O.D basis	
07	FDA	O.O.D from DC(High value Assessment). 1. Case working the files related to Enquiry. 2. Information to the applications received under RTI.	
08	Typist	O.O.D from the Office of ARO(Kadugondanahalli). At the time of Enquiry, takes the dictation of Enquiry officer and type the reports of enquiry.	
09	SDA	1. Information to the applications received under RTI. 2. Co-ordination in maintenance of Recruitment files and - Proceeds the same as per Rules and maintains them.	
10	SDA	O.O.D from the Office of M.O.H(MCFW) Receiving and Despatch of Tapal, PR register maintenance, Janata Darshan files maintenance, Stock register maintenance	
11	SDA	O.O.D from the Office of M.O.H(West). Assisting the caseworkers in process of recruitment files.	
12	Driver	O.O.D from the Office of ARO(Market) Pick up and drop the Enquiry Officers.	
13	Driver	O.O.D from the Office of RO(Basavanagudi) Pick up and drop of the AC(R & E) and other office related works like Inspection / Stores / etc.,.	

Sl. No	Designation of the official/employee	Duties allotted	Powers
14	Driver	Presently working in Administration office on O.O.D basis	
15	Peon	O.O.D from the Office of M.O.H(Mosquito Control). To maintain the office neatly and carryout works as instructed by the Officer and the employees at the Enquiry Section.	
16	Gangman	O.O.D from the Office of AEE(Mahalakshmpuram). To dispatch Enquiry related tapal to the concerned offices.	
17	Peon	To maintain the office neatly and to carryout works as instructed by the Officer and the employees at the Recruitment section. To Despatch the Recruitment related tapal to the concerned offices.	
18	Peon	Presently working in IPP centre on O.O.D basis	

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	
Recruitment	1. To Fill up the Group 'B' vacancies through KPSC			
	Receipt of orders for notifying the vacancies through Direct recruitment	As per Government order / Proposal from Commissioner's Administration Authority	Commissioner, BBMP	
	To send the proposal to KPSC for filling up the vacancies with proper documents attached	KPSC to give the Final selection list of the candidates within 4 months		
	After receiving the final selection list of candidates, Conducting the documents verification of the candidates.	----		Time Limit ---
	To write the letter to concerned districts to get the Police verification report, validation reports and Medical report of the candidates	----		01 month ----
	After receipt of the above reports, issue of Appoint order to the candidates	----		02 month ---

Activity	Description	Decision-making process / time limit for taking decision/channels of supervision and accountability	Designation of final decision authority	
Cont..... Recruitment	2. To fill up the Group 'C' and 'D' vacancies		Commissioner, BBMP	
	Request from various different of BBMP departments Receipt of orders for notifying the vacancies through Direct recruitment	As per Government order / Proposal from Commissioner's Administration Authority		
	To put the proposal in front the Recruitment committee. (Presently Recruitment committee is as per rule 2g, since the committee comprising of elected bodies is not yet been approved by the Government)	1. Recruitment Committee is formed as per rule 2g as prescribed in Cadre and Recruitment Regulations, 1971 as per KMC Act & C & R Rules.		
	Issue of notification	(copy Annexure KMC, KMC Act and C&R Rules) -----		
	Publication of notification in Gazette and leading newspapers, BBMP website i.e., www.bbmp.gov.in inviting application from eligible candidates			
	Computerization of applications received from candidates through an agency			
	Scrutiny of applications			
	Publication of Eligible list and rejected list in the website			
	Inviting the candidates for document verification in the ratio of 1:2			
	Preparation of the provisional selection list of the candidates and to put the list in front of the recruitment committee	Recruitment committee shall take the decisions in making and publishing the Provision selection list.		
	Publication of provisional selection list inviting the objections from the affected candidates.	-----		
	To put the objections in front of the Recruitment committee	Recruitment committee shall take the decisions with respect to objections and and in making and publishing the Final selection list.		
	To write the letter to concerned districts to get the Police verification report, validation reports of the candidates	-----		
After receipt of the above reports, issue of Appoint order to the candidates				

Activity	Description	Decision-making process / time limit for taking decision/channels of supervision and accountability	Designation of final decision authority
Enquiry	Appointment of Retired Judges to conduct the Departmental Enquiry against the Delinquent official of the BBMP	Disciplinary authority shall appoint the Retired judges.	Government / Commissioner, BBMP.
	Appointment of Judges in the Government panel to conduct the Departmental Enquiry against the Delinquent official deputed from the Government	Disciplinary authority shall appoint the Retired judges.	Government
	To conduct Departmental enquiries As per CCA 1957 rules within 6 th months.	Enquiry officer (Retired District and Session's Judge) shall conduct the enquiry within 4 months and give the Enquiry report to Disciplinary Authority.	Government / Commissioner, BBMP.

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)
1.	Recruitment	1. As per KMC rules, KCSR rules, and the instructions given by the Commissioner time to time	1. For Group 'B' posts, a period of 4 months shall be given to KPSC to complete the Recruitment process 2. For Group 'C' & 'D' posts, normally it takes a period of 6-12 months after notification.	Citizens' Charter - Available
2.	Enquiry	1. As per CCA 1957 rules.	A period of 4 months for each case.	

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.	The Karnataka State Government servants service manual	
2.	The Karnataka Municipal corporations Act 1976	
3.	KMC Manual	
4.	Right to Information Act 2005	
5.	KCS(Classification, control and appeal)Rules, 1957	
6.	KMC Act with allied rules	
7.	KCS(General Recruitment)rules,1977 and KCS(Probation)Rules, 1977 as on Feb-2006	

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	Roaster Register	FDA-Caseworker
2.	B	Stock register	FDA – Establishment case worker
3.	B	Attendance register	---do---
4.	B	Aquittance Register	---do---
5.	B	Cash book	---do---
6.	B	Cheque book	---do---
7.	B	PR register	SDA-Receiving clerk
8.	B	Despatch register	SDA-Receiving clerk
9.	E	RIA-2005 applications receipt register	SDA - Caseworker

Section 4(1)(b)(vii) – Arrangement for consultation with, or representative by the members of the public in relation to the formulation of policy or implementation thereof

Sl.No	Function / Service	Arrangement 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
		--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	Composition	Powers and functions	Whether its meeting are open to the public / whether minutes of meetings accessible for public
Recruitment Committee	<ol style="list-style-type: none"> 1. Commissioner 2. Additional Commissioner(Admin) 3. Deputy Commissioner(Admin) 4. Head of the Department(Concerned) 5. Head of the Legal Cell 6. Chief Accounts Officer 7. Representative from Social Welfare / Back ward class department 8. Assistant Commissioner (Recruitment & Enquiry) 	<ol style="list-style-type: none"> 1. At the beginning of the Recruitment process for a particular posts / notification / Govt.sanctioned posts <ul style="list-style-type: none"> ○ Verify whether the posts are defined in C & R Rules. If defined, it moves to further process. If not defined the committee shall take a decision to send the proposal for Amendment of these posts to the government. If the posts are need to be filled urgently, it decides to notify the posts with the special approval of the Appoining Authority / commissioner/Council and then to send the Ratification proposal to the government. ○ Discusses with the Concerned Head of the Department that these posts are Required to be filled / vacancies are available. ○ The committee gives the decision to the AC(Recruitment & Enquiry) to publish the notification 2. After the receipt of applications, computerization of applications and Scrutiny of applications , A Provisional list shall be prepared <ul style="list-style-type: none"> ○ The committee verify the Provisional list in accordance to the notification ○ The committee gives the decision to the AC(Recruitment & Enquiry) to publish the Provisional list. 3. After the receipt of Objections to the Provisional list announced, Final selection list shall be prepared <ul style="list-style-type: none"> ○ The committee verify the Final Selection list in accordance to the Objections received by the candidates. ○ The committee gives the decision to the AC(Recruitment & Enquiry) to publish the Final Selection list. 	Minutes of Recruitment Committee are accessible to public in the website

Name of board, council committee	Composition	Powers and functions	Whether its meeting are open to the public / whether minutes of meetings accessible for public
Departmental Enquiry	Judges in the panel for conducting Enquiry to the BBMP Official. <ol style="list-style-type: none"> 1. K Nagaiah Shetty 2. K Eshwar Bhat 3. N Subbarao 4. Ramarao kulakarni 5. K Ramakrishna Bhat 	<ol style="list-style-type: none"> 1. Orders to Appoint the Enquiry Officer, to Issue the notices to the Delinquent official, Witness. 2. Orders to issue the notice to get the documents concerned. 3. Verify the Documents. 4. Conduct the Enquiry in the presence Delinquent official and Witness. 5. Prepares the Judgement report and submit the report to the Disciplinary Authority. 6. As per CCA Rules 1957, section in 8 to 11 	Enquiry is not open to public List of Employees against whom Department witness present only on cross examine, examine in chief/ Enquiry report also pending Enquiry is pending shall be published in the website

Section 4(1)(b)(ix) and 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 remuneratlon etc.
01	Smt. Hanumantharayappa.V	Assistant Commissioner(incharge)	080-22975563	12,600/-
02	Smt.D.Saraswathi	Manager	080-22975563	10800/-
03	Sri.Shashidhar.K.S	Stenographer	080-22975563	8000/-
04	Smt.Sharanamma	FDA	080-22975563	7625/-
05	Kum. Uma.R.V	FDA	080-22975563	7625/-
06	Smt. Vani.B.E	FDA	080-22975563	7625/-
07	Sri.Manjunath.R	FDA	080-22975563	---*
08	Sri.Narasimhamurthy	Typist	080-22975563	---*
09	Smt.Kumuda.H	SDA	080-22975563	6375/-
10	Sri.Chinnagiriaiah	SDA	080-22975563	---*
11	Sri.Muralidhar.P	SDA	080-22975563	---*
12	Sri.Arasappa	Driver	080-22975563	---*
13	Sri.Jayaram	Driver	080-22975563	---*
14	Sri.Ramesh.A	Driver	080-22975563	6125/-
15	Smt. Lakshamma	Peon	080-22975563	---*
16	Sri.Nagaraj	Peon	080-22975563	---*
17	Sri.Prakash.N	Peon	080-22975563	6125/-
18	Sri.Purushotham	Peon	080-22975563	4800/-

* They are the staff working on OOD basis.

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)
Office of AC(Recruitment & Enquiry)	GAD	27.25lakhs	-----	-----

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 programme / activity	Nature / scale of subsidy	Eligibility criteria for grant of subsidy	Designation of officer for grant of subsidy
-Not applicable-				

- b. Describe the manner of execution of the subsidy programme

Sl.no	Name of programme / activity	Application procedure	Sanction procedure	Disbursement procedure
-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 / quantum of benefit granted	Date of grant	Name and designation of granting authority
-Not applicable-				

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

Sl.no	Electronic media	Description(site address / location where available, etc	Contents or title	Designation and address of the custodian of information (held by whom)
01	BBMP website	In the site www.bbmp.gov.in under the title “Recruitment”	A. Minutes of Recruitment Committee Meeting B. Notification inviting the applications from the candidates C. Provisional/Final Selection list of the candidates The above contents will change as and when the notification changes.	Assistant Commissioner (Recruitment & Enquiry) 3 rd floor, Annex building, BBMP offices, N.R.Square, Bangalore-560002 acrec@bbmp.gov.in

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
Recruitment	BBMP Website	1. Information relating to Recruitment is published in the web site from time to time. 2. Minutes of all committee meetings are published in the website from time to time.
Recruitment and Enquiry	Office	Citizen may also seek specific information by invoking the provisions of RTI Act.

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

a. Public Information Officer (PIO)

Sl.no	Name of the office/Administrative unit	Name and designation of PIO	Office tel.no Residence tel.no Fax	E-mail
01	Assistant Commissioner (Recruitment and Enquiry)	Sri.Hanumantharayappa.V Assistant Commissioner	080-22975563	---

b. Assistant Public Information Officer (APIO)

Sl.no	Name of the office/Administrative unit	Name and designation of APIO	Office tel.no Residence tel.no Fax	E-mail
01	----	----	----	---

c. Appellate Authority

Sl.no	Name of the office/Administrative unit	Name and designation of Appellate Authority	Office tel.no Residence tel.no Fax	E-mail
01	Deputy Commissioner (Administration)	Sri.Chikkamuniyappa Additional Commissioner	080-22239044	---

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

Facility	Description (location of facility / name, etc.,	Details of information available
		<ol style="list-style-type: none">1. Information relating to Recruitment is published in the website from time to time2. Minutes of all the committee meetings are published in the website from time to time.3. Citizen may also seek specific information by invoking the Provisions of RTI Act.

Sd/-
Assistant Commissioner
Recruitment & Enquiry
Bruhath Bangalore Mahanagara Palike