

Details of the Key Official as per RTI Act 4(1) A & 4(1) B

4(1)b(i) Organisation Chart

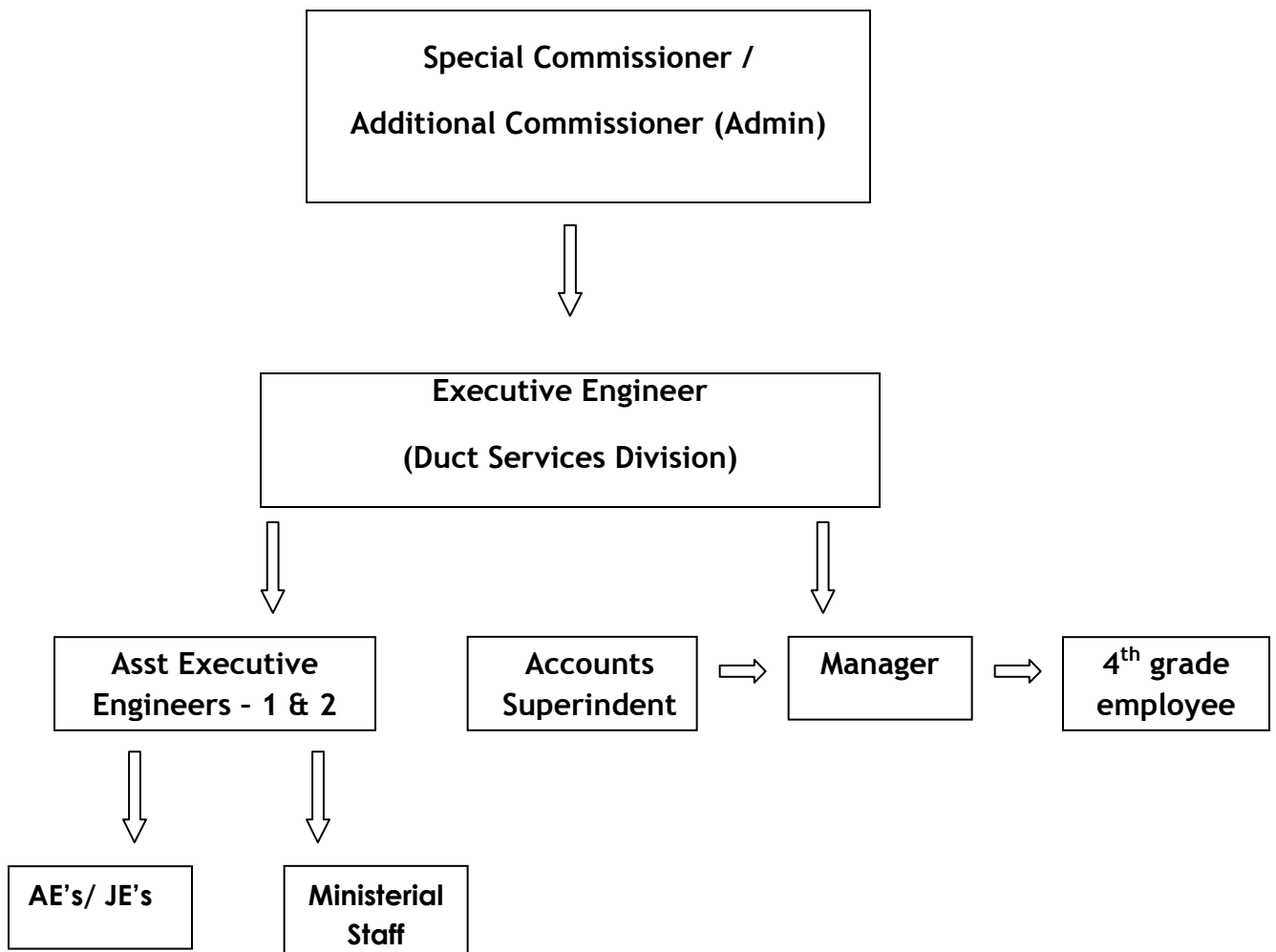
1. Functions and Duties of the Duct Services Division.

1. Name of the Office: Office of the Executive Engineer
Duct Service Division,

Bruhat Bengaluru Mahanagara Palike,
N.R.Square, Bengaluru

Telephone No - 080-22975502

2. Creation.



3. Particulars of organization, Functions and duties.

Duct Service Division is a newly formed division under directions of Honorable Commissioner's office No.B12 (6)/PR/432/07-08 dt: 29/10/07. This division is responsible for issuing road cutting permissions to Government organizations like BSNL, KPTCL, BESCO, BWSSB and private service providers like M/s. Bharti Airtel Limited, M/s.Bell Teleservices Limited, M/s.Dishnet Wireless Limited (Aircel), M/s. Indusland Media Communications (In - cable), M/s.Idea Cellular Limited, M/s.Reliance Communications Limited, M/s.Tata Communications Limited, M/s.Tata Teleservices Limited and M/s.Vodafone Essar South Limited etc within the BBMP limits. This division directly works under the control of Special Commissioner (Admin) BBMP.

All Service providers will submit requisitions to Special Commissioner (Admin) BBMP and that letter will be forwarded to duct division. From duct division concerned AEE's will inspect the work spot, and based on field condition opening of pits / trench will be decided and a note will be prepared and through Executive Engineer forwarded to Special Commissioner (Admin) after getting approval from Special Commissioner office it will be referred back to duct division. Then the 'Demand Note' will be issued to service provider and after getting D.D. addressed to Commissioner, BBMP, service provider will be issued with permission letter mentioning D.D. amount, period of working and conditions for restoration.

II Duties and Responsibilities of Duct Services Division Officers and Employees.

- 1. S.D.Nagaraju Executive Engineer:** He is the officer issues road cutting permission on receipt of demanded amount to BBMP in favour of Commissioner BBMP to the service provider by EE (Ducts) to lay OFC / cable by HDD / open trench method after getting approval from Special Commissioner. He randomly inspects the works before issuing permission and also restoration of completed works. (Present Status).
- 2. B.Basavaraja Asst.Executive Engineer - 1:** Present status of working is to inspect the cable / OFC laying routes, and to report the conditions of road in the file with opinion for approval of Special Commissioner (Admin) BBMP.

3. S.C.Shashidhara Asst.Executive Engineer - 2: Present status of working is to inspect the cable / OFC laying routes, and to report the conditions of road in the file with opinion for approval of Special Commissioner (Admin) BBMP.
4. Basavaraja Accounts Superintendent: He is responsible for collecting and remitting the D.D's from service providers to BBMP Commissioner's A/c. He is responsible to maintain cash book and other accounts Ducts Division.
5. K.S.Bhaskar Manager: He is incharge of maintaining other officials records of Duct Division.
6. Janardhan 4th grade employee: He is incharge of dispatching the tappals to various office of BBMP and other works assigned by Executive Engineer Ducts.
7. L.Manju Prasad (Computer Operator): He is outsourcing employee, put in charge of discharging duties directed by Executive Engineer (Ducts) and Asst.Exeucitve Engineer (Ducts) time to time.

III The procedure followed in the decision making process, including channels and supervision and accountability.

Receiving the applications from the service providers and from duct service division AEE's will inspect the work spot and based on the fields condition opening HDD pits/trench will be decided and note will be prepared and through Executive Engineer forwarded to Special Commissioner (Admin) for approval.

IV. The norms set by it for the discharge of its functions.

Penalties and strict instructions prescribed as per BBMP road opening protocol.

V. The rules, regulations, instructions, manuals and records held by it or under its control, or used by its employees for discharging its functions.

As per the instructions of Honorable Commissioner and Special Commissioner (Admin) from time to time, and adhering to road openings protocol.

VI. Statement of the categories of documents that are held by it or under its control.

1. Personal Register
2. Attendance Register.
3. D.D.Register.
4. Receipt book.
5. Cash book
6. Files relating to service providers
7. Work files with permission letters.

VII. The particulars of any arrangements that exists for construction with or representation by, the members of the public in relation to the formulation of its policy or implementation there of.

The matter relating to working process discussed with the service provider as per the road cutting protocol and the same will be implemented.

VIII. A statement of the boards, council committees in other bodies consulting of two or more persons constituted as its part or for the purpose of advise and as to whether meetings of there boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.

Road cutting regulation committee has been constituted comprising of six members modify the existing road opening protocol of 2006 under the chairmanship of Special Commissioner (Admin) and minutes of the committee are accessible for public if required.

IX. A Directory of Duct Services Division Officers and Employees.

Sl No	Name & Designation	Office Address	Telephone Number
1	S.D.Nagaraju Executive Engineer	Duct Services Division BBMP, Bengaluru	22975502
2	B.Basavaraja Asst.Executive Engineer - 1	- Do -	22975502
3	S.C.Shashidhara Asst.Executive Engineer - 2	- Do -	22975502
4	Basavaraj Accounts Superintendent	- Do -	22975502
5	K.S.Bhaskar (Manager)	- Do -	22975502
6	Janardhan (4th grade employee)	- Do -	22975502
7	L.Manju Prasad Computer Operator (Out sourcing)	- Do -	22975502

X. Monthly remuneration received by each of its officers and employees, including the system of compensations as provided in its regulations.

Sl No	Name & Designation	Pay Scale	Net Amount
1	S.D.Nagaraju Executive Engineer	14,050 - 25050/-	22,292/-
2	B.Basavaraja Asst.Executive Engineer	14,050 - 25,050/-	29,276/-
3	S.C.Shashidhara Asst.Executive Engineer	14,050 - 25,050/-	29,162/-
4	Basavaraj Accounts Superintendent (in Charge)	10,800 - 20,025/-	18,755/-
5	K.S.Bhaskar (Manager)	15,200 - 25,650/-	29,500/-
6	Janardhan (4 th grade employee)	4800 - 7275	5,200/-
7	L.Manju Prasad Computer Operator (Out sourcing)	5,300/-	4,200/-

XI. The budget allocated to each of its agency, indicating the particulars of all plans proposed expenditures and reports on disbursements made:

- Nil -

XII. The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries made:

- Nil -

XIII. Particulars of recipients of concessions, permits or authorizations granted by it.

- Nil -

XIV. Details in respect of the information, available to or held by it, reduced in an electronic form:

- Nil -

XV. The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use:

- Nil -

XVI. The names, designations and other particulars of the public information Officers:

Sri.B.Basavaraja	Duct Services sub Division - 1
Asst Executive Engineer	BBMP, Bengaluru, N.R.Square, B'luru - 02

Sri.S.C.Shashidhara	Duct Services Sub - Division - 2
Asst.Executive Engineer,	BBMP, Bengaluru, N.R.Square, B'luru - 02.

XVII Such other information set by the BBMP will be implemented.

And yealy modification of upto date information and publishing.

C. Publication of major working guidelines pertaining to public.

- Nil -

D. Answering the individuals affected by administrative and semi judicial

type decisions.

- Nil -

2. In order to obtain information, and to obtain minimum most usage of act including internet facility should be the routine procedure to enlighten the information to public.

- It will be followed -

3. Publication of format for easy availability of information to public for 3 (1) Act.

- It will be followed -

4. Keeping in view the cost and local language, publication of all matters through electronic media and easy availability (Collecting only typing cost) of information.

- It will be followed -

5. Appointment of Public information officer as per Duct Division concerned.

1. Executive Engineer
Duct Service Division
BBMP, Bengaluru. Public Relation Officer

2. Asst.Executive Engineer
Duct Service sub - Division - 1 Asst.Public Relation Officer
BBMP, Bengaluru.

3. Asst.Executive Engineer, Asst.Public Relation Officer
Duct Services sub - division - 2
BBMP, Bengaluru

4. Obligations of public authorities: - (1) Every public authority shall

- a. Maintain all its records duly catalogued and indexed in a manner and the form which facilitates the right to information under this act and

ensure that all records that are appropriate to be computerized are, within a reasonable time and subject to availability of resources, computerized and connected through a network all over the country on different systems so that access to such records is facilitated;

Records are duly catalogued and indexed and computerized.

b. Publish within one hundred and twenty days from the enactment of Act:

i. Powers and duties of its officers and employees:

Duct services sub - division is formed to construct cable ducts for the utility service providers.

The construction of such ducts is proposed by sharing equal amount by the service provider and BBMP.

ii. Powers and duties of its officers and employees.

Since, only Asst. Exe.Engineer is working in this sub - divisions, following is the information.

a. B.Basavaraja Asst.Executive Engineer - I
(Duct Services sub - division).

b. S.C.Shashidhara Asst.Executive Engineer - II
(Duct Services sub - division)

On receipt of requests from the service providers, for laying utility cable through EE (Ducts), inspects cable laying routes along with concerned officials / representatives of service providers. After inspection studying the conditions of cable laying roads, and put up a report for approval from the competent authority through EE duct.

iii. The procedure followed in the decision making process,
including channels of supervision and accountability.

At the time of inspection of cable laying routes decision will be taken by AEE regarding trenching / HDD pits depending upon the field condition.

Other decisions and accountability will be followed as per the relevant codes, KCSR and KMC act. If decision has to be taken by the higher officer, proposal will be sent to competent authority for approval through proper channel.

If AE / JE is working in this sub - division, works would have been supervised through them. Since this sub - division is working only with A.E.E, responsibility of supervision lies on jurisdictional BBMP ward engineers as per conditions.

iv. Norms set by it for the discharge of its functions.

As per BBMP road opening protocol norms.

v. The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;

This office is functioning as per the time to time directions of H'ble Commissioner BBMP, and Special Commissioner (Admin), and adhering to road opening protocol.