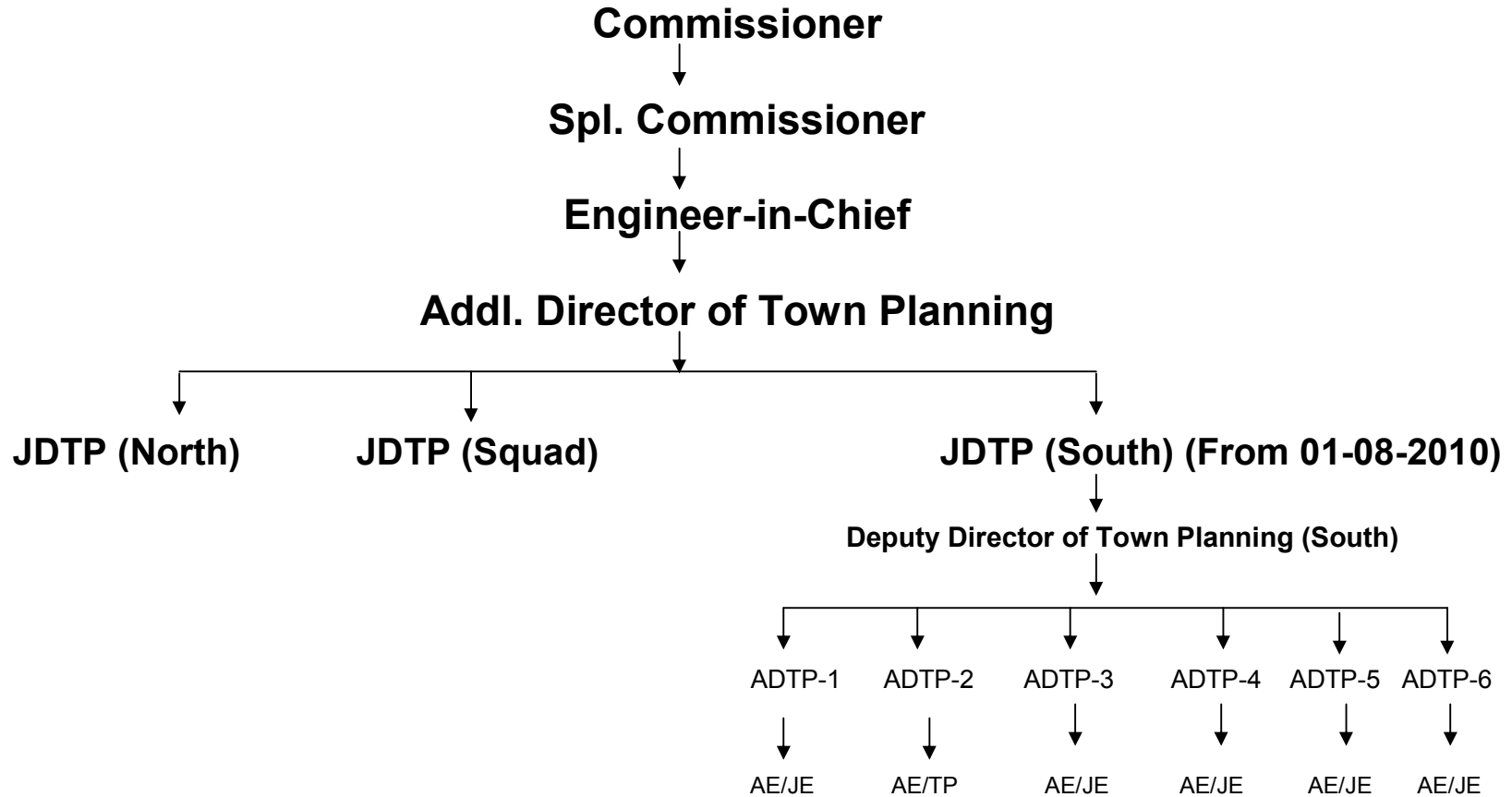
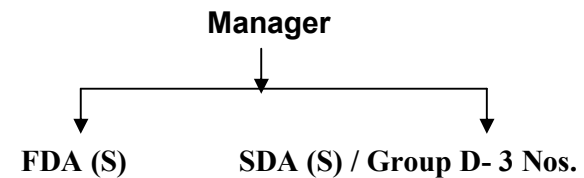


**4 (1) B:**

**(i) The Particulars of its organization, functions and duties;  
TOWN PLANNING SECTION ORGANISATION FLOW CHART**



There are 2 AE's, 1 JE and 1 TP and they are assigned to work under all ADTP's



**Section 4(1)(b)(i)- Organizational structure, aims and functions**

Sl. No.	Name of the Organization	Address	Organizational structure	Aims	Functions
1.	Joint Director of Town Planning (South)	BBMP, Head office New Annexure Building 4 <sup>th</sup> Floor, N.R. Square, Bangalore- 560 002	At Bruhat Bangalore Mahanagara Palike various types of Building Plans are sanctioned and issued at three levels viz., at, Main Office (Head Office), Zonal level and under Suvarna Paravanige. There are 4 zonal offices – West Zone, South Zone, Bommanahally and R.R. Nagar. Each zonal office is headed by an Addl. / Joint Commissioner. The Addl. / Joint Commissioners are delegated with powers to sanction the building plans, consisting of single Basement floor + Ground floor + Mezzanine and 3 upper floors within 15.0 m building height irrespective of land extent and depending upon the usage (i.e, residential, commercial, industrial, public and semi-public etc.). The sanction of Residential plans on sital area upto 4000 sft. Is done under Suvarna Parvanige and the sanction shall be communicated within 3 working days, Suvarna Paravanige counters have been established at the Zonal offices of BBMP. It is headed by Asst. Director of Town Planning. Buildings consisting of more than one basement + ground + mezzanine + four upper floors and above are processed at Head office by the office of the Joint Director (Town Planning). Commissioner is the sanctioning authority and the issuing authority is the Addl. Director of Town Planning. When the applications for plan sanction are received at the Citizens' Service Centers they are sorted out and sent to the concerned offices (i.e., Commissioner / Joint Director of Town Planning, Zonal Joint / Addl. Commissioner and Suvarna Paravanige).	The aim is to provide Civil & Social amenities for public and to plan for future growth of population to ensure desirable standards & environment, health & hygiene and for orderly growth of land use by enforcing Zoning Regulations & Building Bye-laws.	Proposal regarding planning aspects, technical opinion on matters relating to Zoning Regulations & Bye Laws, Road widening proposals, preparation of Building Bye-laws of BBMP etc., besides recommendations for sanction of building plans, Occupancy Certificate & Issue of Commencement Certificate resulting in Resource mobilization.

**Section 4(1)(b)(ii)-Powers and duties of officers and employees Joint Director of Town Planning (South) Division comprises of West, South, Bommanahalli and Rajajeshwari Nagar Zones.**

Sl. No.	Designation of the official/ employee	Duties allotted	Powers
1	Joint Director of Town Planning (South)	Head of Town Planning section (South). Responsible for processing and recommending for Plan sanction / CC / OC in South division. Appellate Authority under RTI for JDTP ( South Division)	Recommendations of all proposals submitted by DDTP for approval of higher authorities.
2	Deputy Director of Town Planning (South)	Town Planning section (South). Responsible for scrutiny and process of files for Plan sanction / CC / OC files in South division, any other work assigned by the Joint Director (Town Planning-South) from time to time.	Scrutiny of proposals submitted by ADTP's / AE's / TP's with suitable recommendations to JDTP for onward submission to higher authorities for approval.
3	Asst. Director of Town Planning - 1	To put up files for plan sanction / CC / OC & Other technical & RTI files in Bommanahalli, Malleswaram, Yeshwanthapura and Mahalakshampuram areas and any other work assigned by the Joint Director (Town Planning-South) from time to time and also PIO for RTI .	Detailed scrutiny of all proposals submitted by the sub-ordinate staff viz., AE's / JE's / TP's with reference to Building Bye-laws & Zoning Regulations concerning plan sanction / Commencement Certificate / Occupancy Certificate and recommending on files to DDTP for onward submission to JDTP.  Processing of files on technical opinion regarding planning matters, road widening proposals, revision of Building Bye-laws and any other issues assigned from time to time by higher authorities.  PIO for RTI related matters.
4	Asst. Director of Town Planning - 2	To put up files for plan sanction / CC / OC & Other technical & RTI files in Bommanahalli, Bangalore South, BTM Layout and Jayanagar areas and any other work assigned by the Joint Director (Town Planning-South) from time to time and also PIO for RTI .	
5	Asst. Director of Town Planning - 3	To put up files for plan sanction / CC / OC & Other technical & RTI files in Jayanagar, BTM Layout, Rajajeshwari Nagar & Bangalore South areas and also PIO for RTI.	
6	Asst. Director of Town Planning - 4	To put up files for plan sanction / CC / OC & Other technical & RTI files in, Rajajinagar, Chamarajpet, Chickpet, Padmanabhanagar and any other work assigned by the Joint Director (Town Planning-South) from time to time and also PIO for RTI .	
7	Asst. Director of Town Planning - 5	To put up files for plan sanction / CC / OC & Other technical & RTI files in Rajarajeshwarinagar Zone and Malleshwaram areas and any other work assigned by the Joint Director (Town Planning-South) from time to time and also PIO for RTI .	
8	Asst. Director of Town Planning - 6	To put up files for plan sanction / CC / OC & Other technical & RTI files in Govindarajanagar, Vijayanagar and Basavanagudi areas and any other work assigned by the Joint Director (Town Planning-South) from time to time and also PIO for RTI .	

9	AE – 1	To process Plan sanction proposals through AutoDCR regulations which are submitted on-line by the Architects. To co-ordinate with AE's / JE's / TP's during the course of sanction process. To attend any other work assigned by Joint Director of Town Planning (South) from time to time.	Technical graduate with expertise in Pre-DCR software for on-line plan sanction proposals. All proposals received on-line are initially scrutinized for its submission. The technical scrutiny of the proposals is done based on pre-DCR software & verified for its compliance with reference to Bye-laws and Zoning Regulations. The scrutinized proposals are forwarded to the respective AE's / TP's for further process seeking approval of the higher authorities through on-line.
10	Town Planner	To put up files for plan sanction / CC / OC & Other technical & RTI files in Rajajeshwari Nagar, Bangalore South, Vijayanagar, Basavanagudi, Metro Station & M/s. Hamara Shelters proposals of Gandhinagar West Zone areas and also verification of buildings along with higher officers approved by the Central Office and any other work assigned by the Joint Director (Town Planning-South) from time to time.	<p>Initial scrutiny of all proposals regarding plan sanction received through on-line / off-line and processed with specific recommendations to ADTP's for onward submission to higher authorities.</p> <p>Processing of files for issue of Commencement Certificates / Occupancy Certificates with due recommendations to ADTP for onward submission to DDTP.</p> <p>Submission of RTI related matters to PIO's</p> <p>To attend any miscellaneous works assigned from time to time by the higher authorities.</p>
11	AE – 2	To put up files for plan sanction / CC / OC & Other technical & RTI files in Bommanahalli, Jayanagar, BTM Layout areas and also verification of buildings along with higher officers approved by the Central Office and any other work assigned by the Joint Director (Town Planning-South) from time to time.	
12	AE – 3	To put up files for plan sanction / CC / OC & Other technical & RTI files in Rajajinagar, Chamarajpet, Chickpet, Padmanabhanagar, areas and also verification of buildings along with higher officers approved by the Central Office and any other work assigned by the Joint Director (Town Planning-South) from time to time.	
13	JE – 1	To put up files for plan sanction / CC / OC & Other technical & RTI files in Malleswaram, Yeshwanthapura, Mahalakshmiapuram, areas and also verification of buildings along with higher officers approved by the Central Office and any other work assigned by the Joint Director (Town Planning-South) from time to time.	

14	JE – 2	OOD to Council Section	
15	Manager (South)	OOD to Council Section	Submission of establishment related matters to JDTP.
16	FDA (South)	Designated to work in the section on establishment matters. Preparation of pay bills, increments of the officers and officials of Joint Director (Town Planning-South) and also maintenance of the Service Register and personnel files of the officers / officials. Receiving fresh submission of the building plans and acceptance of initial Demand Drafts for the plan proposals and its remittance.	-
17	SDA (South)	To look after inward & outward tappal of the section, to distribute the relevant papers to the concerned Asst. Engineer's and Junior Engineer's, FDA and others. To receive Occupancy Certificate / Commencement Certificate applications and any other work assigned by the Joint Director (Town Planning-South) from time to time.	-
18	Group D 3 Nos.	Group "D" employees have been assigned for routine office work and any other work assigned on the directions of the Joint Director (Town Planning-South).	-

**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
AE/JE	Receipt of Application 1. Verifies the documents / enclosures. 2. Scrutinizes the Building Plans. 3. Inspects the Site / Building. 4. Puts up the file with checklist, site inspection report and his remarks.	This process takes about minimum of 30 days provided applicant furnishes the relevant records as per requirement.	Commissioner
ADTP:	Inspects the Site / Building. 1. Examines the checklist, site inspection report and AE/JE's remarks / note. In case further information is necessary or if there is any discrepancy in the submitted documents or the building plans are not in accordance with		

	the Zonal Regulation / Bye-laws, instructs on the file either to collect the information / to reject the application for the specified reasons. In such a case, the file is retransmitted to the AE / JE who issues an endorsement, under the signature of the Joint Director of Town Planning.		
DDTP:	<ol style="list-style-type: none"> <li>1. Inspects the Site / Building.</li> <li>2. Examines the checklist, site inspection report and AE / JE and ADTP remarks / note.</li> </ol>	<p style="text-align: center;">This process takes about minimum of 30 days provided applicant furnishes the relevant records as per requirement.</p>	<p style="text-align: center;">Commissioner</p>
JDTP:	<ol style="list-style-type: none"> <li>1. Inspects the Site / Building.</li> <li>2. Examines the checklist, site inspection report and case worker's and ADTP &amp; DDTP remarks / note.</li> </ol> <p>If any clarifications are required, with his remarks on the file it is sent back to the concerned case worker through proper channel.</p>		
ADTP/DDTP:	In case any doubts are raised by the Joint director of town planning he clarifies the same. In case if any further (more) information is required, it will be obtained. Again the file will be resubmitted through proper channel to JDTP.		
JDTP:	If the documents and the building plans are in order, JDTP puts up the file to the Addl. Director of Town Planning with specific recommendations.		
Addl. DTP	Verifies the file & inspects the site / building and submits the file to EIC with recommendations.		

Engineer-In-Chief :	<ol style="list-style-type: none"> <li>1. Inspects the Site / Building.</li> <li>2. Examines the checklist and the plans and note of Addl. Director of Town Planning.</li> </ol> <p>If the Engineer-In-Chief finds the documents and the building plans are in order, with his specific opinion and recommendations submits the file to Special Commissioner (Projects) for consideration and approval by Commissioner.</p>		
Spl. Commissioner:	He examines the proposals with reference to the checklist, notes of various officers and if need be inspects the site and after satisfying all the conditions are fulfilled, submits the file to the Commissioner with specific recommendations for approval.	This process takes about minimum of 30 days provided applicant furnishes the relevant records as per requirement.	Commissioner
Commissioner:	Approves or rejects the file and send back to JDTP.		
JDTP	Received from the office of Commissioner is endorsed by JDTP and sent to AE / JE for preparation of fee endorsement. The applicant is endorsed to remit the necessary fees in the form of D.D, in the name of Commissioner, Bruhat Bangalore Mahanagara Palike. After remittance of the fees to the BBMP the final building plans are signed and issued by the Addl. Director of Town Planning to the concerned.		

**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.)
The rules and regulations as per KMC Act 1976 & RMP -2015, KTCP Act 1961 at the office orders issued by the Commissioner, BBMP are to adopted in discharging the official work by the Joint Director.				

**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.
	The following acts, rules & regulations are followed while approving the drawings:- <ul style="list-style-type: none"><li>• Karnataka Town &amp; Country Planning Act 1961</li><li>• Karnataka Municipal Corporation Act 1976</li><li>• Building Bye-laws 2003</li><li>• Revised Master plan – 2015 of Bangalore.</li><li>• NOC's from different departments such as Fire Force Department, Airport Authority of India, BWSSB, BSNL,</li><li>• BESCOM and KSPCB.</li><li>• Circulars issued by the Government and BBMP.</li><li>• Karnataka Cinema Act</li><li>• Karnataka Land Revenue</li><li>• Slum Clearance Board Act</li><li>• KIADB</li></ul>	



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

Sl. No.	Category of the document Held	Title of the document	Custodian of the document
1	A	SR of Staff -	Manager/F.D.A/S.D.A of Joint Director of Town Planning (South) office
2	A	Acquittance Register	
3	A	Receipt Books	
4	A	LP Inward Register	
5	A	L.P. Issue Register	
6	A	Licence Book	
7	A	Commencement Certificate / Occupancy Certificate register	
8	B	Register for application of RTI	
9	B	Appeal register	
10	B	Personnel register	
11	B	General	
12	B	Attendance register	
13	B	Tappal book	

**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
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
There is no Plan Scrutiny Committee as per Commissioner's Order No. ION / PR / 43 / 09-10 dated: 05-04-2010.			

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

<b>Sl. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Office address / contact number/e-mail ID</b>	<b>Monthly Salary</b>
1	M.Ramesh	Joint Director of Town Planning	BBMP, Head office Major Roads Building 4 <sup>th</sup> floor, NR Square, Bangalore-560002	51463.00
2	A.Ramesha	Deputy Director of Town Planning		45775.00
3	P.V. Chandrashekar	Asst. Director of Town Planning		63025.00
4	N. G. Chandrappa	- do -		61525.00
5	R.Nagaraja	- do -		64525.00
6	H.M.Ramachandra	- do -	BBMP, Head office Major Roads Building 4 <sup>th</sup> floor, NR Square, Bangalore-560002	63225.00
7	V.Chandrashekaraiah	- do -		66927.00
8	V.Rakesh Kumar	- do -		35525.00
9.	M.V.Guru Prasad	Asst. Engineer		30400.00
8	K.Muktha	Asst. Engineer		28900.00
13	Y.V. Sunil	Assistant Engineer		48175.00
14	H.M. Shivaprasad	Assistant Engineer		45775.00
15	M. Shivamegowda	Junior Engineer		24,408.00
13	M. Chandraprakash	Manager		26875.00
14	N.C. Mahesh	First Division Clerk		19950.00
15	S. Amarnath	Second Division Clerk	16075.00	
16	U. Satish	Peon	13000.00	

**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)
Not Applicable				

**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 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
Concerned officers / officials will be available for public contact between 3.30 P.M to 5.30 P.M on all working days.		

**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	Joint Director of Town Planning (South)	Sri. P.V. Chandrashekar, ADTP	9480683169	<a href="mailto:Jointdirector.townplannings@gmail.com">Jointdirector.townplannings@gmail.com</a>
2		Sri. N G Chandrappa, ADTP	9483722334	
3		Sri. H.M. Ramachandrappa, ADTP	9900511209	
4		Sri. V. Chandrashekaraiah, ADTP	9480685376	
5		Sri. R. Nagaraja, ADTP	9845248161	
6		Sri. V. Rakesh Kumar, ADTP	9480685382	

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	Joint Director of Town Planning (South)	M Shivramegowda	9535266484	
2		H M Shivaprasad	9739094360	
3		Y V Sunil	9448073493	
4		M V Guru Prasad	9986238606	

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	Joint Director of Town Planning (South)	M. Ramesh, Joint Director of Town Planning (South)	99004-47061	<a href="mailto:Jointdirector.townplannings@gmail.com">Jointdirector.townplannings@gmail.com</a>

**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](http://www.bbmp.gov.in).

Sd/-  
JOINT DIRECTOR OF TOWN PLANNING (SOUTH)  
BRUHAT BANGALORE MAHANAGARA PALIKE