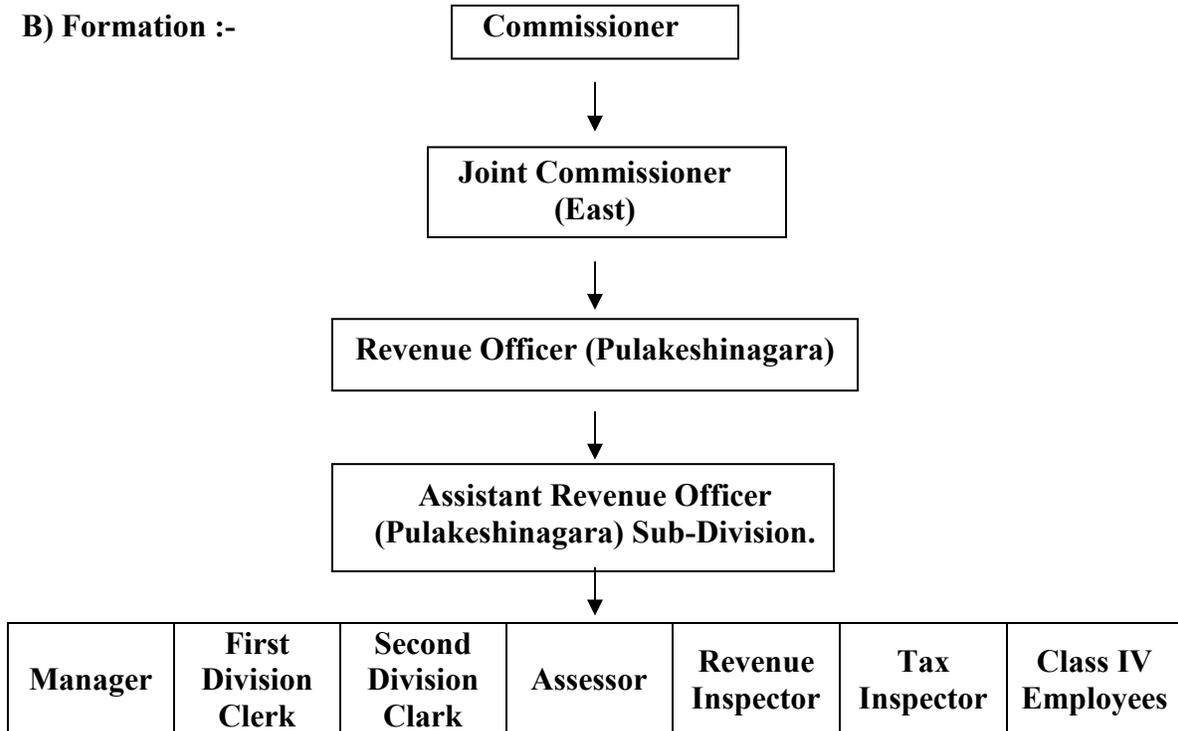


1. Duties & Responsibilities of Assistant Revenue Officer, Pulakeshinagara Sub-Division.

A) Name of the Office : Office of the Assistant Revenue Office,
Pulakeshinagara Sub-Division,
Queens Road
Bangalore 560052
Phone: - 22975845

B) Formation :-



C) Duties & Responsibilities

Revenue department in B.B.M.P. is one of the most important and essential department which consists of Old ward No. (91 Pulakeshi Nagara) now New ward No. 61-S.K.Garden and 78-Pulikeshinagara, Old Ward No-(93 Devara Jeevanahalli), New Ward 47-Devara Jeevanahalli. It works under KMC Act Rules 1976 and it plays an important role. The main function of ARO (Pulakeshinagara) which falls within the jurisdiction limit of BBMP is dealing with properties which belong to an individual citizen and it renders its service to the public by processing Katha registration, the transfer of Katha bifurcation, 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.B.M.P. are well and preserving the information ensured and the election work.

II) Duties & Responsibilities of Officer & Staff :

Smt.Madhu.S.B. Assistant Revenue Officer,

Duties and responsibilities of Assistant Revenue Officer, pertaining to Pulakeshinagara Sub-Division :-

The important duties of A.R.O. is to fix the tax of properties below range measuring 2000 sq.ft. 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 rounding 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.B.M.P. He work and reports The Commissioner, Joint Commissioner (East), Deputy Commissioner (Revenue), Revenue Officer (Pulakeshinagara).

Duties & responsibilities of Manager :-

Smt.R.Vijiaya Lakshmi. Incharge Manager

The manager is primarily responsible for the general efficiency of the section in charges and is directly responsible to the officer under A.R.O. (Pulakeshinagara) 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 :-

Sri.R.Vijaya Lakshmi, F.D.C.

The First Division Assistant of this Sub-Division has to work as per the instruction of Assistant Revenue Officer (Pulakeshinagara) 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 dishonored 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 K.T.R, P.R. register and forward to concerned Revenue Inspector & Assessor 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 signaturred by the officer and sent to concerned Revenue Inspector, Assessor and General Public and keep all the files and records in order. And to look after Right of Information Act files.

| <i>Name</i> | <i>Old Ward No/New ward No</i> | <i>Area</i> |
|------------------------------|----------------------------------|-----------------------------|
| Smt.R.Vijaya Lakshmi, F.D.C. | Ward No. 91 (78) | Pulakeshi Nagara /RTI Clerk |
| Smt.V.Gowramma. S.D.C | Ward No. 91 (78) | Pulakeshi Nagara |
| Sri..D.Shankarappa S.D.C. | Ward No. (61) and Election Work | S.K.Garden |
| Sri.Immanuel S.D.C. | Ward 93(47) | Devara Jeevanahalli |

Duties & responsibilities of Assessor & Revenue Inspector.

Each Revenue Inspector and Assessor has responsible for 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. Including Voters list & Election works and others.

| <i>Name</i> | <i>Old Ward No/New ward No</i> | <i>Area</i> |
|-------------------------------------------|--------------------------------|----------------------|
| Sri.Moula Sab Buketigar, R.I | Ward No. 91 (78) | Pulakeshi Nagara |
| Sri..Babu, Revenue Inspector | Ward No. 91 (78) | Pulakeshi Nagara |
| Sri.Moula Sab Buketgar, Revenue Inspector | Ward No. 93 (47) | Devara Jeevana Halli |
| Sri.Natarajan, Revenue Inspector | Ward No. 91 (61) | S.K.Garden |

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 Inspector or Assessor and the manager and information along with chalan has to be furnished to the concerned case worker. He has to do 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.

| <i>Name</i> | <i>Old Ward No / New Ward No</i> | <i>Area</i> |
|-----------------------------------|----------------------------------|----------------------|
| Sri.Narayan Murthy, Tax Inspector | Ward No. 91 (78) | Pulakeshi Nagara |
| Sri.Venkatesh, Tax Inspector | Ward No. 91 (78) | Pulakeshi Nagara |
| Sri.Someshwara, Tax Inspector | Ward No. 91 (78) | Pulakeshi Nagara |
| Sri.D.Shankar, Tax Inspector | Ward No. 93 (47) | Devara Jeevana Halli |
| Sri..Dhanajai, Tax Inspector | Ward No. 91(61) | S.K.Garden |

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.

| <i>Name</i> | <i>Designation</i> |
|--------------------|--------------------|
| Sri.S.Anandh Kumar | Peon |
| Sri.Barnad, | Peon |
| Sri.Sachindra.N.C. | Peon |

III) Guidelines followed during supervision and responsibilities: -

Receiving the applications form the publics 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 Criterieas prescribed in the right to information Act 2005 and following the guildelines issued by the Higher Officers time to time and furnishing the information to the general public under KMC Act 1976.

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

IX) Information Officer and Staff

| Sl. No. | Name & Designation | Address | Phone No. |
|----------------|------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| 1 | Smt.S.B.Madhu Assistant Revenue Officer, Pulakeshinagara Sub-Division. | Office of the Assistant Revenue Office,Pulakeshinagara Sub- Division, Bruhath Bangalore Mahanagara Palike. Queen's road, Bangalore-52 | 9880608643 |
| 2 | Manager `Vacant` | -do- | - |
| 3 | Smt.R.Vijaya Lakshmi, F.D.C, | -do- | 9742389177 |
| 4 | Sri.Shankarappa.D, S.D.C | -do- | 9343175440 |
| 5 | Smt.V.Gowramma, S.D.C | -do- | 9972015025 |
| 6 | Sri.Immanuel, S.D.C | -do- | 9739666095 |
| 7 | Sri.Gajendra, Assessor | -do- | 9448069441 |
| 8 | Sri.Babu, Revenue Inspector | -do- | 9686289997 |
| 9 | Sri.Moula Sab Buketgar, Revenue Inspector | -do- | 9480684356 |
| 10 | Sri.Natarajan, Revenue Inspector | -do- | 9738763409 |
| 11 | Sri.Narayan Murthy, Tax Inspector | -do- | 9886530100 |
| 12 | Sri.Venkatesh, Tax Inspector | -do- | 9945190853 |
| 13 | Sri.Someshwara, Tax Inspector | -do- | 9480684361 |
| 14 | Sri.D.Shankar, Tax Inspector | -do- | 9880769156 |
| 15 | Sri.Dhanajeya | -do- | 7353149050 |
| 16 | Sri.S.Anand Kumar, Peon | -do- | 9731760252 |
| 17 | Sri.Barnad, peon | -do- | 9880075587 |
| 18 | Sri.Sachindra, Peon | -do- | 9738338910 |

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

| Sl. No. | Name of the Official | Pay Scale | Basic Pay |
|----------------|-----------------------------------------------------------------------------|------------------|------------------|
| 1 | Smt.S.B.Madhu, Assistant Revenue Officer, Pulakeshinagara, Sub-Division. | 10000-18150 | 14400 |
| 2 | Manager: Vacant | 10000-18150 | 10800 |
| 3 | Smt.R.Vijaya Lakshmi, F.D.C, | 7275-13350 | 9750 |
| 4 | Sri.Shankarappa.D, S.D.C | 5800-10500 | 5900 |
| 5 | Smt.V.Gouramma, S.D.C | 5800-10500 | 6150 |
| 6 | Sri.Immanuel, S.D.C | 5800-10500 | 6150 |
| 7 | Sri.Gajendra, Assessor | 10000-18150 | 14400 |
| 8 | Sri.Moula Sab Buketgar, Revenue Inspector | 7275-13350 | 9050 |
| 9 | Sri.Natarajan, Revenue Inspector | 6250-12000 | 7800 |
| 10 | Sri.Babu, Revenue Inspector | 6250-12000 | 7800 |
| 11 | Sri.Narayan Murthy, Tax Inspector | 5800-10500 | 6125 |
| 12 | Sri.Venkatesh, Tax Inspector | 5800-10500 | 7625 |
| 13 | Sri.Someshwara, Tax Inspector | 6250-12000 | 9050 |
| 14 | Sri.D.Shankar, Tax Inspector | 6250-12000 | 7800 |
| 15 | Sri.Dhanajeya. Tax Inspector | 5800-10500 | 5900 |
| 16 | Sri.S.Anand Kumar Peon | 5800-10500 | 5900 |
| 17 | Sri.Barnad, peon | 5800-10500 | 5700 |
| 18 | Sri.Sachindra, peon | 4800-7250 | 4800 |

XI) Details of grants reserved under the Head of Acctount budgeted for the year 2009-2010 :-

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 (Pulakeshinagara) 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.Prasanna Kumar, Revenue Officer (Pulakeshinagara) – Appeal Officer
Smt.S.B.Madhu Assistant Revenue Officer (Pulakeshinagara) –
Public Information 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,
Pulakeshinagara Sub-Division,
Bruhat Banagalore Mahanagara Palike.