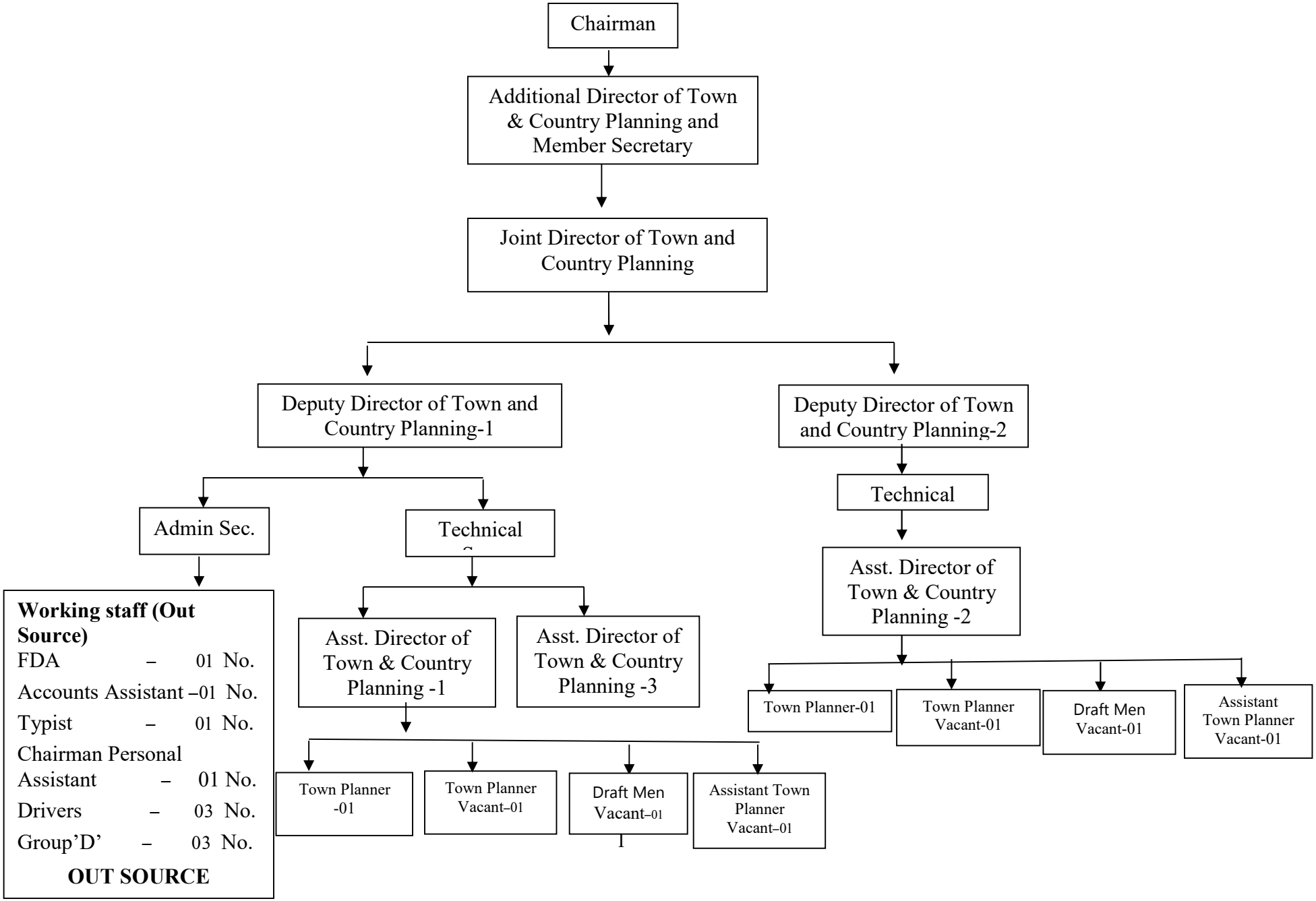
For the Year of 2023-24

Organization List



C. The important functions of the Planning Authority comprises of:

1. Preparation of master plan for BMICAPA Local Planning Area under KTCP Act.
2. To regulate developments/growth within the local planning area as per the Provisions of Master Plan & its Zoning Regulations which includes sanction of building plans, Approval for land development and Group Housing Schemes etc in the form of commencement certificate.
3. Furnishing technical opinion to Revenue Department for conversion of land for non-agricultural purposes as per the provision of Master Plan and its Zonal Regulations.
4. Implementation of Master Plan Through Zonal Regulations and Town Planning Schemes for BMICAPA local planning area.
5. Acquisition of the land in the planning areas for the purposes of development.

(ii) Powers and Duties of Officers and Employees

Chairman

Chairman being the head of the planning authority shall conduct all meetings of the authority as per the provisions of the KTCP Act.

Member Secretary

Without prejudice powers to the Chairman under the provision of the KTCP Act, the Member Secretary subject to the general powers of the Planning Authority Shall:

a. Be the Chief Executive and Technical Officer of the Planning Authority;
b. Be responsible for all budgetary, planning, enforcement and supervisory functions of the Planning Authority;
c. Furnish to the Planning Authority all the information relating to the administration and accounts of the Authority as well as other matters whenever called upon by the Authority to do so;
d. Prepare and submit the Annual Reports and audited accounts of the Planning Authority for its approval within three months of the close of every financial year and thereafter submit copies of the same to the Board, the Director and the State Government.

Joint Director of Town & Country Planning

Joint Director looks after the work at BMICAPA Office & Co-ordinates with Member Secretary in carrying out the activities related to the authority.

Deputy Director of Town & Country Planning -1

Deputy Director-1 carries out the work related to technical as well as Administration Section works, as per the instructions of the Member Secretary

Deputy Director of Town & Country Planning -2

Deputy Director-2 carries out the work related to technical section as per the instructions of the Member Secretary.

Assistant Director of Town & Country Planning-

The Assistant Directors of the Town and Country Planning Co-ordinates with the Deputy Directors, Joint Director and the Member Secretary in executing the works of the BMICAPA.

Town Planner & Assistant Town Planners

Technical scrutiny of all files relating to planning issues and submitting the same to the Assistant Director of Town and Country Planning.

Account Assistant

The Account Assistant carries out the works related to accounts matters of the BMICAPA.

First Division Assistant

Attending all the letters and papers relating to administration and after scrutiny submitting the same to the Deputy Director-1

Typists

Typing work in Kannada & English Language.

Drivers

Driving the BMICAPA vehicles for the office purposes as per the instructions.

Group 'D' Employees

Group 'D' employees work as per the instructions given by the office.

(iii) Procedure followed in decision-making process

The proposals received from the Public and various other offices are scrutinised and put up by the case workers (TP & ATP's) to the Assistant Director of Town and Country Planning, Assistant Director, Deputy Director and Joint Director Interim scrutinise the same and submits the file for necessary orders to Member Secretary. Member Secretary as delegated by the Authority will dispose of the case with such appropriate decision as it seems after following the provision of the act, Rules and regulations. Wherever the subject requires to be placed before the authority, then the subject will be placed before

authority meeting for decision. Member Secretary will further, gives effect to such decision and takes necessary action as per the Act.

(iv) The norms followed to discharge the functions.

The activities of the BMICAPA are carried out as per the provisions of various Acts, Government Orders, Circulars and the directions given by the Government from time to time.

(v) The Acts and Rules followed by the BMICAPA in executing the duties

- The Karnataka Town and Country Planning Act, 1961
- The Karnataka Planning Authorities Rules, 1965
- The Right to fare compensation and transparency in land acquisition, Rehabilitation and resettlement act 2013.
- The Karnataka Planning Authorities (Allotment of Civic Amenity sites) Rules. 2016.
- The Karnataka Town and Country Planning (Benefit of Development Rights) Rules, 2015.
- The Karnataka Civil Service Rules, 1957.
- The Karnataka Financial Code - 1957
- The Karnataka Cinematography Act - 1964.
- The Right to information act, 2005.

(vi) Documents held by the Authority.

- Finally approved Master Plan for the Local Planning Area of BMICAPA.
- A Report of Master Plan including Zoning Regulations
- Register maintaining records of Change of Land Use (CLU)
- Register maintaining approval of building plans
- Register maintaining approval of layouts (Draft & Final)
- Register maintaining details of RTI Act 2005
- Common Inward Register
- Despatch Register
- Service Stamp Register
- Local and Government letter Dispatch Register
- Casual leave Register
- Pay and Acquaintance Register
- L.P.C. Register
- Caseworkers Inward and Outward Register
- T.A. Bill Register
- Permanent Advance Register
- Bank Cheque Register
- Stationary and furniture Stock and Issue Register

- Bank Deposit Register
- Money Remittance Record Book
- Cash Book
- Bank Pass Book
- Cheque Book
- Receipt Book
- Income & Expenditure Statement
- E.L. & C.L Account Book
- Register of issue of Smart Card
- Register maintaining the details of sales of soft and hard copies of Master Plans.
- Movement Register
- Attendance Register and Cash in hand Register.
- Authority meeting proceeding book.
- Audit minute Register.

(vii) Details of arrangements regarding preparation of various plans and consultation with or representation by the members of the public regarding the plans

- While preparing Master Plan, public comments and suggestion are invited as per Sec. 5, Sec.6, Sec.7 and Sec.10 of KTCP Act 1961.
- After getting provisional approval for Master Plan, draft plans and report alongwith Zonal Regulations are to be displayed and comments and suggestions are invited from public regarding draft plans and reports, as per section 13(1) as KTCP Act 1961.
- After getting final approval for Master Plan for any changes intended to in the Master Plan under section 14 A of the KTCP Act 1961 comments and suggestions are to be invited from general public.
- During implementing of Town Planning Schemes, authority shall publish and invites comments and suggestions in various stages as per the act.

(viii) Committees and other Boards in the Department

Authority has not constituted any sub committees so far

(ix) Directory of the officers and employees in the BMICAPA

SL. No.	Name of the Officers / Employees	Designation	Contact Number
1	Additional Chief Secretary to Govt.	Chairman	080-22341235 080-22341230
2	Sri S.L. Rajanna	Additional Director and Member Secretary of Town & Country Planning	
3	Sri Manjappa . M	Joint Director of Town & Country Planning	
4	Sri Shivaramu K.P.	Deputy Director of Town & Country Planning	
5	Sri Lasumanaik C.	Deputy Director of Town & Country Planning	
6	Smt. Bavitha R.B.	Asst. Director of Town & Country Planning	
7	Smt. O. Janaki	Asst. Director of Town & Country Planning	
8	Smt. Arundathi M.V.	Asst. Director of Town & Country Planning	
9	Sri. Shivaprasad V.	Asst. Director of Town & Country Planning	
10	Ramya B.A	Town Planner	
11	Suma K	Town Planner	

Monthly salary received by each of its officers and employees

Sl. No.	Name of the Officer	Designation	Monthly salary (Including DA & HRA) as on the month of February-2023.
1	Sri S.L. Rajanna	Additional Director and Member Secretary of Town & Country Planning	Rs. 1,88,769/-
2	Sri Manjappa . M	Joint Director of Town & Country Planning	Rs. 1,51,410/-
3	Sri Shivaramu K.P	Deputy Director of Town & Country Planning	Rs. 95,712/-
4	Sri Lasumanaik C	Deputy Director of Town & Country Planning	Rs1,24,987/-
5	Smt. Bavitha R.B.	Asst. Director of Town & Country Planning	Rs. 1,05,305/-
6	Smt. O. Janaki	Asst. Director of Town & Country Planning	Rs. 1,10,518/-
7	Sri. Shivaprasad V.	Asst. Director of Town & Country Planning	Rs. 1,10,518/-
8	Ramya B.A.	Town Planner	Rs. 80,050/-
9	Suma K.	Town Planner	Rs. 80,050/-

(xi) Abstract figures of the Budget of B.M.I.C.A.P.A. for the year 2023-24

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(See Rule 22)

Form of Budget

Statement-I

Abstract figures of the Budget of B.M.I.C.A.P.A for the year 2023-24

Sl. No.		Accounts of Past Year 2021-22	Sanctioned Estimates for the current year 2022-23	Revised Estimates for the Current Year 2021-22			Budget Total Estimates for the year 2023-24
				01.04.22 to 31.12.22 Actually for 9 months	01.01.23 to 31.03.23 Probable receipts for 3 months	Total	
	1	2	3	4	6	7	8
Opening Balance							
	Ordinary Section Capital Section	7,84,450	21,793,823	119,904,026		119,904,026	20,911,753
	Receipts						
	Ordinary Section	7,27,15,000	67,189,000	93,227,071	9,539,168	102,766,239	124,863,948
	Capital Section	26,60,00,000	190,000,000	190,000,000	-	190,000,000	366,000,000
	Total			283,227,071	9,539,168	292,766,239	490,863,948
	Total Income	33,94,99,450	278,982,823	403,131,097	9,539,168	412,670,265	511,775,701
	Expenditure						
	Ordinary Section	25,92,20,000	217,520,000	19,322,955	6,435,557	25,758,512	195,550,000
	Capital Section	8,00,00,000	60,000,000	366,000,000	-	366,000,000	315,000,000
	Total Expenditure	33,92,20,000	277,520,000	385,322,955	6,435,557	391,758,512	510,550,000
	Closing Balance	2,79,450 (Savings)	1,462,823	17,808,142	-	20,911,753	1225701 (Savings)

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

The BMICAPA has no subsidy programmes.

(xiii) Particulars of recipients of concessions, permits or authorization granted by the BMICAPA.

No such concessions to the BMICAPA.

(xiv) Details in respect of the information available to or held by it reduce in an electronic form

The details are available in the following website related to the BMICAPA www.bmicapa.tpa.gov.in

(xv) Particulars of facilities available to citizens for obtaining information

All notifications and information regarding the important matters of the **BMICAPA** are being displayed in the notice boards for the public viewing and also in the official website.

(xvi) Public Information Officer and Assistant Public Information Officer & Appellate Authority Name and Designation & other details :-

The following Officers have been designated as competent authority under the provision of RTI Act 2005.

Sl. No.	RTI Act-2005	Designation	Name	Telephone No.
1	As per Sec.5(1) Public Information Officer	Deputy Director of Town and Country Planning,	Sri. Lasumanaik C	080-22341235 080-22341230
2	As per Sec.5(1) Public Information Officer	Assistant Director of Town and Country Planning,	Smt. Bavitha R.B. Smt. O. Janaki Smt. Arundathi M.V. Sri. Shivaprasad V.	080-22341235 080-22341230
3	As per Sec.5(2) Asst. Public Information Officer	Town Planners and Asst. Town Planner	Ramya B.A Suma K	080-22341235 080-22341230
4	As per Sec. 19(1) Appellate Authority	Additional Director of Town & Country Planning & Member Secretary, BMICAPA	Sri S.L.Rajanna	080-22341235 080-22341230

ಆಡಳಿತ ಶಾಖೆಗೆ ಸಂಬಂಧಿಸಿದಂತೆ ಈ ಪ್ರಾಧಿಕಾರದಲ್ಲಿ ನಿರ್ವಹಿಸಿರುವ ವಹಿಗಳು / ಕಡತಗಳು.

<u>ವೈಯಕ್ತಿಕ ಕಡತಗಳು</u>

1. ಶ್ರೀಮತಿ ಅರುಂಧತಿ ಎಂ.ವಿ., ಸಹಾಯಕ ನಿರ್ದೇಶಕರು
2. ಶ್ರೀ ಶಿವಪ್ರಸಾದ್ ವಿ. ಸಹಾಯಕ ನಿರ್ದೇಶಕರು