

Aims and functions:

Aims	Functions – Services rendered
<p>The aim of the Town Planning Department is to provide authentication of sanction for building plan / issuing Commencement Certificate & Occupancy Certificate to the citizens of Bangalore and enforcing Zoning Regulations and Building Bye-laws to ensure orderly growth of the city. This process involves collection of revenue in the form of licence fee, development charges, ground rent etc., which is being utilized for development of infrastructure in the city, and also this organisation provides the Civic & Social amenities by proposing the infrastructure projects at various locations / junctions etc.</p>	<ul style="list-style-type: none">• Sanctioning of plan for all kinds of building consisting of:-<ul style="list-style-type: none">a) 2 Basements irrespective of number of floors,b) BF+GF+4 & above upper floors upto a height of 15.0 mtr and above 15.00 m height high rise buildings.c) for all the cases where Development Plan is approved by BDAd) Issuing of Commencement Certificate & Occupancy Certificate.• Technical opinions on matters related to Zoning Regulation and Building Bye-laws.• Mobilization of Revenue Resources• Registration of qualified Engineers / Architects / Supervisors.

Section 4(1)(b)(ii)-Powers and duties of officers and employees:

Sl No	Designation of the official/ employee	Duties allotted	Powers
1	Addl. Director	<ul style="list-style-type: none"> • Head of the Town Planning Department • Recommendation of proposals for Plan sanction, Commencement Certificate & Occupancy Certificate. • Giving technical opinion relating to Zoning Regulation and Building Bye-laws. • Attending Government level meeting as per as Town Planning is concerned. • Planning proposals for infrastructure development. • Discharging duties as PIO and appellate officer in respect of RTI cases. • Conducting monthly meeting. • Attending meeting held at Bangalore Development Authority. • Inspection of sites if required. • Any other work assigned by the Commissioner time to time. 	<p>As per the orders of the Commissioner letter ION/PR/43/2009-10 dt: 22-03-2012.</p> <ul style="list-style-type: none"> • The power has been delegated to the Addl. Director for submission proposals of Plan sanction / O.C to the Commissioner through proper channel (i.e., through EIC & Special Commissioner. • Approval for issue of Commencement Certificate
1	Joint Director of Town Planning	<ul style="list-style-type: none"> • Recommendation of proposals and issuing of Plan sanction, Commencement Certificate & Occupancy Certificate. • Giving technical opinion relating to Zoning Regulation and Building Bye-laws. • Accompanying Addl. Director for attending Government level meetings. • Placing proposals for infrastructure developments. • Discharging duties as PIO and appellate officer in respect of RTI cases. • Inspection of sites prior to recommendation for sanction of building, Commencement Certificate & Occupancy Certificate. • Discharging drawing officer duties. • Any other work assigned by the Addl. Director and higher officer's time to time. 	<ul style="list-style-type: none"> • Verification of collection of various fees transactions and deposits of the same to the designated bank. • Drawing salary of officials. • Recommendations of all proposals in respect of Plan sanction, Commencement Certificate & Occupancy Certificate as submitted by DDTP for approval and issue of the same on approved by Competent Authorities. • Approval & Registration certificates for qualified Engineers / Architects / Supervisors.
2	Deputy Director of Town Planning	<ul style="list-style-type: none"> • Verification and recommendation of the proposals for Plan sanction, Commencement Certificate & Occupancy Certificate. • And any other work assigned by the Joint Director of Town Planning and higher officers from time to time • Placing proposals for infrastructure developments. • Discharging duties as PIO & nodal office in respect of RTI cases. • Inspection of sites prior to recommendation for sanction of building, Commencement Certificate & Occupancy Certificate. 	<ul style="list-style-type: none"> • Verification and proposals submitted by ADTP's with suitable recommendations to JDTP for onward submission to higher authorities for approval.

Sl No	Designation of the official/ employee	Duties allotted	Powers
3	Asst. Director of Town Planning	<ul style="list-style-type: none"> • Scrutiny and recommendation of the proposals for Plan sanction, Commencement Certificate & Occupancy Certificate. • And any other work assigned by the higher officers time to time. • Placing proposals for infrastructure developments. • To put up other technical, RTI and general files. • Discharging duties as PIO. • Inspection of sites prior to recommendation for sanction of building, Commencement Certificate & Occupancy Certificate. • Monitoring of buildings during construction and as and when complaints are received. Intimation to concerned AEE for taking necessary action as per KMC Act in case of violations. 	<ul style="list-style-type: none"> • Attending all kinds of correspondences including RTI, scrutiny and processing of plan sanction, proposals with proper recommendation.
4	AE / JE / TP	<ul style="list-style-type: none"> • Detailed scrutiny and recommendation of proposals of Plan sanction, Commencement Certificate & Occupancy Certificate. • And any other work assigned by the Asst. Director of Town Planning and higher officers from time to time. • Placing proposals for infrastructure developments. • To put up other technical, RTI and general files. • Inspection of sites prior to recommendation for sanction of building, Commencement Certificate & Occupancy Certificate. • Monitoring of buildings during construction and as and when complaints are received. Intimation to concerned AEE for taking necessary action as per KMC Act in case of violations. 	<ul style="list-style-type: none"> • Attending all kinds of correspondences including RTI, scrutiny and processing of plan sanction proposals with proper recommendations.
5	Manager	<ul style="list-style-type: none"> • Maintenance of records pertaining to sanction of Building plan, Commencement Certificate & Occupancy Certificate. • Updating and maintenance of Service Registers and personnel files of officials and staff. • Updating and maintenance of Cash Receipt and Remittance Register. • Other establishment matter as per KCSR. 	<ul style="list-style-type: none"> • Submission of Establishment related files to JDTP.
6	FDA	<ul style="list-style-type: none"> • Designated to work in the section on establishment matters, preparation of annual increments of officials and staff. 	
7	SDA	<ul style="list-style-type: none"> • Receiving fresh applications of proposals for Plan sanction, Commencement Certificate & Occupancy Certificate and other general applications. • Receipt of Demand Drafts from the applicants and its remittance. 	
8	Group D	<ul style="list-style-type: none"> • Assigned for routine office work & other work assigned on the direction of the higher officers. 	

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
1) Sanction of Building Plans. 2) Issue of C.C 3) Issue of O.C 4) Public relation activities	As mentioned under Section (1) (b) (ii) Duties Allotted.	Depends on the activity.	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 (Citizens' Charter, service charter, etc.)
A)	1) Sanction of Building Plans. 2) Issue of C.C 3) Issue of O.C 4) Public relation activities (For Technical & General Public Relation Activities).	The rules and regulations as per KMC Act 1976, Revised Master Plan-2015 (ZR), BBMP Bye laws-2003, KTCP Act 1961 & other office orders / circulars issued by the Commissioner are followed.	As specified in KMC Act & Building Bye-laws. Depending on the activity.	The rules and regulations as per KMC Act 1976, Revised Master Plan-2015 (ZR), BBMP Bye laws-2003, KTCP Act 1961 & other office orders / circulars issued by the Commissioner are followed.
B)	For Administrative purposes	As per KCSR, KMC Act, CCA Rules, C & R Rules, Circulars, Official Memorandums / Orders / Circulars & guidelines issued by Commissioner are followed.	As specified in KCSR, KMC Act, CCA Rules, C & R Rules, Circulars, Official Memorandums / Orders / Circulars & guidelines issued by Commissioner.	As per KCSR, KMC Act, CCA Rules, C & R Rules, Circulars, Official Memorandums / Orders / Circulars & guidelines issued by Commissioner are followed.

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	KTCP Act 1961	Karnataka Town & Country Planning Act 1961
2	KMC Act 1976	Karnataka Municipal Corporation Act 1976
3	-	Building Bye-laws 2003
4	RMP – 2015 & Z.R	Revised Master plan – 2015 & Zoning Regulations
5	KC & R Act	Karnataka Cinematography Regulation Act
6	KL & R Act	Karnataka Land and Revenue Act
7	KCSR	Karnataka Civil Service Rules
8	C & R	Cadre & Recruitment Rules
9	CCA	Civil Conduct Rules
10	RTA	Right to Information Act
11	KFA	Karnataka Finance Act
12	KMR	Karnataka Medical Rules

Section 4(1)(b)(vi)- Categories of documents held

Category – ‘A’

Category of the document	Title of the document	Custodian of the document
Category – ‘A’	LP Inward Register	Records of JDTP
	L.P. Issue Register	
	Licence Book	
	Commencement Certificate issue Register	
	Occupancy Certificate issue Register	
	Service Book (Old + New)	
	Acquittance Rolls	
	Indent Book	
	Circular Files	
	Transfer Files	

Category – ‘B’

Category of the document	Title of the document	Custodian of the document
Category – ‘B’	Fee Receipt Book	Records of JDTP
	Remittance Register	
	Legal Files	
	Audit Report Follow up Register	
	Stock Register	

Category – ‘C’

Category of the document	Title of the document	Custodian of the document
Category – ‘C’	Pay Scale Register	Records of JDTP

Category – ‘D’

Category of the document	Title of the document	Custodian of the document
Category – ‘D’	P.R. Register	Records of JDTP
	Tappal Books	
	Attendance Register	
	Log Book	
	D.C. Bill Register	
	L.P.C Register	

Category – ‘E’

Category of the document	Title of the document	Custodian of the document
Category – ‘E’	R.T.I Register	Records of JDTP
	C.L. Register	

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	Revision of Building Bye-laws	When draft Building By-laws are published in gazette, it is kept open for public suggestions & comments for 30 days. The final Building Bye-laws is prepared after reviewing the public suggestions and incorporating valid suggestions.	

Section 4(1)(b)(viii)- Boards, councils, committees and other 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
BBMP Council	Mayor, Dy. Mayor, Commissioner, All Party Leaders and Members of the Council	Jobs & Responsibilities of Council & all Committees of BBMP.	Yes. Information available in BBMP website (KMC Act 1976)
Town Planning & Development Committee	Chairman & Members		
Administration Committee	Chairman & Members		
Tax & Finance Committee	Chairman & Members		
Accounts Committee	Chairman & Members		
Appeal Committee	Chairman & Members		
Major Works Committee	Chairman & Members		
Market Committee	Chairman & Members		

Section 4(1)(b)(ix) (x) A Directory of its offices and employees and there remuneration:

Additional Director of Town Planning:-

Sl. No.	Name	Designation	Office address / contact number/e-mail ID	Monthly Salary
1	A.V.Rangesh	Additional Director of Town Planning	1 st Floor, Annex Building BBMP Head office, N.R. Square, Bangalore – 560 002.	58080.00

Joint Director of Town Planning (North) Office:-

Sl. No.	Name	Designation	Office address / contact number/e-mail ID	Monthly Salary
1	K.Narasimha Murthy	Joint Director of Town Planning		63,481/-
2	V.Prahalad	Deputy Director of Town Planning		LPC not received
3	B.Manjesh	Asst. Director of Town Planning		40,648/-
4	Vivekananda	- do -		43,744/-
5	B.S.Krishnakumar	- do -		52,140/-
6	K.A.Shantharaj	- do -		37,552/-
7	H.M.Ramachandra	- do -		65,229/-
8	Adigonda S. Mallagonnavar	- do -		39,741/-
9.	M.Basavaraja	- do -		LPC not received
10	Ashok Patil	Asst. Engineer		43,744/-
11	Basavaraj S.Khelagi	- do -		40,648/-
12	D.Balaram	- do -		58,837/-

12	Tabassum Aara	- do -		29,812/-
13	Maruthi	-do-		37,552/-
	S.L.Ashwath	-do-		42,712/-
15	P.Dayananda	J.E		23,219/-
16	Shakunthala	Manager		26,250
17	Rukmini	Steno		27,215/-
18	Shivanna	First Division Clerk		22,172./-
22	Srihari	Driver		25,903/-
23	Suresh R.	Peon		14,890/-
25	Raja	- do -		12,744/-
26	Shankar M	- do -		14,632/-
27	Marigowda	- do -		17,857/-
28	Pandurangan	Night Watchman		25,855/-

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)
Budget allocation is done on fund based accounts system under 16 – Town Planning				

Section 4(1)(b)(xii)-Manner of execution of subsidy programmes

- b. Information on the nature of subsidy, eligibility criteria for accessing subsidy and designation of officer competent to grant subsidy under various programmes/schemes

Sl. No.	Name of programme/activity	Nature/scale of subsidy	Eligibility criteria For grant of subsidy	Designation of officer for grant of subsidy
Not Applicable				

b. Describe the manner of execution of the subsidy programme

Sl. No.	Name of 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 public authority.

Sl. No.	Name and address of recipient institutions	Nature/quantum of benefit granted	Date of grant	Name designation of granting authority
Not Applicable				

Section 4(1)(b) (xiv) –Details in respect of the information, available to or held by it, reduced in an electronic form:-

Electronic Data	Description (site address / location where available, etc.	Contents or title Town Planning	Designation and address of the custodian of information (held by whom)
Scanning & Digitization Records pertaining to plan sanction of the Joint Director (Town Planning) Head office is effective from 01-04-2008 as per the orders of the Honb'le Information Commission. Accordingly, an agreement dated: 21-11-2009 is entered with M/s. Keonics for the Digitization process. The process is commenced, and as on 19-03-2010, 209 files of this section have been scanned and digitized. This is a continues process for updating of existing files and when the new files are generated. All the Zones of the Town planning Section are directed to complete the process of Scanning & Digitization of their plan sanction files and send compliance to the Information Commission.			

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
BBMP website	Town Planning Offices	Information regarding plan sanction, issuing of CC & OC, Circulars, Orders, Zoning Regulations, Bye-laws etc.,
Concerned offices		
RTI		

Section 4(1)(b)(xvi) — Names, designations and other particulars of public information officers:-

a. Public information officer (PIO)

Sl. No.	Name of the Officer / Administrative Unit	Name & designation of PIO	Office tel. No. Residence tel. no. Fax	E-mail
1		Sri. K. Narasimha Murthy, Joint Director (North)	080 - 22975559	
2		Sri. V.Prahalad, Dy. Director (North)	080 – 22975590	

b. Appellate authority

Sl. No.	Name of the Office / Administrative Unit	Name & designation of Appellate authority	Office tel. No. Residence tel. no. Fax	E-mail
2	Sri. B.M.Tirakanagoudar Addl. Director	Addl. Director	080 – 22975590	
3	Sri. K. Narasimha Murthy	Joint Director (North)	080 - 22975559	

Section 4(1)(b)(xvii) — Any other useful information /information frequently asked by the public

The details pertaining to JOINT DIRECTOR TOWN PLANNING SECTION HEAD OFFICE will be published on Bruhat Bangalore Mahanagara Palike Official website www.bbmp.gov.in.

SD/-
JOINT DIRECTOR OF TOWN PLANNING (NORTH)

BRUHAT BANGALORE MAHANAGARA PALIKE