

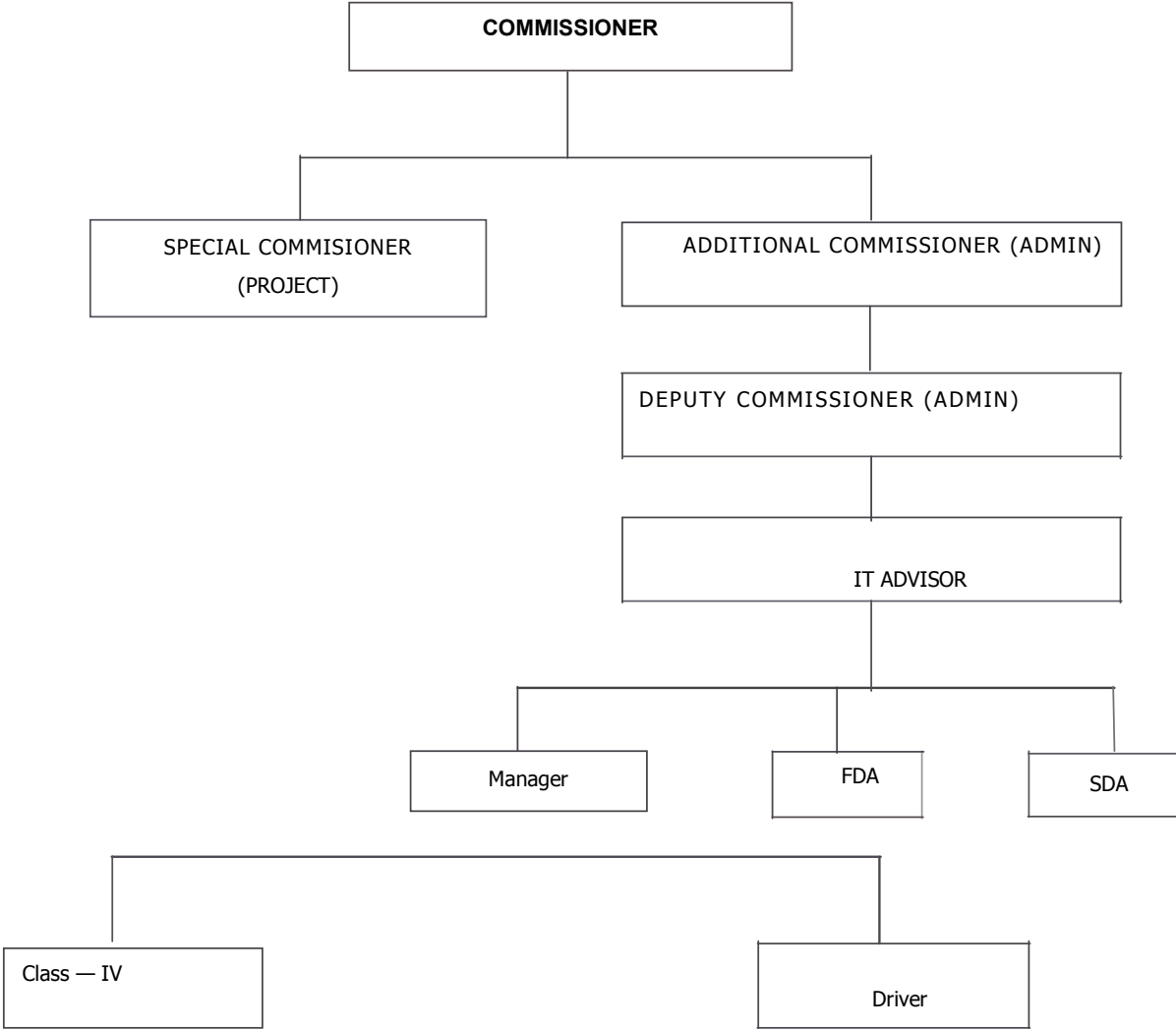
# Office of the IT Advisor Bruhat Bangalore Mahanagara Palike

As per Section 4(1)b of Right to Information act 2005

a. Name of the office

Office of the IT advisor  
Bruhat Bangalore Mahanagara Palike  
3<sup>rd</sup> Floor, Annexe Building,  
N.R.Square, Bangalore 560 002  
Telephone No: 22133029

Section 4(1)(b)(i) Organisational Structure, aims and functions:



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

Sl.No.	Name of the Organization	Address	Organizational structure	Aims	Functions
1.	BBMP IT Dept	BBMP,Head office Annexure Building 3rd floor,NR Square,Bangalore-560002	BBMP Head Office and Zonal Offices	To computerize the entire BBMP activities	Implementing various IT related development and infrastructure.

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

Sl.No.	Designation of the official/ employee	Duties allotted	Powers
1.	IT Advisor	IT Advisor is Head of the IT section and controlling authority ,He supervises and gives guidance in implementing various IT related development and infrastructure.	-
2.	Manager	Supervision of office establishment, Maintenance of staff attendance. Obtaining replies from sub division offices in respect of questions of Legislative Assembly and Legislative Council as well as BBMP Council and submission of consolidated reports. Supervision and arrange for issuance of information from the Concerned, to time to time in respect of applications received under Karnataka information Act –2005. Maintenance of movement register of the staff, maintenance of lists of assets and liabilities of the Staff and confidential reports etc.	-
3.	First Division Assistant	Vacant	-
4.	Second Division Assistant	Inward of daily tappals / applications received from various departments and publics and then to issue to the concerned subject case workers/ sub divisions, maintenance of movement of register of files. Forwarding of tappals, receipts,	-

		Stationary receipts and issue to the staff daily maintaining Register, Maintenance of service registers of staff and establishment work:- such as preparation of pay bills, maintenance of acquaintance register and cash books of salary disbursement of the staff. Maintenance of files personal of the Engineering staff. Preparation of DC bills. Maintenance of stock register and other works entrusted by the higher authorities.	
5.	Attenders (Class D group)	Works under the head of the section. Assist the day to day duties of Officers in this section.	-

**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
Administration / Engineering/Revenue / Town Planning/Legal / Health/Education and all other department of BBMP	Procurement of IT related infrastructure, revenue related issues like Property Tax changes as per the request of zonal Joint / Additional Commissioners and Head of the Departments of various offices and also uploading of 41a , 41b and tender notifications and documents in the Official website of BBMP as per the user requirement.	Supervision and monitoring the IT Related activities in the IT Department, upgrading the services, policy decisions with regard to improving the Revenue Sources and publishing the policy decision for the information of general public after obtaining the orders from the Commissioner.	Commissioner

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

Sl No.	Functions / Service	Norms/Standards of performance set	Time Frame	Reference document prescribing the norms (Citizens Charter, service charter, etc)
1.	Processing files related to Procurement of Servers, Work Stations, Printers, Stationaries, and revenue related files	KMC Act 1976 and its tax rules, & decisions being taken by the Corporation Council and orders issue by the Commissioner/ Council from time to time	-	-

**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.	<ol style="list-style-type: none"> <li>1. KMC Act 1976 &amp; Taxation Rules</li> <li>2. KCSR Rule</li> <li>3. KTCP Rule</li> <li>4. KFC Rule</li> <li>5. KPP Act</li> <li>6. Government Orders</li> </ol>	-

**Section 4(1)(b)(vi)- Categories of documents held**

Sl.No.	Category of the document	Title of the document	Custodian of the document
1.	<b>'A'</b>	The files relating to Procurement of Servers, Work Stations, Printers, Stationaries, and revenue related files are available and maintained in the Office of the IT Advisor. The files relating to P.R. register, Inward Register, Outward Register, Tender Register etc., are being maintained in this office.	<b>IT Department</b>

**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.	Functions /Service	Arrangement for consultation with, or representation of public in relation with policy formulation and implementation
1.	IT Services	Before implementation of any new schemes / policy decision the Additional Commissioner (Admin), BBMP will be consulted and finally a decision will be taken by the Corporation Commissioner.

**Section 4(1)(b)(viii)- Boards, councils, committees and other constituted as part of the public authority**

Sl.No.	Composition	Powers and functions	Whether its meetings are open to the public/ whether minutes of meetings accessible for public
1.	There will be one Council elected in each ward and standing committee will be constituted consisting of the Corporation Councilors finally decision will be taken by the Corporation council with regard to policy matters and any new schemes.	As per KMC Act 1976	Meetings are not open to the public / minutes of the meetings are not accessible for public.

**Section 4(1)(b)(ix)- A directory of its officers and employees**

Sl.No	Name & Designation	Office Address	Ph No.	No. of Post Sanctioned	No. of Working
1.	Sri Sheshadri.T IT Advisor		9480683131	1	1

2.	Smt. Hemalatha.K Environmental Engineer	Advisor, 3rd Floor, Annex Building, NR Square, BBMP, Bangalore - 02	080 – 22247627  22133029	0	1 (On 00D)
3.	Sri. Yeshwanth Raj.M Manager			1	1
4.	Sri.Keshava Priya.BR Junior Engineer			0	1 (On 00D)
5.	Sri Vinay Kumar Second Division Assistant			2	1 (On 00D)
6.	Sri.C.Suresh Class 'D' employee			3	1 (On 00D)

**Section 4(1)(b)(x)- Directory of officers/employees and their monthly remuneration**

Sl.No	Name of the Officers / employees	Designation	Office address / contract number / email ID	Gross
1	Sri.Sheshadri.T	IT Advisor	Office of the IT Advisor, 3 <sup>rd</sup> Floor, Annex Bldg, NRSquare, BBMP, Bangalore 22247627 / 22133029	Rs. 36,795/-
2	Sri.Yeshwanthraj.M	Manager		Rs. 18,929/-

**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
1.	NA	NA	NA	NA

**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**

<b>Sl.No.</b>	<b>Name of Programme / activity</b>	<b>Nature / scale of subsidy</b>	<b>Eligibility criteria for grant of subsidy</b>	<b>Designation of officer for grant of subsidy</b>
1.	NA	NA	NA	NA

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

<b>Sl.No.</b>	<b>Name of Programme / activity</b>	<b>Application Procedure</b>	<b>Sanction procedure</b>	<b>Disbursement procedure</b>
1.	NA	NA	NA	NA

**Section 4(1)(b) (xiii) Particulars of recipients of concessions, permits or authorizations granted by it:-**

<b>Sl.No.</b>	<b>Name and address of recipient institutions</b>	<b>Nature/quantum of benefit granted</b>	<b>Date of grant</b>	<b>Name and designation granting authority</b>
1.	NA	NA	NA	NA

**Section 4(1)(b)(xiv) Information available in an electronic form;**

Sl.No.	Electronic data	Description (site, address/location where available, etc.)	Contents of title	Designation and address of the custodian of information (held by whom)
1.	NA	NA	NA	NA

**Section 4(1)(b)(xv) The particulars of facilities available to citizens for obtaining information,**

Facility	Description (location of facility / name, etc)	Details of information available
NA	NA	NA

**Section 4(1)(b)(xvi) The names, designations and other particulars of the 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
1.	IT Advisor	T Sheshadri, IT Advisor	22133029 / 22247627	<a href="mailto:itadv@bbmp.gov.in">itadv@bbmp.gov.in</a>

**b. Asst. Public Information Officer**



Sl.No.	Name of the Office /Administrative Unit	Name and designation of APIO	Office TelNo. Residence TelNo. Fax	Email
1.	IT Advisor		22133029/22247627	<a href="mailto:itadv@bbmp.gov.in">itadv@bbmp.gov.in</a>

c. Appellate authority

Sl.No.	Name of the Office / Administrative Unit	Name and Designation of Appellate Authority	Office TelNo. Residence Tel No.Fax	Email
2.	IT Advisor	Additional Commissioner(Admin)	22975552	<a href="mailto:spcommadmin@bbmp.gov.in">spcommadmin@bbmp.gov.in</a>

(xvii) Any other useful information / information frequently asked by the public

Such other information set by the BBMP will be implemented periodically under Public Disclosure Schedule, which will be updated yearly in the official website of bbmp [www.bbmp.gov.in](http://www.bbmp.gov.in).

Sd/  
ITAdvisor  
BruhatBangaloreMahanagaraPalike