

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

<i>Sl. No.</i>	<i>Name of the organization</i>	<i>Address</i>	<i>Aims & Functions</i>
1	Office of the Chief Engineer (Market Cell and BSUP), BBMP	3 rd floor, Annex Building, N.R Square, Bangalore – 560 002	BSUP: Construction of houses for urban poor under JNnURM Scheme & BBMP grants. Market Cell: Construction of Modern Market Complexes with good infrastructure facility.

Section 4(1)(b)(ii)-Power and duties of officers and employees:

<i>Sl. No.</i>	<i>Designation of the official / Employee</i>	<i>Duties allotted</i>	<i>Powers</i>
1	Executive Engineer	The head of the office of Division and functioning the duties within the frame of rules and regulations as per directions of the Higher Authorities relating to the Correspondence of BBMP. Inspection of works personally or submission of reports to the Chief Engineer in respect of works verified and scrutinized by the Technical Staff. Supervision of work of the staff of Division Office with Administrative Control. Calling Tender in respect of approved works, issuing work orders to the contractors, checking and supervision of the works of the Contractors, passing contractors bills and issue of cheques to the contractors.	Duties and financial responsibilities as per PWD Departmental Code, VOL -1 Rule 31 to 41
2	Asstt. Executive Engineer	The Functioning the duties within the frame of rules and regulations as per directions of the Higher Authorities relating to the Correspondence of BBMP. Execution of works personally or submission of reports to the Executive Engineer in respect of works verified and scrutinized by the Asstt. Engineer. Supervision of work of the staff of Sub Division Office with Administrative Control. Execution of the works of the Contractors,	Duties and financial responsibilities as per PWD Departmental Code, VOL -1 Rule 31 to 41
3	Assistant / Junior Engineer (BSUP)	Arranging to get executed the agreements from the contractors in respect of works entrusted submission of any other information to the Higher Authorities as required time to time.	
4	First Division Accounts clerk	Maintenance of Records pertaining to Accounts Dept. leave Records, Preparation of Salary bills and also to work as per the directions of the higher authorities in respect of any other works	
5	Second Division clerk	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 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, RIA receiving and dispatching, Register maintained and other works entrusted by the higher authorities.	
6	Class IV Employees:	To open the office well in time, cleaning the office premises and to clean the table and furniture of the office. To attend the work as instructed by the office staff. They should also attend the work entrusted by the Higher Authorities.	
7	Driver	To attend the driving Work of the vehicle allotted and to maintain the Log-Book.	

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

<i>Activity</i>	<i>Description</i>	<i>Decision-making process / time limit for taking decision / channels of supervision and accountability</i>	<i>Designation of final decision authority</i>
Appointment of Agency to Execute the work / Consultancy services & Payment of bills	Preparing tender document, Agreement, work Order & Preparing bills and payment of bills	<p>The officer and staff working in the office are performing their duties as described and as instructed and entrusted by the higher authorities.</p> <p>Works are being taken up on essentiality and importance according to Administrative as well as supervising process as per the list of program of works within the stipulated grants under respective heads, duly submitting proposals with recommendation to the higher authorities for approval. After completion of work the same will be recorded in the register of the Accounts section filing the concerned files.</p>	The Commissioner, BBMP

Section 4(1)(b)(iv)-Normal set for the discharge of function

<i>Sl. No.</i>	<i>Function / Service</i>	<i>Norms / standard of performance set</i>	<i>Time-frame</i>	<i>Reference document prescribing the norms (Citizens' Charter, service charter, etc.)</i>
<p>Procedure prescribed by the Govt. of Karnataka (Works and allocation) 1977, Karnataka Transparency in public procurement Act 2002 and KMC Act 1976 being followed duly observing the measures stipulated there in, besides following the orders and guidelines of the Commissioner.</p>				

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

<i>Sl.No.</i>	<i>List of Acts, Rules, regulations, instructions, Manuals</i>	<i>List of Act, Rules, etc.</i>
1	Karnataka Civil Service Rules 1958	All applicable rules and acts
2	PWD code 1	
3	PWD code 2	
4	PWD Accounts code 1	
5	PWD Accounts code 2	
6	Karnataka financial code	
7	Karnataka treasury code	
8	KTPP act	
9	Delegation of powers issued by BBMP	

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

<i>Sl.No.</i>	<i>Category of the document</i>	<i>Type of the document</i>	<i>Custodian of the document</i>
1	A,B,C& D	<p>Progress report</p> <p>PWD Scheduled rates 10-11</p> <p>Estimate Register</p> <p>Agreement register</p> <p>Work order register</p> <p>Attendance register</p> <p>Inward register</p> <p>Outward register</p>	<p>Executive Engineer/ A.E.E</p> <p>Executive Engineer/ A.E.E</p> <p>Executive Engineer/ A.E.E</p> <p>Executive Engineer</p> <p>Executive Engineer</p> <p>Chief Engineer</p> <p>Chief Engineer / Executive Engineer</p> <p>Chief Engineer / Executive Engineer</p>

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

<i>Sl. No.</i>	<i>Function/Service</i>	<i>Arrangements for consultation with or representation of public formation</i>	<i>Arrangements for consultation with or representation of public in implementation</i>
Bruhat Bangalore Mahangara Palike is an independent body headed by the Commissioner and Palike is function with the elected representatives who will take decision in the discussion held in the Palike meeting as per KMC Act 1976 and the decision will be reviewed by the Commissioner and final orders will be passed.			

Section 4(1)(b)(viii)-Boards, Councils, Committees and other bodies constituted as part of the public authority

<i>Name of board, council, Committee, etc.,</i>	<i>Composition</i>	<i>Power and function</i>	<i>Whether its meetings are open to the public/whether minutes of meetings accessible for public</i>
Not applicable			

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

<i>Sl. No.</i>	<i>Name of the Officers / Employees</i>	<i>Designation</i>	<i>Office address/Contact number/e-mail ID.</i>	<i>Monthly remuneration etc.,</i>
1	M.L.MUNI KRISHNA	Chief Engineer (Market Cell and BSUP)	Office of the Chief Engineer, BBMP, 3 rd floor, Annex Building, N.R Square, Bangalore -02 Ph: (080) 22117176 Mobile: 94806 83851	Rs.37,847
2	MOHAN GOWDA	Executive Engineer (Market Cell)	Office of the Executive Engineer, BBMP, 3 rd floor, Annex Building, N.R Square, Bangalore -02 Ph: (080) 22117175 Mobile: 94806 83851	Rs.36,019
3	B.M. DARANENDRA KUMAR	Executive Engineer (Market Cell)	Office of the Executive Engineer, BBMP, 3 rd floor, Annex Building, N.R Square, Bangalore -02 Ph: (080) 22117175 Mobile: 94806 83058	Rs.27,766

4	BHAGAVAN DAS	Executive Engineer (BSUP)	Office of the Executive Engineer, BBMP, 7 th floor, Jayanagar Shopping Complex, 4 th Block Jayanagar, Bangalore Ph: (080) 22130787 Mobile: 94806 84038	Rs.32,927
5	B.BASAVARAJA	Asstt. Executive Engineer (Market Cell)	Office of the Executive Engineer, BBMP, 3 rd floor, Annex Building, N.R Square, Bangalore -02 Ph: (080) 22117175 Mobile: 99002 56064	Rs.45,704
6	M.MAHADEVA	Asstt. Executive Engineer (Market Cell)	Office of the Executive Engineer, BBMP, 3 rd floor, Annex Building, N.R Square, Bangalore -02 Ph: (080) 22117175 Mobile: 94806 84069	Rs.25,766
7	R.GANGADHAR	Asstt. Executive Engineer (Market Cell)	Office of the Executive Engineer, BBMP, 3 rd floor, Annex Building, N.R Square, Bangalore -02 Ph: (080) 22117175 Mobile: 94806 85311	Rs.25,766
8	ADIGONDA. S. MALLAGONNAVAR	Asstt. Executive Engineer (Market Cell)	Office of the Executive Engineer, BBMP, 3 rd floor, Annex Building, N.R Square, Bangalore -02 Ph: (080) 22117175 Mobile: 94806 85311	Rs.26,525
9	Y .R JAYAPRAKASH	Asstt. Executive Engineer (BSUP)	Office of the Executive Engineer, BBMP, 7 th floor, Jayanagar Shopping Complex, 4 th Block Jayanagar, Bangalore Ph: (080) 22130787 Mobile: 94806 83824	Rs.34,593
10	A.R. NARAYANA REDDY	Asstt. Executive Engineer (BSUP)	Office of the Executive Engineer, BBMP, 7 th floor, Jayanagar Shopping Complex, 4 th Block Jayanagar, Bangalore Ph: (080) 22130787 Mobile: 94806 83026	Rs.38,876
11	A.D. JYOTHI	Asstt. Engineer (BSUP)	Office of the Executive Engineer, BBMP, 7 th floor, Jayanagar Shopping Complex, 4 th Block Jayanagar, Bangalore Ph: (080) 22130787 Mobile: 99867 39833	Rs.19,728
12	L.VARALAKSHMI	Junior Engineer (BSUP)	Office of the Executive Engineer, BBMP, 7 th floor, Jayanagar Shopping Complex, 4 th Block Jayanagar, Bangalore Ph: (080) 22130787 Mobile: 97405 26774	Rs.15,735

13	N.RAMACHANDRA	First Division Accounts clerk	Office of the Executive Engineer, BBMP, 3 rd floor, Annex Building, N.R Square, Bangalore -02 Ph: (080) 22117175	Rs.19,129
14	N.SHIVA KUMAR	Second Division Assistant	Office of the Chief Engineer, BBMP, 3 rd floor, Annex Building, N.R Square, Bangalore -02 Ph: (080) 22117176	Rs.9,640
15	N.RAVI	Class -IV	Office of the Chief Engineer, BBMP, 3 rd floor, Annex Building, N.R Square, Bangalore -02 Ph: (080) 22117176	Rs.8,670
16	MADAPPA	Driver	Office of the Chief Engineer, BBMP, 3 rd floor, Annex Building, N.R Square, Bangalore -02 Ph: (080) 22117176	Rs.20,540

Section 4(1)(b)(Xi) -Budget allocated to each agency including plans etc.,

<i>Section</i>	<i>Agency</i>	<i>Plan / program / Scheme / project / activity / purpose for which budget is allotted</i>	<i>Proposed expenditure as on last year</i>	<i>Expected Outcomes</i>	<i>Report of disbursements made or where such details are available (website, reports, notice board)</i>
BSUP	-	Rs.5806 lakhs budget is allotted to Basic service to Urban Poor (5 slums and 13 Slums – Phase-I) for the year 2011-12	-nil-	-	Reports
Market Cell	-	Rs.6655 lakhs budget is allotted for the year 2011-12	-nil-	-	Reports

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

<i>Sl No.</i>	<i>Name of programme / activity</i>	<i>Nature / scale of subsidy</i>	<i>Eligibility criteria for grant of subsidy</i>	<i>Designation of officer for grant of subsidy</i>
-Not applicable-				

b) Describe the manner of execution of the subsidy program

<i>Sl No.</i>	<i>Name of programme activity</i>	<i>Application procedure</i>	<i>Sanction procedure</i>	<i>Disbursement procedure</i>
-Not applicable-				

Section 4(1)(b)(xiii)-Particulars of recipients of concessions, permits or authorisations grants by the public authority

<i>Sl. No</i>	<i>Name and address of recipient institutions</i>	<i>Date of grant</i>	<i>Name & designation of granting authority</i>
Not applicable			

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

<i>Sl. No.</i>	<i>Electronic data</i>	<i>Description (site address / location where available etc.,</i>	<i>Contents or title</i>	<i>Designation and address of the custodian of information (held by whom)</i>
		www.bbmp.gov.in		

Section 4(1)(b)(xv)-Particulars of facilities available to citizens for obtaining information

<i>Facility</i>	<i>Description (location of facility / Name etc.)</i>	<i>Details of information available</i>
RTI Cell	RTI Cell, BBMP Head office, N.R.Square, Bangalore 560002	Application received in the RTI cell are answered based on Information.

Section: 4(1)(b)(XVI)-Names, designations and other particulars of public information officers

a) Public Information Officer (PIO)

<i>Sl No.</i>	<i>Name of the office / Administrative unit</i>	<i>Name & designation of PIO</i>	<i>Office Tel.No. / Residence Tel.No. / FAX</i>	<i>E-mail</i>
1	Office of the Executive Engineer, BBMP, 3 rd floor, Annex Building, N.R Square, Bangalore	MOHAN GOWDA Executive Engineer (Market Cell)	Ph: (080) 22117175	-
2	Office of the Executive Engineer, BBMP, 3 rd floor, Annex Building, N.R Square, Bangalore	B.M.DARANENDRA KUMAR Executive Engineer (Market Cell)	Ph: (080) 22117175	-
3	Office of the Executive Engineer, BBMP, 7 th floor, Jayanagar Shopping Complex, 4 th Block Jayanagar, Bangalore	BHAGAVAN DAS Executive Engineer (BSUP)	Ph: (080) 22130787	-

b) Asst. Public Information Officer

<i>Sl No.</i>	<i>Name of the office / Administrative unit</i>	<i>Name & designation of APIO</i>	<i>Office tel.No. / Residence tel.No. / FAX</i>	<i>E-mail</i>
1	Office of the Executive Engineer, BBMP, 3 rd floor, Annex Building, N.R Square, Bangalore	M.MAHADEVA Asstt. Executive Engineer (Market Cell)	Ph: (080) 22117175	-
2	Office of the Executive Engineer, BBMP, 3 rd floor, Annex Building, N.R Square, Bangalore	R.GANGADHAR Asstt. Executive Engineer (Market Cell)	Ph: (080) 22117175	-
3	Office of the Executive Engineer, BBMP, 3 rd floor, Annex Building, N.R Square, Bangalore	ADIGONDA. S. MALLAGONNAVAR Asstt. Executive Engineer (Market Cell)	Ph: (080) 22117175	-
4	Office of the Executive Engineer, BBMP, 7 th floor, Jayanagar Shopping Complex, 4 th Block Jayanagar, Bangalore	Y.R JAYAPRAKASH. Asstt. Executive Engineer (BSUP)	Ph: (080) 22130787	-
5	Office of the Executive Engineer, BBMP, 7 th floor, Jayanagar Shopping Complex, 4 th Block Jayanagar, Bangalore	A.R NARAYANA REDDY Asstt. Executive Engineer (BSUP)	Ph: (080) 22130787	-

C. 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	Office of the Chief Engineer, BBMP, 3 rd floor, Annex Building, N.R Square, Bangalore	M.L.MUNIKRISHNA Chief Engineer (Market Cell and BSUP)	Ph: (080) 22117176	-

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

-nil-

Chief Engineer
(Market Cell and BSUP),
Bruhat Bangalore Mahanagara Palike