

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

Sl. No.	Name of the Organisation	Address	Aims	Functions
1	Office of the Executive Engineer, Road Infrastructure, Road widening Division - 1	Bruhat Bangalore Mahanagara Palike Offices, N.R.Square, Bangalore - 560002		Widening and Rehabilitation of Roads

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

Sl. No.	Designation of the Official/employee	Duties allotted	Powers
1	Narasarama Rao Executive Engineer	Road Infrastructure, Road Widening Division - 1	Duties and financial responsibilities as per PWD Departmental Code, VOL -1 Rule 31 to 41
2	H.C Rajashekar, Assistant Executive Engineer	a) Widening and improvements to jayamahal road from Mekhri Circle to cantonment railway station and allied works. b) Construction of compound wall in the premises of palace ground along jayamahal road and allied works c) Construction of road and allied works.	Duties and financial responsibilities as per PWD Departmental Code, VOL -1 Rule 42 to 47
3	S. Prakash Barrigidad, Assistant Executive Engineer	a) Widening and improvements to Bellary road from BDA junction to Mekhri Circle and allied works. b) Construction of compound wall in the premises of palace ground along jayamahal road and allied works c) Construction of road and allied works.	Duties and financial responsibilities as per PWD Departmental Code, VOL -1 Rule 42 to 47
4	K.S Sreenivas, Assistant Engineer	Handling works under Shri. H.C Rajashekar, A.E.E	
5	H. K Madesh, Assistant Engineer	Handling works under Shri.S. Prakash Barrigidad, A.E.E	
6	K. Jayaram, SDC	Divisional Works	
7	M. Paapegowda, Peon	Office Assistants	

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

Sl. No.	Activity	Description	Decision- making process/time limit for taking decision/Channels of Supervision and accountability	Designation of final decision authority
1	Preparation of Estimates , DPR and Sanctioning of Estimates	Preparing estimates for new roads or rehabilitation and widening of roads	<p>Preparation of estimates for new roads or rehabilitation and widening of roads</p> <pre> graph TD     A["A.E-15 days"] --&gt; B["A.E.E-3 days"]     B --&gt; C["E.E.C-3 days"]     C --&gt; D["S.E.C-3 days"]     C --&gt; E["A.E-3 days"]     D --&gt; F["C.E.C-3 days"]     F --&gt; G["D.C.E-3 days"]     F --&gt; H["TA-3 days"]     G --&gt; I["A.E-3 days"]     H --&gt; I     I --&gt; J["Special Comm.-3 days"]     J --&gt; K["P.F.E.D-3 days"]     J --&gt; L["T.V.C.C-3 days"]     K --&gt; M["Commissioner-3 days"]     L --&gt; M     M --&gt; N["Major works committees-10 days"]     N --&gt; O["Council-30 days"]     </pre>	<p>1. Commissioner upto Rs. 3.00 crores</p> <p>2. Works council = 3.00 to 4.00 crores</p> <p>3. BBMP council = 4.00 to 5.00 crores</p> <p>4. Government = above 5.00 crores</p>

2	Appointment of Agency to Execute the work / Consultancy services	Preparing tender document, Agreement, work order	<p>Preparing tender document, Agreement, work order</p>	Government of karnataka
3	Payment of bills	Preparing bills and payment of bills	<p>Preparing bills and payment of bills</p>	Commissioner

**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 ( Citizen's Charter, Service Charter, etc.)
<b>Not applicable - (This format may be treated as Citizen's Charter)</b>				

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

Sl. No.	List of Acts, rules, regulations, instructions,	List of Act, rules, etc.
1	PWD code 1 and PWD code 2	All applicable rules and acts
2	PWD Accounts code 1 and PWD Accounts code 2	All applicable rules and acts
3	Land Acquisition act	All applicable rules and acts
4	Karnataka civil service rules	All applicable rules and acts
5	Karnataka financial code	All applicable rules and acts
6	Karnataka treasury code	All applicable rules and acts
7	KTPP act	All applicable rules and acts

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

Sl. No.	Category of the document	Title of the document	Custodian of the documents
1	E-Preserved for one year	Progress report	Executive Engineer/ A.E.E
2	E-Preserved for one year	PWD Scheduled rates 10-11	Executive Engineer/A.E.E
3	A-Preserved indefinitely	Agreement register	Assistant Engineer
4	A-Preserved indefinitely	Workorder register	Assistant Engineer
5	A-Preserved indefinitely	B.R.Register	A.O/A.S
6	E-Preserved for one year	Attendance register	
7	D- Preserved for five years	Inward register	
8	D- Preserved for five years	Outward register	

**Section 4 (1) (b) (vii)-Arrangement for consultation with, or representation by the members of the public in**

Sl. No	Function/Service	Arrangments for consultation with or	Arrangments for consultation with or representation of public in relation with policy implementation
<b>Not Applicable</b>			

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

Name of board, council,	Compositio	Powers and functions	Whether its meeting are open to
<b>Not Applicable</b>			

**Section 4 (1) (b) (ix)-& Section 4 (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 remuneration etc.
1	Narasarama Rao	Executive Engineer	N.R.Square, BBMP,Bangalore 02 9480683174	Rs.33,197.00
2	H.C Rajashekar	Assistant Executive Engineer	N.R.Square, BBMP,Bangalore 02 9945681666	Rs. 44,616.00
3	S. Prakash Barrigidad	Assistant Executive Engineer	N.R.Square, BBMP,Bangalore 02 9480683735	Rs.45,403.00
7	K.S Sreenivas	Assistant Engineer	N.R.Square, BBMP,Bangalore 02 9886134669	Rs. 22,594.00
8	H.K. Madesh	Assistant Engineer	N.R.Square, BBMP,Bangalore 02 9448772966	Rs.25,131.00
11	K. Jayaram	Second Division Clark	N.R.Square, BBMP,Bangalore 02 9741326202	Rs. 11,529.00
14	Paapegowda	Peon	N.R.Square, BBMP,Bangalore 02 9845791125	Rs.10,963.00

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

Sl No	Agency/ Budget head	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, report, notice board)
1	Road related works 10-11	Rs.3500.00 Lakhs	Rs.3500.00 Lakhs	-	-
2	Compound related work	Rs. 440.00 Lakhs	Rs.440.00 Lakhs	-	-

**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**

Sl No	Name of the programme/ activity	Nature/scale of subsidy	Eligibility criteria for grant subsidy	Designation of officer for grant of subsidy
Not applicable				

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

Sl No	Name of the programme/ activity	Application procedure	Sanction procedure	Disbursement Procedure
Not applicable				

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

Sl No	Name and the adress 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 data	Description (site address/location where)	Contents of title	Designation and adress of the custodian of information (held by)
1	Web Based Project Management system	<a href="http://www.bbmp.gov.in/index.php?option=com_content&amp;view=article&amp;id=143&amp;Itemid=186">www.bbmp.gov.in/index.php?option=com_content&amp;view=article&amp;id=143&amp;Itemid=186</a>	Web-Based Project Management System (WPMS) is a professional tool to manage projects on line from conception to completion.	Concerned Officers handling the works

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

SI No	Facility	Description (location of facility/name,etc)	Details of information available
1	RTI Cell	RTI Cell, BBMP head office, N.R.Square, Bangalore 560002	Application received in the RTI cell are answered based on informations gathered from respective Division

**Section 4 (1) (b) (xvi)- Names, Designation and other particulars of public information officers****a) Public Information officer (PIO)**

SI No	Name of the office/ administrative unit	Name and Designation of PIO	Office tel.No Residence tel.No	E-mail
1	Executive Engineer, Road Infrastructure Road widening Division-1 B.B.M.P	Narasarama Rao , Executive Engineer	9480683174	-

**b) Asst. Public Information officer**

SI No	Name of the office/ administrative unit	Name and Designation of APIO	Office tel.No Residence tel.No	E-mail
1	Assistant Executive Engineer - 1, Road Infrastructure Road Widening Division - 1	H.C Rajashekar	9945681666	-
2	Assistant Executive Engineer - 1, Road Infrastructure Road Widening Division - 1	S. Prakash Barrigidad	9480683735	-

**c) Appellate authority**

SI No	Name of the office/ administrative unit	Name and Designation PIO	Office tel.No Residence tel.No	E-mail
1	Chief Engineer, Superintending Engineer, Road Infrastructure, B.B.M.P, N.R.Square, Bangalore -02	K.T.Nagraj I/C Chief Engineer	Chief Engineer:-9480683145, Superintending Engineer:-9845222224	-

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

1	-
---	---

**Executive Engineer  
Road Infrastructure-Road Widening Division 1**