

**STATEMENT SHOWING THE TEMPLATES FOR BBMP DEPARTMENTS SUO MOTU
DISCLOSURE UNDER SECTION
4(1) (A) AND (B) OF THE RTI ACT PERTAINING TO ASSISTANT REVENUE OFFICER
(JEEVANBHIMANAGAR) SUB DIVISION.
TEMPLATE FOR SECTION 4(1) (A) – INDEXING AND CATALOGUING OF ALL
INFORMATION**

| Sl. No. | Date on which opened (Files to be listed chronologically) | Category A,B,C, D, E, etc. (Files to be listed alphabetically according to category) | File No. | Subject of file | Location of file : Room /cupboard/ shelf numbers | Date on which file can be destroyed / custodian of file |
|---------|---|--|----------|-----------------|--|---|
| 1 | Nil | | | | | |

SECTION 4(1) (B) (I) – ORGANISATIONAL STRUCTURE, AIMS AND FUNCTIONS

| Sl. No. | Name of the organization | Address | Aims | Functions |
|---------|--------------------------|---------|------|-----------|
| 1 | Nil | | | |

SECTION 4(1) (B) (II) – POWERS AND DUTIES OF OFFICERS AND EMPLOYEES

| Sl. No. | Designation of the official / employee | Duties allotted | Powers |
|---------|--|-----------------|-----------------|
| 1 | Enclosed in section 4(1) (B) | Enclosed | Enclosed |

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 |
|------------|-------------|--|---|
| Nil | | | |

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 (Citizens charter, service charter, etc.,) |
|---------|------------------|------------------------------------|------------|---|
| 1 | Nil | | | |

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 | Nil | |

SECTION 4(1) (B) (VI) – CATEGORIES OF DOCUMENTS HELD

| Sl. No. | Category of the document | Title of the document | Custodian of the document |
|---------|---|-----------------------|---------------------------|
| 1 | Details enclosed in section 4(1) (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. | Function / Service | Arrangements for consultation with or representation of public in relation with policy formulation | Arrangements for consultation with or representation of public in relation with policy implementation |
|---------|--------------------|--|---|
| 1 | Nil | | |

SECTION 4(1) (B) (VIII) – BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSTITUTED AS PART OF THE PUBLIC AUTHORITY

| Name of board, council, committee, etc., | Composition | Powers and functions | Whether its meetings are open to the public / whether minutes of meetings accessible for public |
|--|-------------|----------------------|---|
| Nil | | | |

SECTION 4(1) (B) (IX) & SECTION 4(1) (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 | Details enclosed in section 4(1) (B) | | | |

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 (website, reports, notice board) |
|------------|---|--------------------------------------|-------------------|---|
| Nil | | | | |

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 programmers / schemes

| Sl. No. | Name of the programme / activity | Nature / scale of subsidy | Eligibility criteria for grant of subsidy | Designation of officer for grant of subsidy |
|---------|----------------------------------|---------------------------|---|---|
| 1 | Nil | | | |

DESCRIBE THE MANNER OF EXECUTION OF THE SUBSIDY PROGRAMME

| Sl. No. | Name of programme /activity | Application procedure | Sanction procedure | Disbursement procedure. |
|---------|-----------------------------|-----------------------|--------------------|-------------------------|
| 1 | Nil | | | |

SECTION 4(1)(B)(XIII)- PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATIONS GRANTED BY THE PUBLIC AUTHORITY

| Sl. No. | Name and address of recipient institutions | Nature / quantum of benefit granted | Date of grant | Name & designation of granting authority |
|---------|--|-------------------------------------|---------------|--|
| 1 | Nil | | | |

SECTION 4(1)(B)(XIV) – INFORMATION AVAILABLE IN ELECTRONIC FORM

| Sl. No. | Electronic data | Description (Site address / location where available, etc., | Contents or title | Designation and address of the custodian of information (held by whom) |
|---------|------------------------|---|-------------------|--|
| 1 | www.bbmp.gov.in | | | |

SECTION 4(1) (B) (XV) - PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION

| Facility | Description (location of facility / name, etc.,) | Details of information available |
|------------|---|----------------------------------|
| Nil | | |

SECTION 4(1) (B) (XVI) – NAMES, DESIGNATIONS AND OTHER PARTICULARS OF PUBLIC INFORMATION OFFICERS

a. PUBLIC INFORMATION OFFICER (PIO)

| Sl. No. | Name of the office / administrative unit | Name & designation of PIO | Office tel. No. Residence tel. No. fax | E-mail |
|---------|---|---|--|------------------------|
| 1 | Assistant Revenue Officer (Jeevanbhimanagar) | Sri. SUHAIL AHMED Assistant Revenue Officer | 9480684336 | nataraj.m603@gmail.com |

b. ASST. PUBLIC INFORMATION OFFICER

| Sl. No. | Name of the office / administrative unit | Name & designation of APIO | Office tel. No. residence tel. No. Fax | E-mail |
|---------|---|----------------------------|--|--------|
| 1 | Assistant Revenue Officer (Jeevanbhimanagar) | CHANNIAH (Manager) | 080-25203154 | --- |

c. Appellate authority

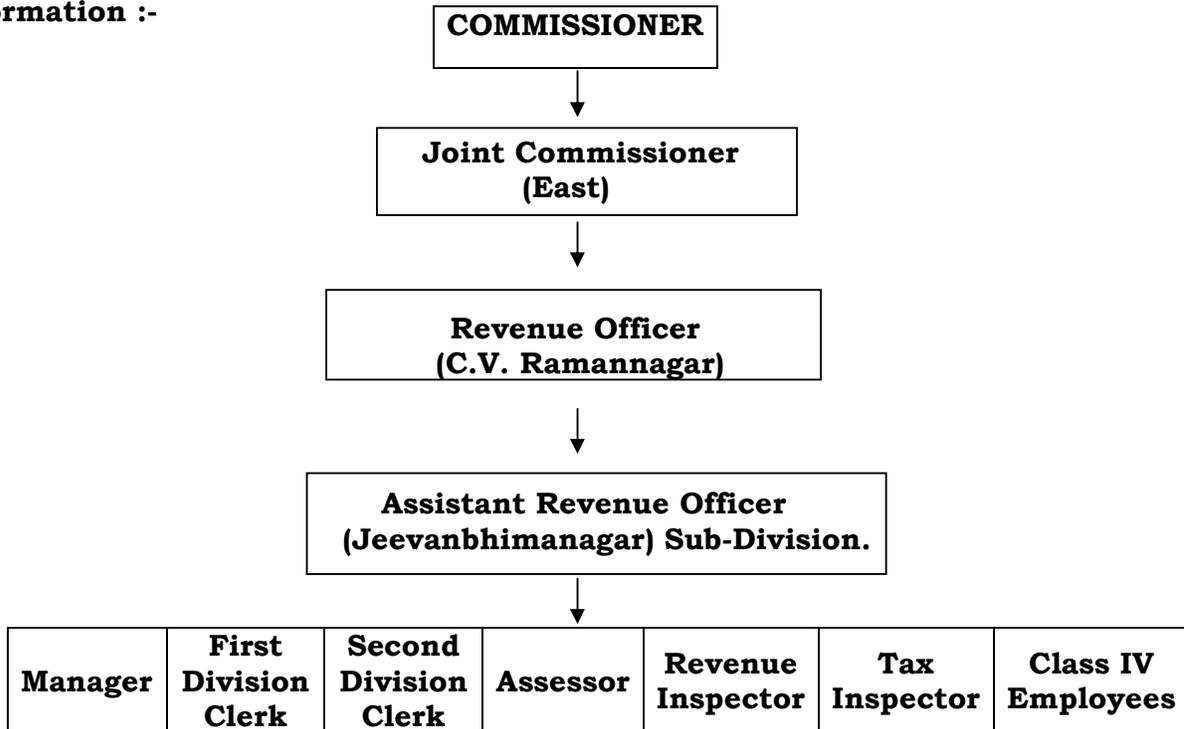
| Sl. No. | Name of the office / administrative unit | Name & designation of Appellate authority | Office Tel. No. Residence Tel. No. Fax | E-mail |
|---------|--|---|--|-------------------|
| 1 | Revenue Officer (C.V. Raman nagar) | Sri. Francis Revenue Officer & Appellate Officer | 9480685072 080- 22975835 | rjswr62@gmail.com |

RIGHT To INFORMATION (CENTRE) CELL
Right to Information Act 2005 as per section 4

**1. DUTIES & RESPONSIBILITIES OF ASSISTANT REVENUE OFFICER,
JEEVANBHIMANAGAR SUB-DIVISION.**

A) Name of the Office : Office of the Assistant Revenue Office,
Jeevanbhimanager Sub-Division,
16th A & B Main Road,
Baba Saheb Colony, H.A.L. 2nd Stage
Bangalore 560008
Phone: - 080-25203154

B) Formation :-



C) Duties & Responsibilities

Revenue department in B.B.M.P. is one of the most important and essential department which consists of ward No. 80(Hoysalanagar), Ward No:88(Jeevanbhimanager), Ward No: 113(Konena Agrahara). It works under KMC Act Rules 1976 and it plays an important role. The main function of ARO (Jeevanbhimanager) which falls within the jurisdiction limit of BMP is dealing with properties which belong to an individual citizen and it renders its service to the public by processing the transfer of Katha Bifurcation, Registration, Clubbing of Khatha and collecting taxes from the properties owners. After verifying & scrutinizing the properties it issues Khata certificate, Khatha Extract, Residential Certificate. Properties which are leased and rented by the B.M.P. are well and preserving the information ensured and the election work.

II) Duties & Responsibilities of Officer & Staff :

SRI. SUHAIL AHMED, ASSISTANT REVENUE OFFICER,

- **DUTIES AND RESPONSIBILITIES OF ASSISTANT REVENUE OFFICER,
PERTAINING TO JEEVANBHIMANAGAR SUB-DIVISION**

The important duties of A.R.O. is to fix the tax of properties below range measuring 2000 sft. Further for the properties measuring above 2000 Sq. ft he has the power to recommend to the higher authorities for sanction. He exercises general supervision and control over the staff under him and is responsible for seeing that the members of the staff do the work allotted to them efficiently and expeditiously. He has the power to change the Katha for Bifurcation and Registration of Katha verification of assessment & reducing the tax in appeal under his limit. For above appeal we can able to recommend. He holds and controls the maintenance of lease properties of B.M.P. he works and reports to The Commissioner, Deputy Commissioner (East), (Revenue), Revenue Officer (C.V. Ramannagar).

- **Duties & responsibilities of Manager :-**

CHANNIAIAH, Manager

The manager is primarily responsible for the general efficiency of the section in his charges and is directly responsible to the officer under A.R.O. (Jeevanbhimannagar) for the efficient and expeditious dispatch of work. And maintenance of office administration work by adopting proper measures for progressing and timely submission of arrears statement and other periodical returns. General supervision over his section in regard to dispatch of work done. Ensuring that the case worker maintains his personal registers properly and up-to date. Maintenance of files and noting on the file, dealing personally with complicated cases. Inspecting the work of every case worker and displaying in the section and maintenance of Attendance and Casual Leave Register, Movement Control Register, Audit report, Right to Information act, verification of Kridhi and scrutinizing the papers put up by the official staff. And then and there to obey the orders of the higher authority and maintain the office neat and tidy.

- **Duties & responsibilities of First Division Assistant :-**

M. MAHESH, First Division Assistant

The First Division Assistant of this Sub-Division has to work as per the instruction of Assistant Revenue Officer (Jeevanbhimannagar) and Higher Officers, receiving complaints, letters and receiving bills pertaining to the works of this sub-Division and registering them. Recording the facilities availed by the Officers and staffs in the service registers. Maintaining the inward register, from and to Register & Cash book, submitting these records to the Higher Officer and providing all information for Auditors. Collection of 2% stamp duty, salary disbursement, maintenance of Cash book, Cheque register, Recovery register, P.R. register, Furniture register, Telephone register, Maintaining of receipt stock book of receipts and furniture and office stationary, Maintenance of service register, Increment register and Compensation register & Other register, dishonoured cheque register, Budget, Administration report, A.C. and D.C. bills, Daily collection, statistical information of tax collected. Following the orders passed by the higher authorities and performing the duties according to their advice and

helping to Manager. In generally assist the Head of the section in what-ever manner desire in the proper functioning of the section.

• **Duties & responsibilities of Second Division Clerk :-**

The Second Division Clerk has to work as per the instructions of Higher Officer. The papers and files received from receiving section regarding Katha Transfer / Bifurcation / Registration and other Miscellaneous papers has to be numbered in P.R. register and forward to concerned Revenue Inspector & Assessor for to take further action. Files and prescribed registers has to be maintained properly and in order. Maintenance of D.C.B. work/ Appeal / BMP lease and rent properties/ Court cases/ Right to information act, Special notice / Reply letters/ Endorsement and other file to be get signature by the officer and sent to concerned Revenue Inspector, Assessor and General Public and keep all the files and records in order.

| Name | Ward No | Area |
|---|----------------|------------------|
| Kum. L. Sumathi, S.D.C. | Ward No. 80 | Hoysalanagar |
| Sri. Nageshwar Rao, S.D.C | Ward No. 88 | Jeevanbhimanagar |
| Sri. Nageshwar Rao, S.D.C (Incharge) | Ward No. 113 | Konena Agrahara |

• **Duties & responsibilities of Revenue Assessor & Revenue Inspector.**

Each Revenue Inspector and Assessor is responsible to put up proposal for Katha Transfer / Bifurcation / Clubbing / Appeal / Registration and other miscellaneous papers. Supervision over the work of Tax Inspector, regarding collection of property tax, verifying of Khridhi so has to ensure that collection has been remitted to Banks. Survey of the area, maintenance of lease properties. And collection there by and verification of escape of assessments and fixing the tax in the interest Revenue collection.

• **Duties & responsibilities of Tax Inspector's**

Collection of house taxes, maintenance of Khirdhi, Hand Book, Baki Patti, Etc., The collected amount has to be remitted to the Bank after verification by concerned Revenue Inspect / Assessor and the manager and information along with chalan has to be furnished to the concerned case worker. He has to assist Election work and other works instructed by the higher officer. Serving demand notice for collection of house taxes. And also ensure to collect the Dishonored cheques which as been default in payment of tax.

• **Duties & responsibilities of class IV Employees**

Class IV Employees has to work as per the instructions of Higher Officer and carryout the work attached to the officers and office, the Tapal Duty and other works.

III) Guidelines followed during supervision and responsibilities: -

Receiving the applications forms from the public's and forwarding same to the Sub-ordinate Officers concerned. Reminding them within the stipulated time and verifications of replies, attention to give proper information to the general public.

IV) Criterieas followed while Executing :-

The Criteria's prescribed in the right to information Act 2005 and following the guidelines issued by the Higher Officers time to time and furnishing the information to the general public under KMC Act 1976.

V) The Hand book, Annexure, Exchanges rules followed by employees which are comes under the Control or having implementation of actions.

Proposed works to be maintained and implementation of directions issued by Higher Officer.

VI) List of Office Records in the Department :-

- | | |
|--|--|
| 1. Attendance Register. | 16. Audit register |
| 2. C.L. Register, | 17. A.C., D.C. & N.D.C. Bill register |
| 3. Late attendance register | 18. K.T.R./ P.R register |
| 4. Movement control register | 19. Assessment register |
| 5. Acquaintance register | 20. Mutation register |
| 6. Cash Book | 21. Appeal register |
| 7. Cheque Book | 22. Tax Remission register |
| 8. Employees Service Registers | 23. Daily collection register |
| 9. Advance register | 24. Khirdhi Book / Hand Book |
| 10. Receiving and Dispatching register | 25. Baki Patti Book |
| 11. Stationery register | 26. Office Dairy |
| 12. Furniture register | 27. Lease & Rent Book |
| 13. Receipt issued register | 28. Lease D.C.B. Book |
| 14. Increment register | 29. BMP properties Register |
| 15. Telephone Register | 30. Right to Information Register. |
| | 31. 2% Stamp duty collection & Misc., collection register. |
| | 32. Government Properties Register. |
| | 33. Employees daily cash entry Register |

IX) Information Officer and Staff

| Sl. No. | Name & Designation | Address | Phone No. |
|---------|--|--|------------|
| 1 | Sri. SUHAIL AHMED Assistant Revenue Officer, | Office of the Assistant Revenue Office, Jeevanbhimannagar Sub-Division, 16 th A & B Main Road, H.A.L. 2 nd Stage, Bangalore - 560038. | 9480684336 |
| 2 | Sri. CHANNAIAH, Manager | -do- | 25203154 |
| 3 | Sri.S. ESWAR, Assessor | -do- | -do- |
| 4 | Sri.H. KRISHNAPPA, Assessor | -do- | -do- |
| 5 | Sri.M. MAHESH, F.D.A | -do- | -do- |
| 6 | Sri.NAGESWAR RAO, S.D.C | -do- | -do- |
| 7 | Kum. L. SUMATHI, S.D.C | -do- | -do- |
| 8 | Sri.S. SHANKAR, Revenue Inspector | -do- | -do- |
| 9 | Sri.C. MUNIRANGAIAH. Revenue Inspector | -do- | -do- |

| | | | |
|----|---|------|------|
| 10 | Sri.H. DEVARAJ, Revenue Inspector | -do- | -do- |
| 11 | Sri.W.D. RAGHUNATH, Revenue Inspector | -do- | -do- |
| 12 | Sri.M. GANESH, Tax Inspector | -do- | -do- |
| 13 | Sri.S. RAJENDRA, Tax Inspector | -do- | -do- |
| 14 | Sri.SHAMAN G. WALIKAR. Tax Inspector | -do- | -do- |
| 15 | Sri.A. KANIK RAJ, Tax Inspector | -do- | -do- |
| 16 | Sri.A.O. ANAND, Tax Inspector | -do- | -do- |
| 17 | Sri.R. PRABHAKARAN, Tax Inspector | -do- | -do- |
| 18 | Sri.R. RAJENDRA, Tax Inspector | -do- | -do- |
| 19 | Smt. LAKSHMIDEVI, Peon | -do- | -do- |
| 20 | Sri. RAJA, peon | -do- | -do- |
| 21 | Sri. C. HARIKRISHNAN, Dufder | -do- | -do- |
| 22 | Sri. VENKATARAMANAI AH, P.K. | -do- | -do- |

X) Details of Monthly Payment drawn of Official and Staff as per rules

| Sl. No. | Name of the Official | Pay Scale | Basic Pay |
|----------------|--|------------------|------------------|
| 1 | Sri. SUHAIL AHMED Assistant Revenue Officer, | 10000-18150 | 10800 |
| 2 | Sri.CHANNAIAH, Manager | 10000-18150 | 10250 |
| 3 | Sri.S. ESWAR, Assessor | 10000-18150 | 10800 |
| 4 | Sri.H. KRISHNAPPA, Assessor | 10000-18150 | 10500 |
| 5 | Sri.M. MAHESH, F.D.A | 5800-10500 | 7450 |
| 6 | Sri.NAGESWAR RAO, S.D.C | 5800-10500 | 5800 |
| 7 | Kum. L. SUMATHI, S.D.C | 5800-10500 | 5800 |
| 8 | Sri.S. SHANKAR, Revenue Inspector | 6250-12000 | 7450 |
| 9 | Sri.C. MUNIRANGAIAH. Revenue Inspector | 7275-13350 | 13000 |
| 10 | Sri.H. DEVARAJ, Revenue Inspector | 7275-13350 | 12000 |
| 11 | Sri.W.D. RAGHUNATH, Revenue Inspector | 7275-13350 | 10250 |
| 12 | Sri.M. GANESH, Tax Inspector | 5800-10500 | 6250 |

| | | | |
|----|--|------------|------|
| 13 | Sri.S. RAJENDRA, Tax Inspector | 5800-10500 | 6000 |
| 14 | Sri.SHAMAN G. WALIKAR. Tax Inspector | 5800-10500 | 6000 |
| 15 | Sri.A. KANIK RAJ, Tax Inspector | 5800-10500 | 6950 |
| 16 | Sri.A.O. ANAND, Tax Inspector | 5800-10500 | 6125 |
| 17 | Sri.R. PRABHAKARAN, Tax Inspector | 5800-10500 | 6250 |
| 18 | Sri.R. RAJENDRA, Tax Inspector | 5800-10500 | 6000 |
| 19 | Smt. LAKSHMIDEVI, Peon | 4800-7275 | 5600 |
| 20 | Sri. RAJA, peon | 4800-7275 | 6250 |
| 21 | Sri. C. HARIKRISHNAN, Dafedhar | 5200-8200 | 5300 |
| 22 | Sri. VENKATARAMANAIAH, P.K. | 5200-8200 | 7450 |

XI) **Details of grants reserved under the Head of Acctount budgeted for the year 2005-06 :-**

NOT APPLICABLE.

XII) **Details of Beneficiaries such programmes and method of implementation of amount distributed involved and intensives programme.**

NOT APPLICABLE.

XIII) **Details of holders of authority letter, permission letter and Exemption letter given to those :-**

NOT APPLICABLE.

XIV) **Details pertains to information available with them or having electronic media conversion :-**

Details of all properties owner name and other details has computerized pertaining to the Assistant Revenue Office (Jeevanbhimnagar) Sub-Division.

XV) **Details of facilities available to get information for publics with in the working hours, Library and reading rooms, Maintained for public purpose :-**

NOT APPLICABLE.

XVI) **Details of Designation and Name of the Officer of Public information :-**

Sri. FRANCIS, Revenue Officer (C.V.Raman Nagar) – Appeal Officer
Sri. SUHAIL AHMED, Assistant Revenue Officer (Jeevanbhimnagar)
Public Grievance Officer.

XVII) **Revising of Notification upto date, every year further and publishing other proposed information :-**

Regarding the Revenue Department ordinary and other information have been installed in the **Web-site (www.bmponline-org)**

**Assistant Revenue Officer
Jeevanbhimnagar Sub-Divison,
Bruhat Bangalore Mahangara Palike**