



BRUHAT BANGALORE MAHANAGARA PALIKE



Details of the Office of the Deputy Commissioner (Revenue)

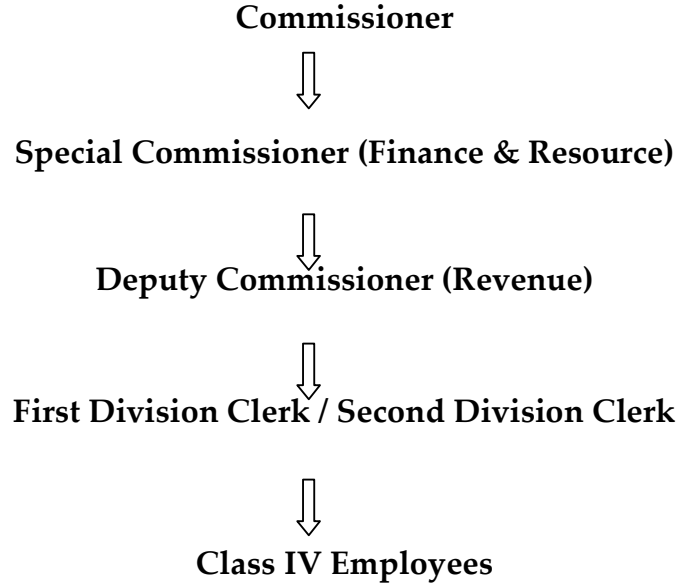
(Published under Section 4 of the Right to Information Act 2005)

I. Duties and Responsibilities of the Office of the Deputy Commissioner (Revenue)

a. Name & Address of the Office:- Deputy Commissioner (Revenue)
Annexure Building 2nd Floor,
BBMP Office Premises,
N.R. Square, Bangalore-560 002.

b.

i. Constitution:-



ii. Duties and Responsibilities

Deputy Commissioner (Revenue):-

Deputy Commissioner (Revenue) is working directly under the control of the Special Commissioner (Finance and Resource). Deputy Commissioner (Revenue) is conducting review meetings of the Revenue Department and consolidation of the information relating to Revenue Department and collection of Property tax and submit to the Special Commissioner (Finance & Resource). He has to submit all the appeal files received from the zonal Additional / Joint Commissioner's to the Commissioner through Special Commissioner (Finance and Resource).

Similarly all the files relating to naming or renaming the roads / circles / layout etc., received from the zonal Additional / Joint Commissioner's and submit to the Commissioner with necessary notes through Special Commissioner (Finance and Resource). Maintaining the correspondacne relating to Revenue Department of BBMP with the Government. Deputy Commissioner (Revenue) will have to attend to the other works entrusted by the Commissioner and Special Commissioner. He has to receivd the files relating to exemption of Property tax from the zonal offices and submit them along with necessary remarks to the Commissioner through the Special Commissioner. After the approval of the Commissioner the files will be sent to the concerned zonal offices Deputy Commissioner (Revenue) has to work in the BBMP Head office being the Public Information Officer, with regard to Revenue Department in Head office.

The area of BBMP has been divided into 8 zones for administrative convenience. The Revenue Department has also been divided into 8 zones and in each zone there will be an Additional / Joint Commissioner, Deputy Commissioner, Revenue Officers and Assistant Revenue Officers. The Commissioner has delegated his ordinary powers to these officers regarding khatha registration, khatha transfer, khatha bifurcation, khatha amalgamation, assessment of property tax and collection, issue of Khatha Certificate and Khatha Extract, etc.,

The Revenue Officers and Assistant Revenue Officers have been nominated as Public Information Officer under the Right to Information Act 2005 in their respective jurisdiction. Zonal Addl Commissioer / Joint Commissioner are working as appellate authority with regard to Right to Information Act.

The BBMP has implemented the Self Assessment Scheme of Property tax with effect from 01-04-2008 and the details of this scheme are published in the BBMP website: www.bbmp.gov.in.

First Division Clerk:

Maintainance of the files received in the Office of the Deputy Commissioner (Revenue). Attending to the questions raised in the legislative Council and Assembly and preparation of the draft replies after receiving the information from the concerned offices. Attending to all other works entrusted by the Deputy Commissioner (Revenue).

Second Division Clerk:

Receiving all the files addressed to the Deputy Commissioner (Revenue) and dispatch all such files after the approval / signature of the Deputy Commissioner (Revenue). Maintainance of receiving and dispatching register.

Class IV Employees:

Dispatching the tappals to various offices as suggested by S.D.C. and attending all other works entrusted by the superior officers and officials.

iii. The procedure followed in the decision making process, including channels of supervision and accountability;

Supervision and monitoring the Citizen services in the Revenue Department, upgrading the services, policy decisions with regard to improving the Revenue Sources and publishing the policy decision for the information of general public after obtaining the orders from the Commissioner.

iv. The norms set by it for the discharge of its functions;

KMC Act 1976 and its tax rules, & decisions being taken by the Corporation Council and orders issue by the Government from time to time.

v. The rules, regulations, instructions, manuals and records, held by it or under its control; or used by its employees for discharging its functions;

1. KMC Act 1976 & Taxation Rules
2. KCSR Rule
3. KTCP Rule
4. KFC Rule
5. KPP Act
6. Government Orders

vi. A statement of the categories of documents that are held by it or under its control;

The files relating to Citizen Services viz., Khatha Registration, Khatha Transfer, Amalgamation and Bifurcation, Assessment of Property tax issue of Khatha Certificate and Khatha Extracts are available and maintained in the Office of the Assistant Revenue Officer with regard to naming / renaming of roads / circles / layouts / extentions / gardens etc., the connected files are being maintained in the Office of the Deputy Commissioner (Revenue). The files relating to disbursement of salary cheque register, cash register, P.R. register, etc., are being maintained in the Assistant Revenue Office.

vii. The particulars of any arrangement that exists for consultation with or representation by, the member of the public in relation to the formulation of its policy or implementation thereof;

Before implementation of any new schemes / policy decision the Residents Welfare Association and people representations will be consulted and finally a decision will be taken by the Corporation Council.

viii. A statement of the boards, Councils, Committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, Councils, Committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;

As per KMC Act 1976 there will be one Council elected in each ward and standing committee will be constituted consisting of the Corporation Councilors finally decision will be taken by the Corporation council with regard to policy matters and any new schemes.

ix. A directory of its officers and employees;

Sl. No.	Name & Designation	Office Address	Phone No.
1	Ramakanth I. Deputy Commissioner (Revenue)	BBMP Office Premises, N.R. Square, Bangalore-560 002.	Mob: 9480683121 Off: 22975555
2	Raghavendra .V. (First Division Clerk)	BBMP Office Premises, N.R. Square, Bangalore-560 002.	9535523710
3	Sidrameshwara Rudrappa Sharannavara (Tax Inspector)	BBMP Office Premises, N.R. Square, Bangalore-560 002.	8147658278
4	Seena Nayak (Second Division Clerk)	BBMP Office Premises, N.R. Square, Bangalore-560 002.	9480684897

x. The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;

Sl. No.	Name & Designation	Pay scale	Present pay	Phone No.
1	Ramakanth I. Deputy Commissioner (Revenue)	20025-28275	Rs. 20025	Mob: 9480683121 Off: 22975555
2	Raghavendra .V. (First Division Clerk)	7275-12000	Rs. 7,625/-	9535523710
3	Sidrameshwara Rudrappa Sharannavara (Tax Inspector)	5800-10500	Rs. 6,000/-	8147658278
4	Seena Nayak (Second Division Clerk)	5800-10500	Rs. 6,125/-	9480684897

- xi. The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;

Budget for the year 2009-10 the expected Revenue Receipts details

Particulars	BBMP Prov. A/cs 2007-08	Budget Estimates 2008-09	Revised Estimates 2008-09	BBMP Budget Estimates 2009-10		
				Revenue	Capital	Total
08. Revenue						
Current Assests/ Liabilities						
Cesses Collectable						
Beggary Cess	1,221.65	1,815.00	1,200.00	3,300.00	-	3,300.00
Education Cess	3,050.19	-	-	-	-	-
Health Cess	6,120.71	9,075.00	6,000.00	16,500.00	-	16,500.00
Library Cess	2,447.85	3,630.00	2,400.00	6,600.00	-	6,600.00
	12,840.40	14,520.00	9,600.00	26,400.00	-	26,400.00
Statutory Deductions						
Salary Deductions	-	-	225.00	250.00	-	250.00
	-	-	225.00	250.00	-	250.00
	12,840.40	14,520.00	9,825.00	26,650.00	-	26,650.00
Non Tax Receipts						
Fees & Fines						
Hawking Fees	-	10.19	60.00	100.00	-	100.00
Improvement Charges	469.38	5,000.00	113.25	-	9,250.00	9,250.00
Issue of Khatha & Improvement Charges from Slums	-	2.11	1.00	-	-	-
Khatha Certificate & Extract Fees	138.96	350.00	250.00	300.00	-	300.00
Khahta Transfer Fees	1,608.37	3,000.00	3,000.00	3,500.00	-	3,500.00
Penalty collected on belated payments of Property Tax	771.40	1,500.00	217.91	250.00	-	250.00
	2,988.11	9,862.30	3,642.16	4,150.00	9,250.00	13,400.00
Other Income						
Misc Receipts	521.37	500.00	600.00	100.00	-	100.00
	521.37	500.00	600.00	100.00	-	100.00
Receipts from Corporation Properties						
Rent from Lease of Properties	17.21	150.38	30.26	-	35.00	35.00
Rent from Quarters	0.03	21.96	17.62	-	20.00	20.00
	17.24	172.34	47.88	-	55.00	55.00
Service Charges						
Infrastructure – User Charges	-	2,000.00	-	2,000.00	-	2,000.00
Service Charges on Central Govt Buildings	-	100.75	182.93	-	2,000.00	2,000.00
Service Charges on Cess collected on behalf of Govt	-	1,174.75	1,174.75	-	2,640.00	2,640.00
Service Charges on Tax exempted properties	-	300.00	300.00	-	2,500.00	2,500.00
	-	3,575.50	1,657.68	2,000.00	7,140.00	9,140.00
	3,526.72	14,110.14	5,947.72	6,250.00	16,445.00	22,695.00

Tax Receipts						
Taxes levied by Corporation						
Property Tax	40,854.63	60,500.00	40,000.00	110,000.00	-	110,000.00
	40,854.63	60,500.00	40,000.00	110,000.00	-	110,000.00
	40,854.63	60,500.00	40,000.00	110,000.00	-	110,000.00
Total for Revenue Department	57,221.75	89,130.14	55,772.72	142,900.00	16,445.00	159,345.00

Budget for the year 2009-10 the expected Revenue Expenditures details

Particulars	BBMP Prov. A/cs 2007-08	Budget Estimates 2008-09	Revised Estimates 2008-09	BBMP Budget Estimates 2009-10		
				Revenue	Revenue	Total
08. Revenue						
Administrative Expenses						
Salaries						
1. Pay of Officers	97.41	65.09	121.68	95.93	-	95.93
2. Pay of Establishment	802.10	1,299.58	1,359.48	1,007.76	-	1,007.76
3. Dearness Allowance	296.22	375.28	272.85	441.48	-	441.48
4. Allowances	171.48	592.48	226.85	378.83	-	378.83
	1,367.21	2,332.43	1,980.86	1,924.00	-	1,924.00
General Expenses						
Computerisation of All Properties	-	4.10	0.92	100.00	-	100.00
Conference & Workshops	0.02	0.50	2.97	5.00	-	5.00
Door Numbering, Survey- Revenue	3.01	20.00	-	20.00	-	20.00
Other Contingencies	2.19	5.00	5.51	6.30	-	6.30
Other Expenses	0.62	5.00	4.96	5.00	-	5.00
Revenue Stamps/Postal Expenses (RTI)	0.11	1.75	0.95	1.00	-	1.00
SAS Campaign Expenses	1.69	10.00	3.04	20.00	-	20.00
	7.64	46.35	18.35	157.30	-	157.30
	1,374.85	2,378.78	1,999.21	2,081.30	-	2,081.30

Current Assets / Liabilities						
Cesses Payable						
Arrears of Beggary Cess payable	600.00	-	6.00	-	-	-
Arrears of Library Cess payable	277.00	-	12.00	-	-	-
Current-Beggary Cess	500.00	1,815.00	200.00	2,970.00	-	2,970.00
Current-Library Cess	1,632.00	3,630.00	1,000.00	5,940.00	-	5,940.00
	3,009.00	5,445.00	1,218.00	8,910.00	-	8,910.00
Repayment of Statutory Deductions	-	-	246.00	300.00	-	300.00
Repayment of Salary Deductions	-	-	246.00	300.00	-	300.00
	3,009.00	5,445.00	1,464.00	9,210.00	-	9,210.00
Infrastructure						
Office Infrastructure						
Modernisation of Offices (Furnitures & Others)	3.83	12.41	-	-	15.00	15.00
	3.83	12.41	-	-	15.00	15.00
	3.83	12.41	-	-	15.00	15.00
Total for Revenue Department	4,387.68	7,836.19	3,463.21	11,291.30	15.00	11,306.30

xii. The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;

No

xiii. Particulars of recipients of concessions, permits or authorizations granted by it;

No

xiv. Details in respect of the information, available to or held by it, reduced in an electronic form;

No

xv. The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;

No

xvi. **The names, designations and other particulars of the Public Information Officers;**

Sl. No.	Department	Public Information Officer Address & Phone No.	Appellate Authority Officer Address & Phone No.
1	Revenue	Ramakanth I. Deputy Commissioner (Revenue) Annexure Building 2 nd Floor, BBMP Office Premises, N.R. Square, Bangalore-560 002. Mob: 9480683121 Off: 22975555	Addl. Commissioner (Admn) Ground Floor, B.B.M.P. N.R. Square, Bangalore-02 Ph.No: 22221280 22975552
2		The Commissioner, BBMP has appointed the zonal Deputy Commissioner, Revenue Officer & Assistant Revenue Officer has Public Information Officer under the Right to Information Act 2005 in their respective jurisdiction in the 8 zones.	The zonal Addl / Joint Commissioner have been appointed has Appellate Authority with regard to Right to Information Act.

xvii. **Such other information as may be prescribed, and thereafter update these publications every year;**

The matters relating to citizen services being provided by Revenue Department of BBMP are published in the website www.bbmp.gov.in. This information will be reviewed and revised every year wherever necessary.

c. Publish all relevant facts while formulating important policies or announcing the decisions which affect public;

Any policy decision or new scheme will be published in the leading news paper for the information of General public before implementing such schemes & decisions.

d. Provide reasons for its administrative or quasi-judicial decisions to affected persons.

The persons who are affected by the administrative or quasi judicial decisions will be informed to the affected persons with such decisions.

Deputy Commissioner
Bruhat Bangalore Mahanagara Palike