

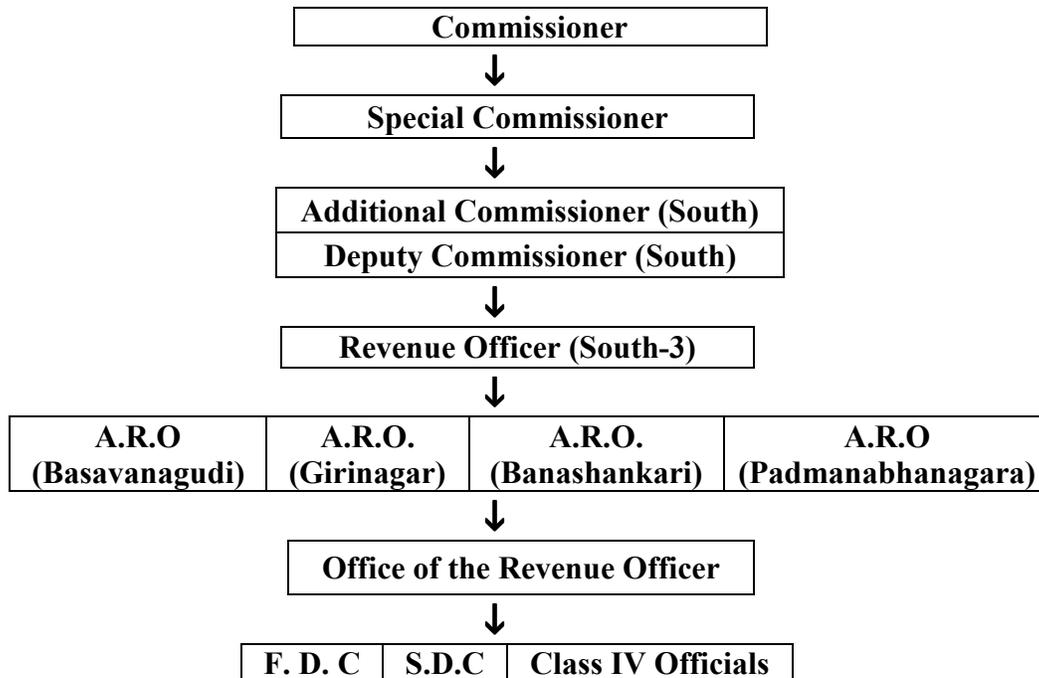
# BRUHATH BANGALORE MAHANAGARA PALIKE

## **Office of the Revenue Officer (South-3) Year-2011.**

### **I. FUNCTIONS & DUTIES OF REVENUE OFFICERS:**

(a) Name of the Office : Revenue Officer (South-3),  
1<sup>ST</sup> Floor, BBMP Building,  
Chennammanakere Achukatu,  
Opp. S.S.M. School,  
Thyagarajanagara  
Bangalore - 560028.  
☎ Telephone : 22975756

(b) Plan:



**Functions & Duties:-** The Revenue Department in B.M.P is one of the very important Department since, much of the Corporations Budgeting depends upon the taxes collected under the norms of K.M.C Act 1976. This Department works under the direct Supervision of Additional Commissioner (South)/Deputy Commissioner (Revenue). The main functions being Registration of Khathas/ Clubbing of Khathas/Khatha Bifurcation and Khatha transfer and assessment of Properties to property taxes, in addition the department also deals with the issue of Khatha Extract/Certificate and Collection of rent from leased properties and also safe guarding the Corporation Properties. In addition to the above revenue works, the revenue department is directly involved in conducting Elections to the Loksabha, Rajya Sabha and the municipal council, and Census duties.

**II. The Powers and Duties of its Officer and Employees:**

(1). **Sri. Avinash Babu A. :** There are four sub-divisions viz, A.R.O Basavanagudi Revenue Officer, /Girinagara/Banashankari/ Padmanabhanagar) under the supervision of the Revenue Officer(South-3) The work of Tax Collections, has to be supervised and the files pertaining to Registration of Khatha for properties measuring upto an area of 4000 sqft, and the applications pertaining to Khatha Registration /Bifurcation/Clubbing upto 4000 sqft has to be Scrutinized and be approved. The Cases of property Assessment from 2001 sqft to 6000 sqft has to be recommended by this Officer, and also to attend to the Appeals against the said tax fixations received over & above these measurements the Khatha files will be submitted with due recommendation for approvals for The Additional Commissioner (South). The work of attending to the files pertaining to lease of Properties and Collections of lease amount with supervision by safe guarding the Corporation properties. The offices is also involved in conducting election. W.E.F 19.06.2010.

(a) **Sri. Raghavendra** : Is working O.O.D to Deputy Commissioner  
F. D. C (Revenue) office. W.E.F 18-01-2008.

(b) **Sri. K. B. Shivakumar** : Is working W.E.F 18-07-2009 in this Official attends  
S. D. C the work of the office Establishment, and to maintain the P.R. and Appeal Register. At present he is also attending the work of Receiving and dispatching work.

(c) **Smt. Selvi** : Is working W. E. F 15-07-2009 in this office are distribution  
Class IV Official of tapal and any other office work entrusted by the Officer.

(d) **Sri. K. Raju** : Is working W. E. F 24-05-2007 in this Office for  
Class IV Official distribution of tapal and any other office work entrusted by the Officer.

(i) **Sri. Raghu** : Is working W. E. F 17-07-2006 O. O. D to Executive

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III. **The Procedure followed in the decision making process, Including channels of Supervision and Accountability:**

The application and petitions received in this office regarding issue of Khatha Bifurcation/ Clubbing and Registration upto measurement of 4000 sqft, is to be scrutinized & approved or pass appropriate orders in cases of applications for measurement area and above 4000 sqft the Khatha files will be scrutinized and submitted for further approval of Additional Commissar(South). The assessment cases upto an sital area of 6000 sqft is to be attended passing suitable orders and for measurement above the sital area of 6000 sqft files will be submitted for further approval and orders to Additional Commissar (South).

**IV. The Norms set by it for the discharge of its Functions:**

The rules and Regulations as per K.M.C Act 1976 and the Office orders issued by the Commissioner B.M.P are to be adopted in discharging the Official work by the Revenue Officer.

**V. The Rules, Regulations, Instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions:-**

K.M.C Act 1976 and the instructions of the Commissioner issued from time to time for discharging the day to day work is being followed.

**VI. A Statement of the Categories of documents that are held by it or under its control:**

1) Personnel Register (inward and outward) 2) Cash Book 3) Accounts Register 4) Cheque Register 5). Audit follow up Register 6). Stock-Book 7)L.P.C Book 8)Service Registers 9)Register for application of R.T.I, 10) Appeals Register.

**VII. The particulars of any arrangement that exists for consultation with, or representation by the members of the public in relation to the formulation of its policy or implementation thereof :-**

The publics are consulted whenever any New Scheme is introduced to solicit General opinion.

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**VIII. Boards:-**

-Not Applicable-

**IX. A Directory of its Officers and Employees:-**

<b>Sl.No</b>	<b>Name &amp; Designation</b>	<b>Office Address</b>	<b>Telephone</b>
1	Sri. Avinash Babu. A Revenue Officer (South-3)	Revenue Officer (South-3) 1 <sup>ST</sup> Floor, BMP Building, Chennammanakere Achukatu, Opp. S.S.M. School, Thyagarajanagara Bangalore - 560028.	☎Telephone: 22975756
2	Sri. K. B. Shivakumar S.D.C	Revenue Officer (South-3) 1 <sup>ST</sup> Floor, BMP Building, Chennammanakere Achukatu, Opp. S.S.M. School, Thyagarajanagara Bangalore - 560028.	☎Telephone 22975756
3	Sri. K. Raju & Smt Selvi Class IV Official	Revenue Officer (South-3) 1 <sup>ST</sup> Floor, BMP Building, Chennammanakere Achukatu, Opp. S.S.M. School, Thyagarajanagara Bangalore - 560028.	☎Telephone: 22975756

**X. The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations:-**

<b>Sl.No</b>	<b>Name &amp; Designation</b>	<b>Salary</b>	<b>Net</b>
1	Sri. Avinash Babu. A Revenue Officer (South-3)	20326.00	15650.00
2	Sri. Raghavendra, F. D. C	148500.00	11735.00
3	Sri. K. B. Shivakumar, S.D.C	14020.00	11417.00
4	Sri. K. Raghu Class IV Officials	10169.00	8478.00
5	Selvi, Class IV Officials	14488.00	10903.00

**XI. The Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made:**

-Nil-

**XII. The Manner of execution of subsidy programme, including the amount allocated and the details of beneficiaries of such programme;**

-Nil-

**XIII. Particulars of recipients of concessions, permits or authorizations granted by it:-**

-Nil-

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**XIV. Details in respect of the information, available to or held by it, reduced in an electronic form :-**

-Nil-

**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:-**

-Nil-

**XVI. The names, designations and other particulars of the public Information Officers**

1. Sri. Patil , Addition Commissioner(South) Public Information Officer and Appellate Authority,
2. Sri. Ramakanth Rai, Deputy Commissioner(South) Public Information Officer and Appellate Authority,
3. Sri. A. Avinash Babu, Revenue Officer (South-3) & Public Information Officer

**XVII. Such other information as may be prescribed and thereafter update these publications every year:-**

The details pertaining to Revenue Department is published on B.B.M.P website with web-site address [www.bbmp.gov.in](http://www.bbmp.gov.in)

**Revenue Officer (South-3) &  
Public Information Officer.**