

**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 - 2	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 employees**

Sl. No.	Designation of the Official/employee	Duties allotted	Powers
1	N.Prakash Executive Engineer	Road Infrastructure, Road Widening Division -2	Duties and financial responsibilities as per PWD Departmental Code, VOL -1 Rule 31 to 41
2	Prakash M Assistant Engineer	Handling works under Executive Engineer	
3	K. Jayaram, SDC	Divisional Works	
4	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     AE15[A.E - 15 days] --&gt; AEE3[A.E.E - 3 days]     AEE3 --&gt; EE3[E.E - 3 days]     EE3 --&gt; AE3[A.E - 3 days]     EE3 --&gt; ASuper[Account superintendent - 3 days]     ASuper --&gt; AE3     EE3 --&gt; SE3[S.E - 3 days]     SE3 --&gt; CE3[C.E - 3 days]     CE3 --&gt; DCE3[D.C.E - 3 days]     CE3 --&gt; TA3[TA - 3 days]     CE3 --&gt; AE3     SpecialComm[Special Comm. - 3 days] --&gt; PPED3[P.P.E.D - 3 days]     SpecialComm --&gt; TVCC3[T.V.C.C - 3 days]     AE3 --&gt; Comm[Commissioner - 3 days]     PPED3 --&gt; Comm     TVCC3 --&gt; Comm     Comm --&gt; MWCom[Major works committee - 10 days]     MWCom --&gt; Council[Council - 30 days]     </pre>	<ol style="list-style-type: none"> <li>1. Commissioner upto Rs. 3.00 crores</li> <li>2. Works council = 3.00 to 4.00 crores</li> <li>3. BBMP council = 4.00 to 5.00 crores</li> <li>4. Government = above 5.00 crores</li> </ol>

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	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	Arrangements for consultation with or	Arrangements for consultation with or representation of public in relation with policy implementation
<b>Not Applicable</b>			

**Section 4 (1) (b) (viii)-Boards, councils, committees 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	N.Prakash	Executive Engineer	N.R.Square, BBMP,Bangalore 02	9341285836	Rs.51,549.00
2	Prakash M	Assistant Engineer	N.R.Square, BBMP,Bangalore 02	9480684515	Rs.22,794.00
3	K. Jayaram	Second Division Clark	N.R.Square, BBMP,Bangalore 02	9741326202	Rs. 11,529.00
4	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	-	-

**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**

Sl No	Name and the 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 data	Description (site address/location where)	Contents of title	Designation and address 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**

Sl 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)**

Sl 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-2 B.B.M.P	N.Prakash, Executive Engineer	9341285836	-

**b) Asst. Public Information officer**

Sl No	Name of the office/ administrative unit	Name and Designation of APIO	Office tel.No Residence tel.No	E-mail
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**c) Appellate authority**

Sl 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**

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**Executive Engineer  
Road Infrastructure - Road Widening Division 2**