

ಮಾಹಿತಿ ಹಕ್ಕು ಅಧಿನಿಯಮ 2005
ಪ್ರಕರಣ 4 (1) (ಬಿ)
(ಡಿಸೆಂಬರ್ 2017 ರ ಅಂತ್ಯಕ್ಕೆ ಪರಿಷ್ಕೃತ)

FINANCE DEPARTMENT

Right to Information Act, 2005
Information under Section 4(1)(b)
[Updated as on Dec 2017-Revised]

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ವಿಧಾನಸೌಧ,

ಬೆಂಗಳೂರು-560 001.

www.finance.kar.nic.in

1. Additional Chief Secretary to Government. Finance Department

	Manuals	Answers
I	The Particulars of its organization, functions and duties;	Additional Chief Secretary discharges the duties and responsibilities as per the Transaction of Business Rules. Principal Secretary has overall responsibility to supervise, guide & dispose all matters relating to Budget and Resources and Expenditure, which are headed by separate Secretaries. Hence, all the information furnished by the above officers in these columns are relevant to the Principal Secretary, Finance Department. Therefore no separate mention is made again.
II	The powers and duties of its officers and employees;	<p>i) Additional Chief Secretary to Govt., attends to all matters pertaining to finance department under the supervision of Hon'ble Chief Minister, Excise Minister, Small Savings Minister. The Secretary (B&R), Secretary (Exp.) process the files and put up for the orders of the Principal Secretary.</p> <p>ii) Personal Secretary :-</p> <p>iii) GPA :- Works as Personal Assistance to Principal Secretary and provides secretarial assistance. He preserves and maintain confidential paper in the personal establishment.</p> <p>v) Stenographer: Taking dictations.</p> <p>vii) Jr. Assistants: Receiving & Dispatching all files & tappals and keep records for movement of files and tappals.</p> <p>viii) Driver:-1.</p> <p>ix) Jamedar-1.</p>
III	The procedure followed in the decision making process, including channels of supervision and accountability;	All the files submitted by the Secretary (B&R) and Secretary (Exp.)
IV	The norms set by it for the discharge of its functions;	As per the norms prescribed in the Transaction of Business Rules of Government of Karnataka Secretariat Manual and other standing instructions/orders
V	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;	All the files submitted by the Secretary (B&R) and Secretary (Exp.)
VI	A statement of the categories of documents that are held by it or under its control;	Work allocation copy with in Finance Department may be seen at Annexure-2.
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 administration thereof;	Not applicable
VIII	A statement of the boards, councils, committees and other	

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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;	Not applicable
XVI	The names designations and other particulars of the Public Information Officers	As per 4(1)(b) already published
XVII	Such other information as may be prescribed	Not Applicable

2 Secretary to Government (Budget & Resources).

	Manuals	Answers
I	The particulars of its organization, functions and duties;	Secretary (B&R), Finance Department, is mainly in charge of budget preparation exercise and other financial matters of the State, including Resource Mobilization. The Departments/subjects dealt by Secretary (B&R) may be seen at Annexure-I.
II	The power and duties of its officers and employees;	<p><u>Duties and responsibilities of the Secretary:</u></p> <p>Secretary (B&R) will scrutinize examine all the files submitted by Additional Secretaries/Joint Secretaries/Deputy Secretaries/Special Officers of the Department and record his comments/views/opinion on the file for onward submission to Secretary.</p> <p><u>Duties and responsibilities of Personal Section of Secretary (B&R)</u></p> <p>Secretary (B&R) personal section consists of GPA/Stenographer/ Assistant / Dalayath / Driver. These officials perform their duties as prescribed in the Secretariat Manual.</p>
III	The procedure followed in the decision making process, including channels of supervision and accountability;	All files received from Additional Secretaries/Joint Secretaries/Deputy Secretaries/Special Officers will be examined within the framework of Rules, GOs and other standing orders.
IV	The norms set by it for the discharge of its functions;	Norms prescribed under Transaction of Business Rules and other rules and regulations / standing instructions / orders are being followed.
V	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;	<ol style="list-style-type: none"> 1. Constitution of India 2. Karnataka Government (Transaction of Business) Rules, 1977 3. Karnataka Government (Allocation of Business) Rules, 1977 4. The Karnataka Financial Code 5. Budget Manuals & Volumes 6. The Karnataka Civil Services Rules 7. TFP and Other Civil Services Rules.

VI	A statement of the categories of documents that are held by it or under its control;	Work allocation copy with in Finance Department may be seen at Annexure-2.																												
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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 advise and as to whether meetings are accessible for public;	<ol style="list-style-type: none"> 1. Karnataka Forest Dev. Corpn Ltd., 2. Karnataka State Forest Industries Corpn Ltd. 3. Karnataka State Handicraft Dev. Coprn Ltd., 4. Hutti Gold Mines Ltd., 5. Mysore Minerals Ltd., 6. Mysore Paper Mills Ltd., 7. Karnataka Industrial Area Dev. Board 8. Karnataka State Beverages Corpn Ltd., <div style="text-align: right; margin-top: 10px;">} Director</div>																												
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XI	The budget allocated to each of its agency indicating the particulars of all plans, proposed expenditure and reports on disbursements	Not applicable
XII	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;	Not applicable
XIII	Particulars of recipients of concessions, permits authorizations granted by it;	Website: www.finance.kar.nic.in
XIV	Details in respect of the information available to or held by it, reduced in an electronic form;	Information regarding Budget Documents/important GOs may be accessed through www.finance.kar.nic.in
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;	Not applicable
XVI	The names designations and other particulars of the Public Information Officers;	Not applicable
XVII	Such other information as may be prescribed	Not applicable

3. Secretary to Government (Expenditure)

I	The particulars of its organization, functions and duties;	Secretary (Expenditure) discharges the duties and responsibilities as per the Transaction of Business Rules. Secretary has responsibility to supervise, guide and dispose all matters relating to Expenditure, matters under KTPP Act and service matters pertaining to pay, pension etc. Hence, The information furnished above are relevant to the Secretary (Exp). Therefore, no separate mention is made again.
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II	The powers and duties of its officers and employees;	<p>i) Secretary to Govt. (Exp) attends to all matters pertaining to expenditure in respect of Agriculture & Horticulture, PWD, WRD, Revenue, Kannada & Culture, Urban Development, RDPR, Minor Irrigation, Social Welfare, Minority Welfare, Food & Civil Supply, Law & Parliamentary Affairs, Planning, Housing, Home & Transport, Energy in Finance Department under the supervision of Principal Secretary and in certain cases co-ordination with Principal Secretary (B&R). The service matters of all the Departments will also be dealt by Secretary (Exp). The Secretary (Exp) process the files and put up for the orders of the Principal Secretary.</p> <p>ii) GPA:- Works as Personal Assistant to Secretary and provides secretarial assistance.</p> <p>iii) Translator (Section Officer): Works as Personal Secretary to Secretary and provides secretarial assistance.</p> <p>iv) Stenographer: Taking dictations, preparing engagements and telephonic work.</p> <p>v) Junior Assistant:- Receiving & Dispatching all files & tappals and keep records for movement of files and tappals.</p> <p>vi) Driver: performs the Duties of Driver.</p> <p>vii) Dalayath 1:- Attend the works pertaining to Group 'D'</p> <p>viii) Dalayath 2:- Attend the works pertaining to Group 'D'</p>
III	The procedure followed in the decision making process, including channels of supervision and accountability;	The files will submitted by the Addl./Joint Secretary-Administration & Co-ordination, DS-Welfare, DS-B&R, DS-III, DS- II, DS-I, DS-Services-I, DS-Services-II, Special Officer-ZP, Special Officer-PWFC, Special Officer-Pension, Special Officer-Banking.
IV	The norms set by it for the discharge of its functions	As per the norms prescribed in the Transaction of Business Rules of Government of Karnataka, other Rules and Regulations and other standing instructions/orders pertaining to Budgetary Allocations, additionalities, supplementary estimates, Rules and Regulations contained in KFC, KTC, KCSRs, KTPP Act, Medical Attendance Rules and instructions relating to austerity measures.
V	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;	The files submitted by the Joint Secretary-Administration & Co-ordination, JS-Welfare, Deputy Secretary-B&R, DS-III, DS-II, DS-I, DS-Services-I, DS-Services-II, Special Officer-ZP, Special Officer- PWFC, Special Officer-Pension, Special Officer-Banking
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xvii	Such other information as may be prescribed	Not applicable

4 Deputy Secretary (Administration & Co-ordination)

	Manuals	Answers
i	The particulars of its organization, functions and duties;	<p>This Establishment deals with the following matters:-</p> <ol style="list-style-type: none"> 1. All matters pertaining to State Accounts Department, Excise, Treasury Department, KGID, Investment Tracking and Realisation, Small Savings & Lottery Department 2. Service matters of Commercial Tax Department 3. Co-ordination matters of Finance Department 4. All matters coming under KTTP Act, 1999 5. Law department – Financial matters 6. DPAL – Financial matters 7. Legislature – Financial matters

ii	The power and duties of its officers and employees;	<p><u>Duties and responsibilities of the Additional Secretary:</u></p> <p>The AS(A) in FD is the next officer after the Principal Secretary(B&R) and Secretary (Exp).</p> <p>I. <u>His Functions and Duties are:</u></p> <ol style="list-style-type: none"> 1) All service matters pertaining to the departments coming under the Administrative control of Finance Department. 2) Matters relating to KTTP Act, 1999 and Rules,2000 3) Issues pertaining to the departments of: <ol style="list-style-type: none"> a) Law, Justice and Human Rights Commission b) DPAL and c) Karnataka Legislative Assembly and Karnataka Legislative Council which are referred to F.D. 4) Internal Administration and Co-ordination work of the F.D. 5) Supervision of works carried out by <ol style="list-style-type: none"> a) Deputy Secretary (Procurement) b) Under Secretary (Administration) c) Under Secretary (Excise) d) Under Secretary (CT-II & Co-ordination) and their staff 6) To act as Nodal Officer in F.D. II. <p><u>Power of the Additional Secretary (Administration & Co-ordination)</u></p> <ul style="list-style-type: none"> ❖ Sanction of leave to the officers/officials of the field departments (excluding HODs) beyond the powers delegated to the HODs. ❖ Counting of past service of Government servants under Rule 224-A of KCSRs after the same is cleared by FD(Services) ❖ Additions for qualifying service under rule 247-A of KCSRs after the same is cleared by FD(Services) ❖ Relaxation of Medical attendance rules cases after obtaining the concurrence of DPAR (Service Rules) and FD(Services) ❖ Permitting extension of time for submitting replies by Government servants to the notices issued under KCS(CCA) Rules, 1957 up to a maximum period of two months. ❖ Refund of excess recovery on account of HBA and interest as per the report of DOT. ❖ Cases relating to sanction of GPF advance/loan in relaxation of rules ❖ Sanction of HBA and other advances to Government servants subject to availability of Budget provision and eligibility of Government Servants. ❖ Issues of NOC for obtaining passport to the officers of the departments coming under the Administrative control of FD (signature on the certificate and attestation of photo will be done by the Under Secretaries concerned) ❖ Sanction of leave to the Group `B`, `C` and `D` officials of Finance Department as per the recommendation of the respective Controlling Officers. <p>Duties and responsibilities of Gazetted P.A.</p>
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		<ul style="list-style-type: none"> ❖ The GPA is entrusted with the work of taking dictation in shorthand and transcribing it, attending telephone calls. coordinating with visitors etc. ❖ Any other work entrusted by the Additional Secretary (Admn & Co-ordn.)
iii	The procedure followed in the decision making process, including channels of supervision and accountability;	Whenever files are received from the Sections routed through the Section Officer/Under Secretary, further scrutinized at the level of the Additional Secretary and disposed off at his level if the rules permit and if the subject matters are of greater importance and approval of Secretary/Principal Secretary is needed, the same will be submitted to the Secretary and Principal Secretary of the Department.
iv	The norms set by it for the discharge of its functions;	Check the interpretation offered by Section Officer/Under Secretary with reference to the relevant rules and give considered opinion and at most importance is given to maintain uniformity in its opinion in similar matters.
v	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;	<ol style="list-style-type: none"> 1. The Karnataka Government (Transaction of Business) Rules, 1977 2. The Karnataka Civil Services Rules. 3. KCS(CCA) Rules. 4. The Karnataka Excise Act and Rules 5. KTTP Act and Rules
Vi	A statement of the categories of documents that are held by it or under its control;	Not applicable

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 administration thereof;	Not applicable																				
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 advise and as to whether meetings are accessible for public;	Director of the following Corporations/Boards 1. Mangalore Electricity Supply Company Ltd. (MESCOM) 2. The My Sugar Co. Ltd,																				
ix	A directory of its officers and employees;	<table border="1"> <thead> <tr> <th>Sl. no</th> <th>Name</th> <th>Designation</th> <th>Contact No</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Sri.U.H.Narayana Swamy</td> <td>Dy. Secretary</td> <td>22373029</td> </tr> <tr> <td>2</td> <td>Smt.Vanishree</td> <td>PA</td> <td>22373029</td> </tr> <tr> <td>3</td> <td>Jyothi</td> <td>Junior Assistant</td> <td></td> </tr> </tbody> </table>	Sl. no	Name	Designation	Contact No	1	Sri.U.H.Narayana Swamy	Dy. Secretary	22373029	2	Smt.Vanishree	PA	22373029	3	Jyothi	Junior Assistant					
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xiv	Details in respect of the information available to or held by it, reduced in an electronic form	Not applicable
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;	Not applicable
xvi	The names designations and other particulars of the public information officers.	Not applicable
xvii	Such other information as may be prescribed.	Not applicable

5. Deputy Secretary to Government (Welfare)

	Manuals	Answers
i	The particulars of its organization, functions and duties;	Matters pertaining to Social Welfare, Women and Child Development, Minority Welfare and Labour.
ii	The powers and duties of its officers and employees;	As per para 32 & 45 of Karnataka Government Secretariat Manual of Office Procedure (Revised) 2005 and other provisions.
iii	The procedure followed in the decision making process, including channels of supervision and accountability;	As per para 32 and other provisions of Karnataka Government Secretariat Manual of Office Procedure (Revised) 2005.
iv	The norms set by it for the discharge of its functions;	As prescribed in the Secretariat Manual of Office Procedure
v	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;	Social Welfare, Women and Child Development, Minority Welfare and Labour Department, Boards and Corporations coming under the above departments and Karnataka Government (Transaction of Business) Rules, 1977 and Secretariat Manual of Office Procedure.
vi	A statement of the categories of documents that are held by it or under its control;	Budget preparation, budget releases pertaining to social Welfare, Women and Child Development, Minority Welfare and Labour Department.
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 administration thereof;	-

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 advise and as to whether meetings are accessible for public;	SC/ST Corporation, Women Welfare Corporation, Minority Welfare Corporation, Ambedkar Development Corporation, KREIS, KSTDCL, Devaraj Urs Backward Corporation.																									
ix	A directory of its officers and employees;	<table border="1"> <thead> <tr> <th>Sl. no</th> <th>Name</th> <th>Designation</th> <th>Contact No</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Smt.Vatsala Kumari</td> <td>Dy.Secretary</td> <td>22255728</td> </tr> <tr> <td>2</td> <td>Smt. Anusuya K</td> <td>GPA</td> <td>22255728</td> </tr> <tr> <td>3</td> <td>Sri.Krishna Kumar</td> <td>Jr. Assistant</td> <td>22255728</td> </tr> <tr> <td>4</td> <td>Smt.Shivamma</td> <td>Dalayath</td> <td>22255728</td> </tr> </tbody> </table>	Sl. no	Name	Designation	Contact No	1	Smt.Vatsala Kumari	Dy.Secretary	22255728	2	Smt. Anusuya K	GPA	22255728	3	Sri.Krishna Kumar	Jr. Assistant	22255728	4	Smt.Shivamma	Dalayath	22255728					
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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;	Details regarding opening of files and its movement.
XVI	The names designations and other particulars of the Public Information Officers	<u>Public Information Officer: Smt. C..Hemalatha</u> <u>Under Secretary (Exp.-3 & 9)</u> <u>Assistant Public Information Office: C.Malathi</u> <u>Section Officer (Exp.-9),</u>
XVII	Such other information as may be prescribed	---

6. Deputy Secretary to Government (Finance Commission Cell)

	Manuals	Answers
I	The particulars of its organization, functions and duties;	Finance Department (Finance Commission Cell) Handling of Central Finance Commission matters pertaining Implementation of recommendation of 12 th Finance Commission (utilization of grants etc.,) and furnishing of information to 13 th Finance Commission Topic-wise and Statement-wise and additional information etc., (2010-2015)
II	The powers and duties of its officers and employees;	<u>Duties and Responsibilities of Deputy Secretary</u> 1. The Deputy Secretary will dispose off at his level, such cases as authorized under the delegation of powers issued by the Government from time to time. 2. He suggests course of action to be taken on the case. 3. Examine the case in terms of the priority policy of Government, explain what is sought to be done, decide what facts and figures are needed, obtain and tabulate facts and figures, evaluate alternative courses of action that could be taken, opine on optimal course to be taken giving reasons. 4. The Deputy Secretary will be responsible for keeping the higher officers informed of all important developments, problems or difficulties in the cases dealt by him.

Duties and Responsibilities of the Under Secretary

1. The Under Secretary will dispose off at his level, such cases as authorized under the delegation of powers issued by the Government from time to time.
2. The Under Secretary will examine and initiate noting at his level in cases of urgent nature and Legislature matters and deal with other cases in accordance with the Karnataka Government (Transaction of Business) Rules, 1977 and other instructions issued from time to time.
3. The Under Secretary will super-vice the work of the entire subordinate staff in his section and will discharge duties and responsibilities as envisaged in the Secretariat Manual of Office Procedure.
4. The Under Secretary will be responsible for keeping the higher officers informed of all important developments, problems or difficulties in the cases dealt by him.

Duties and Responsibilities of the Section Officers

1. Section Officer will submit the cases to the Under Secretary with his/her note/opinion for taking decision on the subject.
2. The Section Officer will examine and initiate noting at his/her level and deal with other cases in accordance with Karnataka Government (Transaction of Business) Rules 1977 and other instructions.
3. The Section Officer will also prepare replies in respect of matters which are of urgent in nature.
4. The Section Officer will supervise the work of all the subordinate staff in his/her section and will discharge duties and responsibilities as envisaged in the Secretariat Manual of Office Procedure.
5. The Section Officer will be responsible for keeping the higher officers informed of all important developments, problems or difficulties in the cases dealt with by him/her.

Duties and Responsibilities of Assistants

1. The Assistant will help the Section Officer quick and efficient disposal of cases allocated to the section. The official should show initiative and intelligence in identifying ways to facilitate decision on cases by collecting and presenting relevant material, maintaining up-to-date relevant Acts and Rules and instructions, selected files, digest of important previous decisions etc.
2. Getting files on the subject, docketing, referencing, numbering, opening of new files etc.,
3. Making over receipts with the material collected duly referenced and arranged to the Section Officer within five days.
4. Putting up of files, preparation of periodical statements and timely issue of reminders with standard draft wherever necessary etc.
5. Getting fair copies typed, comparing and submitting them for signature etc.
6. Assisting the Section Officer in discharge of his/her duties.
7. Other duties, responsibilities instructed to the officials by the higher authorities.
8. Maintenance of the Xerox chine.

Duties and Responsibilities of Junior Assistant

The Junior Assistant is entrusted with the receipt of letters, giving computer numbers/dairaising, sending them to the concerned Sections

		dispatch of letters of the Department. Routine duties of maintaining prescribed registers, dispatching and recording of cases, to record the movement of files. In addition, Junior Assistant should assist the Assistant and the Section Officer in issue of reminders and comparing fair copies. He should attend preparation of Statements and Periodical returns.
III	The procedure followed in the decision making process, including channels of supervision and accountability;	<ol style="list-style-type: none"> 1. As soon as the receipt is received from the Section Officer, the caseworker will scrutinize and enter in his worksheet and sort them according to their rating. A receipt will be brought on to a current file relating to the subject on which a file already exists, if not he will open a new file. According to the importance of the case he will put up a note consisting of brief resume of its background history and suggesting the course of action. 2. The Section Officer will on receipt of the files from the staff, examine them along with relevant material and taking into consideration the existing policy, precedents, standing orders, determine/suggests the line of action. 3. If the line of action proposed is within his/her competence, he/she will proceed to record minimum noting and issue appropriate replies or submit to the Under Secretary and Deputy Secretary for approval or for seeking of approval of Secretary/Principal Secretary.
IV	The norms set by it for the discharge of its functions;	As per the norms prescribed in Transaction of Business Rules of Government of Karnataka and other standing instructions.
V	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;	KCSR, KFC, KTC, Budget Manual, Contingency Manual, Secretariat Manual
VI	A statement of the categories of documents that are held by it or under its control;	-----
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 administration thereof;	Not Applicable
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 advise and as to whether meetings are accessible for public;	Not Applicable

IX	A directory of its officers and employees:	<table border="1"> <thead> <tr> <th data-bbox="672 222 732 285">Sl. no</th> <th data-bbox="732 222 976 285">Name</th> <th data-bbox="976 222 1219 285">Designation</th> <th colspan="2" data-bbox="1219 222 1406 285">Contact No</th> </tr> </thead> <tbody> <tr> <td data-bbox="672 285 732 348">1</td> <td data-bbox="732 285 976 348">Smt.S.Renuka</td> <td data-bbox="976 285 1219 348">Dy .Secretary</td> <td colspan="2" data-bbox="1219 285 1406 348">22032031</td> </tr> <tr> <td data-bbox="672 348 732 443">2</td> <td data-bbox="732 348 976 443">Smt.S.Vasantha</td> <td data-bbox="976 348 1219 443">Under Secretary</td> <td colspan="2" data-bbox="1219 348 1406 443">22032081</td> </tr> <tr> <td data-bbox="672 443 732 474">3</td> <td data-bbox="732 443 976 474">Vancat</td> <td data-bbox="976 443 1219 474">Section Officer-1</td> <td colspan="2" data-bbox="1219 443 1406 474"></td> </tr> <tr> <td data-bbox="672 474 732 537">4</td> <td data-bbox="732 474 976 537">Smt .D mayi velagani</td> <td data-bbox="976 474 1219 537">Section Officer-2</td> <td colspan="2" data-bbox="1219 474 1406 537">22032081</td> </tr> <tr> <td data-bbox="672 537 732 569">5</td> <td data-bbox="732 537 976 569">Pavithra.J</td> <td data-bbox="976 537 1219 569">Stenographer</td> <td colspan="2" data-bbox="1219 537 1406 569">22032081</td> </tr> <tr> <td data-bbox="672 569 732 621">6</td> <td data-bbox="732 569 976 621">Manjula kumari.V</td> <td data-bbox="976 569 1219 621">Dalayat</td> <td colspan="2" data-bbox="1219 569 1406 621">22032081</td> </tr> </tbody> </table>					Sl. no	Name	Designation	Contact No		1	Smt.S.Renuka	Dy .Secretary	22032031		2	Smt.S.Vasantha	Under Secretary	22032081		3	Vancat	Section Officer-1			4	Smt .D mayi velagani	Section Officer-2	22032081		5	Pavithra.J	Stenographer	22032081		6	Manjula kumari.V	Dalayat	22032081	
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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;	Not Applicable
xvi	The names designations and other particulars of the Public Information Officers	Public Information Officer: Smt.S.Vasantha Under Secretary Assistant Public Information Officer: Smt D mayi velagani Section Officer
xvii	Such other information as may be prescribed	-----

7. Deputy Secretary to Government (Budget & Resources)

	Manuals	Answers
i	The particulars of its organization, functions and duties;	<p>This establishment deals with the following matters:</p> <ul style="list-style-type: none"> ▪ Preparation of Annual Financial Statements, Revised Estimates, Supplementary Estimates, Medium Term Fiscal Plan and Estimation of Financial Resources for the Annual Plans. ▪ Monitoring of expenditure and revenues of the State. ▪ Monitoring and control over the cash balance. ▪ Processing departmental expenditure proposals. ▪ Financial Rules and Budget Compilation & Consolidation ▪ Representing Finance Department in various Boards and Corporations. ▪ LA/LC matters pertaining to the above subjects. ▪ Fiscal Reforms matters. ▪ Commercial Taxes Dept. – All Tax related matters ▪ Commerce & Industries Department financial matters ▪ Infrastructure Development Department financial matters ▪ Energy Department financial matters.
ii	The power and duties of its officers and employees;	<p><u>Duties and responsibilities of the Deputy Secretary:</u></p> <ul style="list-style-type: none"> ▪ A thorough understanding of the budgetary process from the point of budget formulation, legislative approval, release and expenditure monitoring. ▪ To get insight into revenue forecasting and cash flow so as to manage finances prudently. ▪ To facilitate appropriate staffing across departments so that effective personnel are in place to deliver government schemes. ▪ To aid preparation of periodic and ad hoc reports with data and analysis of the same, to facilitate decision makers to take a decision.

		<ul style="list-style-type: none"> ▪ Coordinating with various administrative departments in case of clarity with regard to financial procedure as well as expenditure proposals. ▪ Balancing expenditure by continuous review of revenue inflows and forecast estimates. ▪ Facilitating delegation of financial powers by AD ▪ Analysing recruitments and creation of posts proposals keeping in view the economy orders. ▪ Understanding and analyzing policy proposals. <p><u>Duties and responsibilities of Gazetted P.A.</u></p> <p>(1) The GPA is entrusted with the work of taking dictation in shorthand and transcribing it, attending telephone calls. fixing meetings, coordinating with visitors etc.</p> <p>(2) Any other work entrusted by the Deputy Secretary (B&R)</p> <p><u>Duties and responsibilities of Stenographer/P.A.</u></p> <p>(1) The P.A. is entrusted with the work of taking dictation in shorthand and transcribing it, attending telephone calls, coordinating with visitors, travel arrangements of the officer, preparation of TA Bills, Movement of files/tappals etc.,</p> <p>(2) Any other work entrusted by the Deputy Secretary (B&R).</p>
iii	The procedure followed in the decision making process, including channels of supervision and accountability;	Whenever files are received from the Sections routed through the Section Officer/Under Secretary, further scrutinized at the level of the Deputy Secretary and disposed off at his level if the rules permit and if the subject matters are of greater importance and approval of Secretary/Principal Secretary is needed, the same will be submitted to the Secretary and Principal Secretary of the Department
iv	norms set by it for the discharge of its functions;	Check the interpretation offered by Section Officer/Under Secretary with reference to the relevant rules and give considered opinion and utmost importance is given to maintain uniformity in its opinion in similar matters.
v	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;	<ol style="list-style-type: none"> 1. The Karnataka Government (Transaction of Business) Rules, 1977 2. The Karnataka Financial Code 3. Budget manuals & volumes 4. The Karnataka Civil Services Rules. 5. Mid Term Fiscal Plan 6. The Karnataka Sales Tax Act 7. The Motor Vehicles Act 8. The Karnataka Profession Tax Act 9. The Karnataka Value Added Tax Act 10. The Karnataka Tax on Entry of Goods Act 11. The Karnataka Stamp Act 12. The Karnataka Entertainments Tax Act 13. The Karnataka Tax on Luxuries Act
vi	A Statement of the categories of documents that are held by it or under its control:	Not applicable
vii	The particulars of any arrangement that exists for consultation with, or representation	Not applicable

	by, the members of the public in relation to the formulation of its policy or administration thereof;																																														
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 advise and as to whether meetings are accessible for public;	<p>Director of the following Corporations/Boards</p> <ol style="list-style-type: none"> 1. Karnataka Silk Industries Corporation 2. Karnataka Housing Board 3. Karnataka State Small Scale Industries Development Corpn. 4. Karnataka Institute of Leather Technology 5. Karnataka Khadi & Village Industries Board 6. Bangalore Electricity Supply Company Limited (BESCOM) 7. Hubli Electricity Supply Company Limited (HESCOM) <p>Meetings are not accessible to public.</p>																																													
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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;	Not applicable
xvi	The names designations and other particulars of the Public Information Officers;	Not applicable
xvii	Such other information as may be prescribed.	-----

8. Additional Secretary - 1

	Manuals	Answers
I	The particulars of its organization, functions and duties;	All Budget proposals relating , Agriculture, Horticulture and Sireculture, Animal Husbandry & Fisheries, Women and Child Welfare, Law and Justices Human Rights , Parliamentary Affairs Departments)

II	The powers and duties of its officers and employees	<p>To receive all the Files/letters/receipts from Concerned Departments.</p> <p><u>Duties and Responsibilities of the Deputy Secretary-1</u></p> <ol style="list-style-type: none"> 1. Scrutinize the entire proposal received from the concerned Departments and submitted to him through the concerned Expenditure Sections. 2. Submit these files to concerned Secretaries with due recommendation. 3. Will supervise the work of the entire subordinate staff in his section and will discharge duties and responsibilities as envisaged in the Secretariat Manual of Office Procedure. 4. Is responsible for keeping the higher officers informed of all important developments, problems or difficulties in the cases of all departments dealt with by him. 5. Attending meeting on behalf of Prl. Secretary/ Secretary as per directions. <p><u>Duties and Responsibilities of the P.A/Steno:</u></p> <ol style="list-style-type: none"> 1. Taking dictation, Typing and fair copying. 2. Keeping Movement of files and letters. <p><u>Duties and Responsibilities of Jamedar :</u></p> <p>To deliver the files and letters to the concerned Officers/Sections.</p> <p><u>Duties & Responsibilities of Junior Assistant:</u></p> <p>The Junior Assistant is entrusted with the receipt of letters/Files, giving computer numbers/dairaising, sending them to the concerned Sections and Departments. Dispatch of letters of the section. Routine duties of maintaining prescribed registers, dispatching and recording of cases, to record the movement of files. In addition, Junior Assistant should assist the Assistant and the Section Officer in preparation of statements and periodical returns, issue of reminders and comparing fair copies.</p>
III	The procedure followed in the decision making process, including channels of supervision and accountability;	<ol style="list-style-type: none"> 1. Scrutinize all the proposal received from the concerned Departments and submitted through the concerned Expenditure Section. 2. Submit these files to concerned Secretary to due Recommendation. 3. Will supervise the work of the entire subordinate staff in his section and will discharge duties and responsibilities as envisaged in the Secretariat Manual of Office Procedure. 4. Attending meeting concerning the departments under his control as per delegation and instructions received from time to time. 5. Is responsible for keeping the higher officers informed of all important developments, problems or difficulties in the cases of all departments dealt with by him.
IV	The norms set by it for the discharge of its functions	As per the norms prescribed in Transaction of Business Rules of Government of Karnataka and other standing. instructions.
V	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;	Budget Manual

VI	A statement of the categories of documents that are held by it or under its control	Not applicable																				
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 administration thereof	Not applicable																				
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xiii	Particulars of recipients of concessions permits or authorizations granted by it.	Not applicable
xiv	Details in respect of the available to or held by it, reduced in an electronic form information	Not applicable
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;	Not applicable
xvi	The names designations and other particulars of the Public Information Officers	Public Information Officer: Smt.Meenakshi, Under Secretary (Exp. 2&10) Assistant Public Information Officer: Sri. Venkatesh Babu Section Officer (Exp-10).
xvii	Such other information as may be prescribed	-----

09. Deputy Secretary – 2

	Manuals	Answers
i	The particulars of its organization, functions and duties;	The budget and expenditure scrutiny in respect of Education Department, Revenue Department, Kannada and Culture, Information, Youth Services, Tourism Department and D.P.A.R.
ii	The powers and duties of its officers and employees;	<p>Duties and responsibilities of the Deputy Secretary-II</p> <ul style="list-style-type: none"> ▪ Scrutinize all the proposal received from the concerned Departments and submitted to him through the concerned Expenditure Sections i.e. Expenditure-7, 8 and 12 Sections and Under Secretary-7 & 8. ▪ Submit these files to concerned Secretaries with due recommendation. ▪ Will supervise the work of the entire subordinate staff of sections mentioned above and will discharge duties and responsibilities as envisaged in the Secretariat Manual of Office Procedure. ▪ Is responsible for keeping the higher officers informed of all important developments, problems or difficulties in the cases of all departments dealt with by him. ▪ Attending meeting on behalf of Principal Secretary/ Secretary as per directions <p><u>Duties and Responsibilities of the PA/Steno:</u> (1) Taking dictation, Typing and fair copying</p>

		<p>(2) Keeping Movement of files and letters ,</p> <p><u>Duties & Responsibilities of Junior Assistant:</u> The Junior Assistant is entrusted with the receipt of letters, giving computer numbers, sending them to the concerned sections dispatch of letters of the Department. Routine duties of maintaining prescribed registers, dispatching and recording of cases, to record the movement of files. In addition any other work entrusted by the Deputy Secretary-3.</p> <p><u>Duties & Responsibilities of Jamedar</u> To deliver the files and letters to the concerned Officers / Sections.</p>
iii	The procedure followed in the decision making process, including channels of supervision and accountability;	Wherever files are received from the Sections routed through the Section Officer/Under Secretary, further scrutinized at the level of the Deputy Secretary and disposed off at his level if the rules permit and if the subject matters are of extreme importance and approval of Secretary/Principal Secretary is needed, the same will be submitted to the Secretary and Principal Secretary of the Department.
iv	The norms set by it for the discharge of its functions;	Check the interpretation offered by Section Officer/Under Secretary with reference to the relevant rules and give considered opinion and utmost importance is given to maintain uniformity in its opinion in similar matters.
v	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;	<p>The Karnataka Government (Transaction of Business) Rules, 1977</p> <ul style="list-style-type: none"> ▪ The Karnataka Financial Code ▪ Budget manuals & volumes ▪ The Karnataka Civil Services Rules. ▪ MTFP
vi	A statement of the categories of documents that are held by it or under its control;	Not applicable
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 administration thereof;	Not applicable
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xvii	Such other information as may be prescribed.	---
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10. Deputy Secretary – 3

	Manuals	Answers
i	The particulars of its organization, functions and duties;	This establishment deals with the following matters: - <ol style="list-style-type: none"> 1. IT related initiatives of Commercial Tax Department, Treasury Department and Finance Department. 2. E-Governance 3. Urban Development Department 4. Co-operation Department. 5. Resource monitoring.
ii	The power and duties of its officers and employees;	<p><u>Duties and responsibilities of the Deputy Secretary:</u></p> <ul style="list-style-type: none"> ▪ To facilitate appropriate staffing across allocated departments so that effective personnel are in place to deliver government schemes. ▪ To aid preparation of periodic and adhoc reports with data and analysis of the same, to facilitate decision makes take a decision. ▪ Coordinating with various administrative departments in case of clarity with regard to financial procedure as well as expenditure proposals. ▪ Balancing expenditure by continuous review of revenue inflows and forecast estimates. ▪ Facilitating delegation of financial powers by AD ▪ Analysing recruitments and creation of posts proposals keeping in view the economy orders. ▪ Understanding and analyzing policy proposals. <p><u>Duties and responsibilities of Stenographer/P.A.</u></p> <ol style="list-style-type: none"> (1) The P.A. is entrusted with the work of taking dictation in shorthand and transcribing it, attending telephone calls, coordinating with visitors, travel arrangements of the officer, preparation of TA Bills etc., (2) Any other work entrusted by the Deputy Secretary-3 <p><u>Duties & Responsibilities of Junior Assistant:</u></p> <p>The Junior Assistant is entrusted with the receipt of letters, giving computer numbers, sending them to the concerned sections dispatch of letters of the Department. Routine duties of maintaining prescribed registers, dispatching and recording of cases, to record the movement of files. In addition any other work entrusted by the Deputy Secretary-3.</p>
iii	The procedure followed in the decision making process, including channels of supervision and accountability;	Wherever files are received from the Sections routed through the Section Officer/Under Secretary, further scrutinized at the level of the Deputy Secretary and disposed off at his level if the rules permit and if the subject matters are of extreme importance and approval of Secretary/Principal Secretary is needed, the same will be submitted to

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xi	The budget allocated to each of its agency indicating the particulars of all plans, proposed expenditure and reports on disbursements	Not applicable
xii	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;	Not applicable
xiii	Particulars of recipients of concessions, permits or authorizations granted by it;	Not applicable
xiv	Details in respect of the information available to or held by it, reduced in an electronic form;	Not applicable
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;	Not applicable
xvi	The names designations and other particulars of the Public Information Officers;	Public Information Officer: Smt C . Hemalatha, Under Secretary(Exp-3&9).
xvii	Such other information as may be prescribed.	---

11. Deputy Secretary (Services – 1)

	Manuals	Answers
i	The particulars of its organization, functions and duties	<p>Finance Department (Services-1) mainly deals with cases pertaining to clarification / sanctions / relaxation opinion and the following matters under KCSRs.</p> <ol style="list-style-type: none"> 1. All kinds of leave. 2. Medical reimbursement 3. Pension /Family Pension 4. Honorarium, charge allowances etc., 5. Foreign services terms and conditions. 6. Ex-gratia. 7. Pay fixation 8. Special increment for family planning 9. Cases relating to compulsory retirement suspension, dismissal and removal from service. 10. Special increment for achieving excellence in sporting events, etc. 11. Forest Ecology and Environment. 12. Food and Civil Supplies
ii	The power and duties of its officers and employees;	<u>Duties and responsibilities of the Deputy Secretary:</u>

		<p>As per service manual</p> <p><u>Duties and responsibilities of the Under Secretary:</u> As per Secretariat Manual</p> <p><u>Duties and responsibilities of the Section Officer:</u></p> <p>1) The Section officer will submit the cases to the U.S. with his note/opinion for taking decision on the subject.</p> <p>(2) The SO will examine and initiate noting at his level and deal with other cases in accordance with Karnataka Government (Transaction of Business) Rules, 1977 under other instructions. matters which are of urgent in nature.</p> <p>(4) The SO will supervise the work of all the subordinate staff in his section and will discharge duties and responsibilities as envisaged in the Secretariat Manual of office procedure.</p> <p>(5) The SO will be responsible for keeping the higher officers informed of all important development, problems or difficulties in the cases dealt with by him.</p> <p>Duties and responsibilities of Senior Assistants/ Assistants:</p> <p>1) The Senior Assistant and Assistants will help the SO in quick and efficient disposal of cases allocated to the section. The official should show initiative and intelligence in identifying ways to facilitate decision on cases by collecting and presenting relevant material maintaining up-to-date relevant Acts and Rules and instructions, selected files, digest of important previous decisions etc.</p> <p>(2) Getting files on the subject, docketing, referencing numbering, opening of new files etc.</p> <p>(3) Making over receipts with the material collected duly referenced and arranged to the SO within five days.</p> <p>(4) Putting up of files, preparation of periodical statements and timely issue of reminders with standard draft wherever necessary, etc.</p> <p>(5) Getting fair copies typed, comparing and submitting them for signature etc.</p> <p>(6) Assisting the SO in discharge of his / her duties.</p> <p>(7) Other duties, responsibilities instructed to the officials by the higher authorities.</p> <p>(8) Maintenance of the Xerox machine.</p> <p><u>Duties & Responsibilities of Junior Asst.:</u></p> <p>The Junior Asst. is entrusted with the receipt of letters, giving computer numbers/dairising, sending them to the concerned Sections dispatch of letter of the Dept. Routine duties of maintaining prescribed registers, dispatching and recording of cases to record the movement of files. In addition, Junior Asst. should assist the Assistant and the Section Officer in preparation of statements and periodical returns, issue of reminders and comparing fair copies.</p>
iii	The procedure followed in the decision making process, including channels of supervision and accountability;	<p>1. Junior Asst. will receive the tappals and files from various departments and he will put to the Under Secretary/Section Officer. Then SO marks the tappals / files to the concerned case workers. As soon as the receipt is received from the SO the Jr. Assistant dairising the tappal/files and distribute to the concerned</p>

		<p>case workers. The caseworker will scrutinize and enter in their work sheet and sort them according to their rating. A receipt will be brought on to a current files relating to the subject on which the files already exists, if not he will open a file. According to importance of the case he will put up a note consisting of brief resume of its background history and suggesting the course of action.</p> <p>2. The Section officer will on receipt of the files from the staff, examine them along with relevant material and taking into consideration the existing policy, precedents, standing orders, determine/suggests the line of action.</p> <p>3. If the line of action proposed is within his/her competence, he/she will proceed to record minimum noting and issue appropriate replies or orders.</p>																								
iv	The norms set by it for the discharge of its functions;	As per the norms prescribed in Transaction of Business Rules of GOK and other standing instructions.																								
v	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;	KCSRs, KFC, KCS (CCA) Rules, 1957, RPP Act and Rules and relevant service rules.																								
vi	A statement of the categories of documents that are held by it or under its control;																									
	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 administration thereof;	Whenever rules under KCSRs are framed suggestions/objections from the concerned are invited and they are considered before finalizing the draft rules.																								
vii	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 advise and as to where meetings are accessible for public.	Does not arise.																								
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				56550		
		2	V.Lakshmi	GPA	22800-43200	51,982.00
		3	Chandrashekharaiyah	Jr Assistant	11600-21000	31,029.00
		4	J.Srinavasmurthy	Jamedar	11000-19000	36,056.00
		5	Sannamuddaiah	Driver	14550-26700	39,647.00
x	The budget allocated to each of its agency indicating the particulars of all plans, proposed expenditure and reports on isbursements	Not applicable				
xi	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes	Not applicable				
xii	Particulars of recipients of concessions, permits or authorizations granted by it;	Not applicable				
Xiii	Details in respect of the information	Not applicable				
xiv	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;	Not applicable				
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;	Public Information Officer: Smt. B.S. Suvarana Under Secretary (Services-1).				
Xvi	Such other information as may be prescribed.	-----				

12. Deputy Secretary (Services – 2)

	Manuals	Answers
I	The particulars of its organization, functions and duties	<p>This section deals with the following service matters:</p> <ul style="list-style-type: none"> ❖ Revision of State pay scales of all categories of posts in Government and issue of Revised pay rules and furnish clarification on pay fixation therein. ❖ Revision of UGC, AICTE and FNJPC scales of pay. ❖ Revision of pay scales and allowances of employees of State Public Sector Undertakings. ❖ Issue of general orders on grant of various allowances and the revision of its rates i.e., DA, HRA, CCA, Special Allowance,

		<p>Conveyance Allowance, Uniform Allowance, Hill Station Allowance, Medical Allowance, Out of State Allowance, Fixed Traveling Allowance, Conveyance Allowance for Physically Handicapped employees and furnishes clarifications on these subjects in the files received from all the Government Departments.</p> <ul style="list-style-type: none"> ❖ Issue of general orders on Stepping up of pay and furnishes opinion on the files received from all the Government Departments in the State. ❖ Issue of general orders on grant of Stagnation increment and furnishes opinion on the files received from all the Government Departments in the State. ❖ Issue of general orders on grant of TBA, Senior scale of pay and additional increment for 20 years of service and furnishes opinion on the files received from all the Government Departments in the State. ❖ Grant of Honorarium for sessions work. ❖ All Court matters relating to the above subjects. ❖ LA/LC matters pertaining to the above subjects.
ii	The power and duties of its officers and employees;	<p><u>Duties and responsibilities of the Deputy Secretary</u></p> <ol style="list-style-type: none"> 1. The Deputy Secretary functions as per the procedure laid down in the Karnataka Government Secretariat Manual of Office Procedure as per which he scrutinizes all the files marked to him on the above subjects and take final decision as per the powers delegated to him and the files in which important and administrative decisions are required to be taken will be marked to higher level officers with his opinion. 2. The Deputy Secretary supervises the entire staff of the Services-2 section and will discharge duties and responsibilities as entrusted in the Karnataka Government Secretariat Manual of Office Procedure. 3. The Deputy Secretary briefs the Secretary and Principal Secretary of the Department on all important subject and keep them informed of the important developments. 4. He deals with cases of extreme importance and subjects which are confidential in nature <p><u>Duties and responsibilities of the Section Officer:</u></p> <ol style="list-style-type: none"> (1) The Section officer goes through the tappals/files received in the section and marks the same to the concerned case workers (2) Whenever important files or tappals/files received the same will be marked to the Deputy Secretary for perusal (3) The section officer gives directions for early disposal of files/tappals On priority basis. (4) The tappals/files submitted by the case workers will be studied and Opinion will be recorded. (5) The files on important subjects are independently dealt by the Section Officer. (6) The Section Officer supervises the work of all the Subordinate staff and discharges the duties and responsibilities as per the Karnataka Government Secretariat Manual. <p><u>Duties and responsibilities of Senior Assistants/ Assistants:</u></p> <ol style="list-style-type: none"> (1) The Senior Assistant and Assistants work as per the responsibilities assigned in the Karnataka Government Secretariat Manual. Since

the Services-2 section is an opinion rendering section the Senior Assistants and Assistants are required to study the files with reference to the relevant rules, apply the provisions of the rules and tender correct opinion.

- (2) The Senior Assistants and Assistants help the Section Officer in the speedy and efficient disposal of the work allocated to the Section.
- (3) The Senior Assistant and Assistants submit the files marked to them without restricting themselves to the subjects allocated to them.
- (4) Other duties and responsibilities entrusted to them from time to time as per Karnataka Government Secretariat Manual.

Duties and responsibilities of Junior Assistants:

- (1) The Junior Assistant is entrusted with the work of receiving the files sent to the section by LAN and acknowledges the same.
- (2) The Junior Assistant is wholly responsible for the file movements of the section.
- (3) The Junior Assistant maintains all important documents such as file movement registers, weekly arrears.
- (4) The Junior Assistant will assist the case workers at times of need.

Duties and responsibilities of Typists:

1. The Typist is entrusted with the typing work of noting, endorsements, Government Orders etc.
2. He is also in charge of maintaining computer system intact.

iii	The procedure followed in the decision making process, including channels of supervision and accountability	Wherever files are received from the Junior Assistant the case workers will enter the same in the Assistants Diary. They will scrutinize and analyze the files and make a note of the case by applying the provisions of the relevant rules and give considered opinion. The same will be scrutinized at the level of Section Officer and further scrutinized at the level of the Deputy Secretary and disposed off at his level if the rules permit and if the subject matters are of extreme importance the same will be submitted to the Secretary and Principal Secretary of the Department.																		
iv	The norms set by it for the discharge of its functions;	The Officers and staff of the section will scrutinize the proposals received in the section and make interpretation with reference to the relevant rules and give its considered opinion and utmost importance is given to maintain uniformity in its opinion in similar matters.																		
V	The rules, regulations, instructions, manuals and records, held by it or under its control or used by it employees for discharging its function.	<ul style="list-style-type: none"> ❖ Karnataka Civil Service (Revised Pay) Rules, 1961 ❖ Karnataka Civil Service (Revised Pay) Rules, 1970 ❖ Karnataka Civil Service (Revised Pay) Rules, 1977 ❖ Karnataka Civil Service (Revised Pay) Rules, 1982 ❖ Karnataka Civil Service (Revised Pay) Rules, 1987 ❖ Karnataka Civil Service (Revised Pay) Rules, 1994 ❖ Karnataka Civil Service (Revised Pay) Rules, 1999 ❖ Karnataka Civil Service (Revised Pay) Rules, 2007 ❖ Karnataka Civil Service (Time Bound Advancement) Rules, 1983 ❖ Karnataka Civil Service (Automatic Grant of Special Promotion to Senior Scale of Pay) Rules, 1991 																		
vi	A statement of the categories of documents that are held by it or under its control;	Not applicable																		
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		4	Vacant	Dalayay		
X	The monthly remuneration received by each of including system of compensation as provided in its regulations; officers and employees	Sl. No	Name	Designation	Pay Scale	Total Salary (in.Rs)
		1	D.S.jogaje	D S(ser-2)	40050-56550	71,756.00
		2	G.Shashikala	GPA	22800-43200	41,266.00
		3	Vacant	Jr.Asst		
		4	Vacant	Dalayay		
xi	The budget allocated to each of its agency indicating the particulars of all plans, proposed expenditure and reports on disbursements	Not applicable				
xii	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;	Not applicable				
xiii	Particulars of recipients of concessions, permits or authorizations granted by it;	Not applicable				
xiv	Details in respect of the information available to or held by it, reduced in an electronic form;	Not applicable				
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;	Not applicable				
xvi	The names designations and other particulars of the Public Information Officers;	Public Information Officer: Smt Uma .K Assistant Public Information Officer: Smt Jayashri				
xvii	Such other information as may be prescribed.	-----				

14. Additional Secretary to Government (Accounts Management)

	Manuals	Answers
(i)	The particulars of its organization, functions and duties;	<p>Wing: Additional Secretary (FR), Finance Department.</p> <p>Functions related to accounts and audit compliance</p>
(ii)	The powers and duties of its officers and employees;	<p>I. Monitoring Response to Audit.</p> <p>To ensure that Government of Karnataka responds promptly to the various audit observations (draft and final) and timely follow-up on the various audit observations and response to the final audit report, in coordination with the various Departments. Liaise with the Accountant General (Audit team) on various aspects relating to the audit and follow-up.</p> <p>a) These functions are performed through constant correspondence and interaction with the concerned administrative departments at Principal Secretary / Secretary Level emphasizing the need and advantages of furnishing replies at draft stage. Before finalization of Draft audit report, consolidated DO reminders are also issued at level of Additional Chief Secretary / Secretary of Finance Department.</p> <p>b) In respect of such audit observations which were not settled/ cleared at Draft Stage are included in the Final Audit report. After audit reports are placed before legislature, it is ensured that Audit paragraphs are uploaded by the audit office into the website of the Finance Department (http://ams.kar.nic.in).</p> <p>c) Once the audit reports are uploaded in the website, Accounts management sections with the Principal Secretaries / Secretaries of Administrative Departments to furnish Departmental notes to the Public Accounts Committee /Committee on Public Sector undertakings and audit office. Through this process submission of replies to audit paragraphs are ensured.</p> <p>d) Pendency of audit paragraphs are reconciled with records of committees and audit office. Correspondence is initiated with the departments urging them to furnish replies.</p> <p>e) Accounts Management participate in all meetings of departmental audit committee, ad-hoc –committee, entry / exits conference whenever convened, and facilitated clearance of Audit observations.</p> <p>II. Financial Reporting:</p> <p>To ensure that accounting, internal controls, financial reporting, audit and it's follow up and financial management is satisfactory in PSE'S, PRI'S, ULB'S and Autonomous Bodies of State Government.</p> <p>a) These functions are performed through the following: a) Such of the Autonomous bodies (11 nos) and undertakings / companies of State Governments to which CAG has been appointed sole auditor, have to submit annual accounts within prescribed period for certification and audit. Accounts Management section coordinates with such bodies / companies and ensure submission of annual accounts.</p> <p>b) Receipts of Quarterly progress report on submission of proforma accounts of EGIS, insurance of vehicles from Director KGID are watched and reviewed.</p>

c) State Accounts Department conducts audit of urban local bodies (TMCs / CMC's) Corporations Grama Panchayats, universities and charitable and Muzarai institutions and furnish quarterly progress report. These reports are reviewed and Secretary Finance Department is apprised of results of such reviews.

III. Financial Inclusion

In addition to above functions, the section has been entrusted with various functions relating to "Financial inclusion Schemes/projects. In this regard, section has been coordinating with concerned departments and interacting with banking sector and other stake holders and also offers opinion if referred by them. The section attends to all correspondences regarding convening of meetings on Financial Inclusion Schemes such as PMJDY/PMSBY/PMJBY/ and Atal pension Yojana (APY) etc, for which the section acts as nodal agency and co-ordinates all works related works as per GOI instructions.

General matters related to Electronic Benefit Transfer/ Direct Benefit Transfer also being handled by this section.

In addition, Additional Secretary (Fiscal Reforms) is the Finance Department's representative for work related with Reserve Bank of India unauthorized deposits. The state Level Co-ordination Committee headed by Chief Secretary and sub-group of State Level Co-ordination are part of this responsibility. This section also co-ordinates matters related to meeting of State Level Bankers Committee (SLBC), and State Level Financial Inclusion Committee (SLFIC). This section functions as the Operating Group of Steering Committee of DBT mission driving the implementation of DBT across Departments.

Post Demonetization of Specified Bank Notes (SBNs) of Rs. 1,000/- and Rs. 500/- denominations, a task force was established to monitor demonetization related issues.. The functions of the task force are handled by this department.

There has been a great push for digital Payments, encouraging cashless transitions, in the context of Demonetization of Specified Bank Notes of Rs. 1,000 and Rs. 500.

To promote Digital Payments to transform the State in to a less cash Economy. All these activities are being handled by this department.

IV. other specific works.

Accounts Management Section is performing certain other item of work whenever entrusted.

The Additional Secretary (FR) is assisted by the following staff in the discharge of these functions:

1. Deputy Controller (1)
2. Audit Officer (1)
3. Accounts Superintendent (1)
4. Junior Assistant (1)

Deputy Controller:

The functions of the Dy. Controller are the same as those of the Additional Secretary (Fiscal Reforms) and he assists the Additional Secretary (Fiscal Reforms) in discharging these functions.

Audit officer:

1. To work with NIC on the development and maintenance of web site on 'Audit Monitoring System'
2. To upload audit paras from the CAG's Audit Report (Civil, Commercial, Revenue) once they are presented to the Legislature.
3. To follow up on compliance with CAG's Audit Report and PAC matters.
4. To assist the Additional Secretary (Fiscal Reforms) in Ad-hoc committee meetings and related correspondence.
5. To upload the web site relating to Draft paras proposed for inclusion in the CAG Audit Report, and monitor the departmental response and replies to Draft Audit Paras and co ordinate the meeting of Departmental Audit Committee Meeting and Apex Audit Committee Meeting.
6. Receipts of Quarterly progress report on submission of proforma accounts of EGIS, insurance of vehicles from Director KGID are watched and reviewed.
7. State Accounts Department conducts audit of urban local bodies (TMCs / CMC's) Corporations Grama Panchayats, universities and charitable and Muzarai institutions and furnish quarterly progress report. These reports are reviewed and Secretary Finance Department is apprised of results of such reviews.

Accounts Superintendent / Senior Assistant:

1. To assist the Audit Officer in discharge the above mentioned functions.
2. To take up the follow up action relating to Out standing audit objections relating to Inspection Reports and co-ordinate with the heads of the department in preparation of the replies to the audit paras that is pointed out in the Inspection Report.
3. All work related to Establishment of the Additional Secretary (FR) i.e. maintenance of individual file of staff relating to leave account, stock and issue of stationery, furniture, D.C. Bills and submission of periodical returns if any prescribed from time to time.
4. To supervise the movement of tappal and files right from the receipt, follow up, issue of letter, comparing of fair copies, putting up for signature, etc.
5. The Accounts Superintendent/ Senior Assistant/Assistant will help the Section Officer/ Audit Officer. as the case may be in quick and efficient disposal of cases allocated to the section. The official should show initiative and intelligence in identifying ways to facilitate decision on cases by collecting and presenting relevant material, maintaining up-to-date relevant Acts and Rules and instructions, selected files, digest of important previous decisions etc. Which includes the general duties which are as follows:
6. Getting files on the subject, docketing, referencing, numbering, opening of new files etc.,
7. Making over receipts with the material collected duly referenced and arranged to the Section Officer within five days.
8. Putting up of files, preparation of periodical statements and timely issue of reminders with standard draft wherever necessary, etc.
9. Getting fair copies typed, comparing and submitting them for signature etc.
10. Assisting the Section Officer / Audit Officer in discharge of his/her duties.
11. Other duties, responsibilities instructed to the officials by the higher authorities.
12. Maintenance of the Xerox machine, Computers, and other office

		<p>equipments.</p> <p>Junior Assistant: The Junior Assistant is entrusted with the receipt of letters, giving computer numbers /dairaising, sending them to the concerned Sections dispatch of letters of the Department. Routine duties of maintaining prescribed registers, dispatching and recording of cases, to record the movement of files. In addition, Junior Assistant should assist the Assistant and the Audit Officer in preparation of statements and periodical returns, issue of reminders and comparing fair copies.</p>
(iii)	The procedure followed in the decision making process, including channels of supervision and accountability;	<ul style="list-style-type: none"> ❖ As soon as the receipt is received from the Junior Assistant, the Accounts Superintendent/ Senior Assistant who will be the case worker will scrutinize and enter in his worksheet and sort them according to their rating. ❖ The Audit Officer will see all incoming tappal and mark them to the Accounts superintendent/ Senior Assistant / Assistant for taking necessary action regarding diarising. He will indicate priority where necessary for putting up papers. He will also put up important references to higher authorities wherever it is considered necessary by the Additional Secretary (FR) depending upon the merits of the case. ❖ Accounts Superintendent will, on take a receipt to a current file relating to the subject on which a file already exists, if not he will open a new file. According to the importance of the case he will put up a note consisting of brief resume of its background history and suggesting the course of action. ❖ The Audit officer will on receipt of the files from the staff, examine them along with relevant material and taking into consideration the existing policy, precedents, standing orders, determine/suggests the line of action. ❖ If the line of action proposed is within his/her competence, he/she will proceed to record minimum noting and issue appropriate replies or orders depending upon the merits of the case or it will be put up to the Deputy Controller/ Additional Secretary (Fiscal Reforms) for orders.
(iv)	The norms set by it for the discharge of its functions;	As per the norms prescribed in the Transaction of Business Rules of Govt. of Karnataka and other standing instructions.
(v)	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;	--
(vi)	A statement of the categories of documents that are held by it or under its control;	--

(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 administration thereof;	Not applicable			
(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 advise and as to whether meetings are accessible for public;	Not applicable			
(ix)	A directory of its officers and employees	Sl. No.	Name	Designation	Contact Nos.
		1	Sri. Nitesh Patil	Additional Secretary (FR)	22032717
		2	Smt. Kuvar Bai	Personnel Secretary	22032717
		3	Sri. Hyder Ali Khan.K	Deputy Controller	22032317
		4	Smt. Kalavathi	Audit Officer	22032110
		5	Vacant	A/cs. Supdt.	22032110
		6	Smt. Jayasree	Stenographer	22032717
		7	Sri. R. Venkatesh	Junior Assistant	22032717
		8	Smt Muddamma	Dalayath	22032717
(x)	The monthly remuneration received by each of officers and employees including system of compensation as provided in its regulations;	Sl. No.	Name	Designation	Salary (in Rs.)
		1	Sri. Nitesh Patil	Additional Secretary (FR)	98,298/-
		2	Smt. Kuvar Bai	Personnel Secretary	68,848/-
		3	Sri. Hyder Ali Khan.K	Deputy Controller	64,016/-
		4	Smt. Kalavathi	Audit Officer	50,872/-
		5	Vacant	A/cs. Supdt.	-
		6	Smt. Jayasree	Stenographer	38,569/-
		7	Sri. R. Venkatesh	Junior Assistant	24,284/-
		8	Smt Muddamma	Dalayath	27476/-
(xi)	The budget allocated to each of its agency. Indicating the particulars of all plans, proposed expenditure and reports on disbursements	Not applicable			

(xii)	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;	Not applicable
(xiii)	Particulars of recipients of concessions, permits or authorizations granted by it.	Not applicable
(xiv)	Details in respect of the information available to or held by it, reduced in an electronic form;	Not applicable
(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;	Not applicable
(xvi)	The names designations and other particulars of the Public Information Officers	Public Information Officer: Sri. Nitesh Patil, Additional Secretary (Fiscal Refoms)
(xvii)	Such other information as may be prescribed	--

14. Special Officer (Zilla Panchayat and Exp-6 and Exp-11)

	Manuals	Answers
i	The particulars of its organization, functions and duties	Special Officer (Zilla Panchayat)
ii	The powers and duties of its officers and employees	Receive all the letters / receipts / files from R&I section and administrative departments of R.D.P.R. and Planning Department. Concurrence / approval for release of budget for the current year. Budget work like Plan and Non-plan schemes, additionality / re-appropriation work and Appendix-B for District Sectors / Zilla Panchayats, Taluk Panchayath and Grama Panchayats releases of grants. <u>Duties and Responsibilities of the Special Officer(Z.P):</u> 1. Allocating the works among the staff in Exp.6 Section. 2. Overall supervision of works in the section with reference

		<p>to the letters & files received from the Administrative Departments Zilla Panchayats, Govt. of India, Accountant General, General Public etc.,</p> <ol style="list-style-type: none"> 3. Examining the various proposals received from the Administrative Departments and submission to the Secretaries with the opinion for further orders. 4. Attending the meetings convened both in the Finance Department & as well as Administrative Department as per order from Secretaries. 5. Ensuring the quick disposal of all the files & receipts from Administrative Department. 6. Any other works entrusted by the Secretaries/ Principal Secretary, Finance Department. <p><u>Duties and Responsibilities of the Stenographer:</u></p> <ol style="list-style-type: none"> 1. Taking Dictation & typing the files. 2. Movement of Files (Receiving & Sending) 3. Attending the phone calls. 4. Any other works entrusted by the Special Officer. <p><u>Duties and Responsibilities of the Dalavat:</u></p> <p>Delivering the files & receipts to concerned sections & department.</p>
iii	The procedure followed in the decision making process, including channels of supervision and accountability;	<ul style="list-style-type: none"> ▪ As soon as the receipt is received from the Junior Assistant, the caseworker will scrutinize and enter in his worksheet and sort them according to their rating. A receipt will be brought on to a current file relating to the subject on whom a file already exists, if not he will open a new file. According to the importance of the case he will put up a note consisting of brief resume of its background history and suggesting the course of action. ▪ The Section officer will see all incoming tappal and mark them to the concerned Sections for taking necessary action regarding diarising and sending them to the concerned sections. He will indicate priority where necessary for putting up papers. He will also put up important references to higher authorities wherever it is considered necessary. ▪ The Section officer will on receipt of the files from the staff. Examine them along with relevant material and taking into consideration the existing policy, precedents, standing orders, determine/suggests the line of action ▪ If the line of action proposed is within his/her competence, he/she will proceed to record minimum noting and issue appropriate replies or orders
iv	The norms set by it for the discharge of its functions;	As per the norms prescribed in Transaction of Business Rules of Government of Karnataka and other standing instructions.
v	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;	Secretariat Manual , KCSRs, KTC, KFC, Budget Manual etc.

vi	A statement of the categories of documents that are held by it or under its control;	Not applicable																												
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 administration thereof	Not applicable																												
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xvi	The names designations and other particulars of the Public Information Officers	Not applicable
xvii	Such other information as may be prescribed	Not applicable

15. Special Officer & Ex-officio Deputy Secretary (PWD – Finance Cell and Expenditure – 12)

i	The particulars of its organization, functions and duties;	Opinion and Concurrence for release of grants to PWD / WRD / Minor Irrigation / CADAs / KBJNL / KNNL/ CNNIL/National Highways/KSHIP. Preparation of Budget in respect of H/A 2059 (State & District Sector), 5054, 3054, 4216, 4059 & CAG matters, DPAR and Transport.
ii	The powers and duties of its officers and employees;	As prescribed in Secretariat Manual.
iii	The procedure followed in the decision making process, including channels of supervision and accountability;	Case Worker > Section Officer > Under Secretary > Deputy Secretary > Secretary (Expenditure) > Principal Secretary.
iv	The norms set by it for the discharge of its functions;	As per the norms prescribed in Secretariat Manual, Handbook of Office Procedure and other standing instructions.
v	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;	Secretariat Manual/ KCSR/ KFC/ KTC/ Budget Manual/ MCE/ Transaction of Business Rules & Delegation of Financial Powers etc.
vi	A statement of the categories of documents that are held by it or under its control;	Concerned files & Budget Volumes etc.
vii	The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in	Not applicable

	relation to the formulation of its policy or administration thereof;																																																					
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 advise and as to whether meetings are accessible for public;	Not applicable																																																				
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Xvi	The names designations and other particulars of the Public Information Officers	Public Information Officer: I/C K.Gayithri Under Secretary (PW Finace Cell) Assistant Public Information Officer:K.Gayithri (PW Cell-1)				
xvii	Such other information as may be prescribed	-- NIL --				

16. Special Officer (Computerization & Budget)

i	The particulars of its organization, functions and duties;	<p>Computer Cell was established on 1st June 1991 with an objective of bringing out Budget Documents through Computer. This Cell functions under the overall supervision of Special Officer (Budget).</p> <p>Functions & Duties:</p> <ol style="list-style-type: none"> 1. To bring out Budget Documents through Computer with the use of Budget Information System developed by NIC 2. Organizing TAP Meetings for Departments coming under the Administrative Control of FD 3. Purchase and supply of Systems, Printers, UPS and other Computer related consumables to all the Sections of FD 4. Maintenance and up keeping of all the Systems, Printers and UPS so that the down time is as minimal as possible 5. To furnish statistical information to Reserve Bank of India and various commissions such as Planning, Finance an Expenditure Reforms and building up of Time Series data for the use of Officers 6. Compilation, codification and printing of Supplementary Estimates 7. Furnishing materials for LA/LC questions relating to State finances 8. Maintenance of Debt Profile of all Loans borrowed by the State Government. 9. Principal repayment and Interest payment of NABARD Loans
ii	The powers and duties of its officers and employees;	<p>The duties of Officers and Staff of Computer Cell are as detailed below:</p> <p>Special Officer (Budget): Overall in charge of the entire Annual & Supplementary Budget exercise. Monitors the entire Debt Profile of the State Government. Preparation of various statistical materials required by RBI, Planning Commission, and Finance Commissions. LA-LC matters. Organizing TAP Meetings.</p> <p>Under Secretary: Assists the Cell in finalizing the Budget. Looks after Market Borrowings – its floatation and repayments, Treasury Investments, Ways & Means Advances and OD facilities, Repayment of GOI loans, Economy Order – its interpretation and relaxation, Receipts from GOI-Grants and Loans, finalization of Budget estimates relating to Major Heads –6003,6004,2049,2071 and 1601</p> <p>Section Officer: Over all supervision of the Cell. In charge of maintaining Accounts Head Directories. Allocating Heads of Account as sought for by Departments. Case working of Important files. Assisting the Cell in data entry. Compilation of statistical data and correspondence with GOI, Planning Commission etc. Other important works assigned by SPO (Budget) and other higher Officers.</p> <p>Senior Assistants: All technical matters. Maintenance of Computers and other peripherals. Files relating to Procurement of Computers and peripherals. AMC files and issue of Government Orders. NABARD matters relating to repayment of Principal and payment of Interest. Assists in data entry and printing of Budget documents and assists in Finance Commission Works. Other important works assigned by SPO</p>

		<p>(Budget) and other higher Officers.</p> <p>Assistant: Assists Senior Assistant in all technical matters. Attends minor repairs and assistance in case of SOS from users across the Department. Assists in data entry and printing of Budget documents and assist in Finance Commission Works. Renders technical support at the time of Presentation. Other important works assigned by SPO (Budget) and other higher Officers.</p> <p>Stenographers: Taking down dictation, Recording file movement through LMS/FMS, Monitoring Imprest Register and rendering its accounts, all statistical and analytical works related to Finance Commission, analysis of historical data and finalization of Ten & Forty years documents, Expenditure Reforms Commission works and other important works assigned by SPO (Budget) and other higher Officers</p>																
iii	The procedure followed in the decision making process, including channels of supervision and accountability;	It is as per the procedure laid down in the Manual of Office Procedure and Secretariat Manual. It depends on the various delegation of powers and instructions issued from time to time																
iv	The norms set by it for the discharge of its functions;	As per norms prescribed in Transaction of Business Rules of GOK and other standing instructions issued by 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;	Budget Manual, Budget Circulars and other instructions issued by the FD or Government from time to time																
vi	A statement of the categories of documents that are held by it under its control;	Budget Documents, Ten Years and Forty Years Documents, List of Major & Minor Heads																
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 administration thereof;	Not Applicable																
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xi	The budget allocated to each of its agency. Indicating the particulars of all plans, proposed expenditure and reports on disbursements	The Computer Cell has a budget provision of Rs.25.00 lakhs under the Head 2052-00-090-0-07-051 for the purpose of procuring Systems, Printers, UPS and other consumables for the use of Officers and Staff of FD																																													
xii	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;	Not Applicable																																													
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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;	Citizens can seek information either by their personal visit or by an application under RTI Act																																													

xvi	The names designations and other particulars of the Public Information Officers	<u>Public Information Officer: Section Officer</u>
xvii	Such o may be prescribed there information as	Null

17.Special Officer (Pension – Sections 1&2)

	Manuals	Answers
i	The particulars of its organization, functions and duties;	<p><u>Pension Section – 1:</u></p> <ul style="list-style-type: none"> ❖ Court matters, K.A.T. High Court etc., ❖ To give opinion on belated payment of pensionary benefit regarding payment of interest as per Government Rules and also sanctioning of pension to absconding government officials and giving opinion on the other pension matters. <p><u>Pension Section – 2:</u></p> <ul style="list-style-type: none"> ❖ To issue Government orders from time to time, regarding revision rates of DA to State pensioner/family pensioner UGC/AICTE/ICAR pensioner / family pensioner, FNJPC pensioner/ family pensioner and also pension revision orders. ❖ To inspect pension pending cases from various departments and give proper guidelines for disposal of pension pending cases of the local and District level offices of the state. ❖ Giving reply to all State pension/family pension grievances regarding pension payment matter etc., ❖ Transactions between state pension payment Treasuries & Director of Treasuries regarding pension / family pension payment problems. ❖ To verify giving reply of the monthly / quarterly statements of pension / family pension pending cases of retired government servants from various government departments. ❖ To pursue and finalize the pension / family pension matters from various departments regarding statement of AG's quarterly reports of pension pending cases. ❖ AG's conducting pension adulate for clearance of pension pending cases relating various districts in this programme an officer will attend the meeting on behalf of the State Government

iii	The powers and duties of its officers and employees;	As above																																																								
iii	The procedure followed in the decision making process, including channels of supervision and accountability	<u>Pension Sections – 1 & 2:</u> ❖ Pension sections submit files to Special Officer (pension) and business is carried on according to standing rules.																																																								
iv	The norms set by it for the discharge of its functions;	As per the norms prescribed in Transaction of Business Rules of Government of Karnataka and other standing instructions																																																								
v	The rules, regulations instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions	Secretariat manual, KCSRs, KFC, KTC, MCE, FP Rules, Budget documents, Circulars and Notifications etc. regarding pensioner benefits to pension.																																																								
vi	A statement of the categories of documents that are held by it or under its control;	All pension orders on pension matters.																																																								
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 administration thereof;	Not applicable																																																								
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 advise and as to whether meetings are accessible for public;	Not applicable																																																								
ix	A directory of its officers and employees;	<p>Pension Section – 1</p> <table border="1"> <thead> <tr> <th>Sl. No</th> <th>Name</th> <th>Designation</th> <th>Contact No</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Murulidhra.K</td> <td>Deputy Secy(I/C)</td> <td>22032264</td> </tr> <tr> <td>2</td> <td>Vacant</td> <td>GPA</td> <td></td> </tr> <tr> <td>3</td> <td>Vasantha .R</td> <td>Under Secy</td> <td></td> </tr> <tr> <td>4</td> <td>Chinnu Bai. K.S.</td> <td>Section Officer</td> <td>22032708</td> </tr> <tr> <td>5</td> <td>Vacant</td> <td>Sr.Assistant</td> <td></td> </tr> <tr> <td>6</td> <td>Vacant</td> <td>Sr.Assistant</td> <td></td> </tr> <tr> <td>7</td> <td>N. Narasimamurthy</td> <td>Assistant</td> <td></td> </tr> <tr> <td>8</td> <td>Vacant</td> <td>Assistant</td> <td></td> </tr> <tr> <td>9</td> <td>Vacant</td> <td>Jr.Assistant</td> <td></td> </tr> <tr> <td>10</td> <td>Vacant</td> <td>Dalayat</td> <td></td> </tr> <tr> <td>11</td> <td>Vacant</td> <td>Jamedar</td> <td></td> </tr> </tbody> </table> <p>Pension Section – 2</p> <table border="1"> <thead> <tr> <th>Sl. No</th> <th>Name</th> <th>Designation</th> <th>Contact No</th> </tr> </thead> <tbody> <tr> <td></td> <td>Vasantha .R</td> <td>Under Secy</td> <td></td> </tr> </tbody> </table>	Sl. No	Name	Designation	Contact No	1	Murulidhra.K	Deputy Secy(I/C)	22032264	2	Vacant	GPA		3	Vasantha .R	Under Secy		4	Chinnu Bai. K.S.	Section Officer	22032708	5	Vacant	Sr.Assistant		6	Vacant	Sr.Assistant		7	N. Narasimamurthy	Assistant		8	Vacant	Assistant		9	Vacant	Jr.Assistant		10	Vacant	Dalayat		11	Vacant	Jamedar		Sl. No	Name	Designation	Contact No		Vasantha .R	Under Secy	
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xv	The names designations and other particulars of the Public Information Officers	Through the website of Finance Department.
xvi	The names designations and other particulars of the Public Information Officers	Public Information Officer: Smt. C.R. Hemalatha Under Secretary (Exp- 11) Assistant Public Information Officer: : Sri. M. Manjunatha Section Officer (Exp- 11)
xvii	Such other information as may be prescribed	Nil

18.Special Officer and Deputy Secretary(Banking)

	Manuals	Answers
i	The particulars of its organization, functions and duties;	Special Officer (Banking)&Deputy Secretary to govt. discharges the functions and duties as per Transaction of Business Rules, the personal staff assists the Deputy Secretary. Deputy Secretary looks after the affairs of – 1. State Level Bankers Committee/ State Level Coordination committee for RRBs / State Level Inter Institutional Committee matters 2. Rural Infrastructure Development Fund 3. Regional Rural Bank matters 4. Budget and Expenditure aspects of (a) Forest, Ecology & Environment (b) Food and Civil Supplies (c) Housing
ii	The powers and duties of its officers and employees;	<u>Duties and Responsibilities of the Special Officer (Banking) and Deputy Secretary to Govt.</u> 1. Attending Board of Directors meeting of 2 RRBs/Zoo Authority of Karnataka & RGRHS Ltd. 2. Assisting the Principal Secretary and Secretary concerned with the Departments indicated at (i) above <u>Duties and Responsibilities of tenographer:</u> 1. Handle the telephone call and maintain the programmes of the Deputy Secretary. 2. Handle all Sectional work like taking dictation, typing of letters, received the tappals and files and sending to section through FMS and LMS. 3. Prepare all types of reports, T.A. Bill, D.C. Bill etc.
iii	The procedure followed in the decision making process, including channels of supervision and accountability;	Business carried by following Acts and Rules in accordance with the instructions under the Secretariat manual of Officer procedure. Proposals requiring approval of Secretary, Principal Secretary, Finance Dept. Finance Minister, Chief Minister will be processed and submitted for orders. .

iv	The norms set by it for the discharge of its functions;	As per the norms prescribed in Transaction of Business Rules of Government of Karnataka and other standing instructions.																																												
v	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions	KCSRs, KFC, Economy orders, Orders regarding delegation of powers, Protection of interest of Depositors Act, RRB Act, BR Act.																																												
vi	A statement of the categories of documents that are held by it or under its control;	Above Acts and Rules are public documents																																												
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 administration thereof;	Representation made by the members of the public in relation to the formulation of policy or administration thereof are considered																																												
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 advise and as to whether meetings are accessible for public;	High Power Committee for RIDF(Rural Infrastructure Development Fund) for review of implementation of RIDF projects in the state																																												
ix	A directory of its officers and employees	<table border="1"> <thead> <tr> <th>Sl. no</th> <th>Name</th> <th>Designation</th> <th>Contact No</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Muralidhara.K</td> <td>Special Officer</td> <td>22032580</td> </tr> <tr> <td>2</td> <td>Chadhrshkhar M.A</td> <td>Accountants</td> <td></td> </tr> <tr> <td>3</td> <td>Vacant</td> <td>Under Secretary</td> <td></td> </tr> <tr> <td>4</td> <td>Vacant</td> <td>Section Officer</td> <td></td> </tr> <tr> <td>4</td> <td>Shashikala.K</td> <td>Stenographer</td> <td>22250356</td> </tr> <tr> <td>5</td> <td>Vacant</td> <td>Typist</td> <td></td> </tr> <tr> <td>6</td> <td>Vacant</td> <td>Assistant</td> <td></td> </tr> <tr> <td>7</td> <td>Vacant</td> <td>Jr Assistant</td> <td></td> </tr> <tr> <td>8</td> <td>Siddiligawa</td> <td>Dalayath</td> <td></td> </tr> <tr> <td>9</td> <td>Vacant</td> <td>Driver</td> <td></td> </tr> </tbody> </table>	Sl. no	Name	Designation	Contact No	1	Muralidhara.K	Special Officer	22032580	2	Chadhrshkhar M.A	Accountants		3	Vacant	Under Secretary		4	Vacant	Section Officer		4	Shashikala.K	Stenographer	22250356	5	Vacant	Typist		6	Vacant	Assistant		7	Vacant	Jr Assistant		8	Siddiligawa	Dalayath		9	Vacant	Driver	
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		8	Siddiligawa	Dalayath	10400-16400	22,406.00
		9	Vacant	Driver		
xi	The budget allocated to each of its agency. Indicating the particulars of all plans, proposed expenditure and reports on disbursements	Included in the budget allocated to DPAR				
xii	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;	RIDF Rs.864.75 crores in2009-10.All the population of Karnataka are the beneficiaries of the RIDF programmes.				
Xiii	Particulars of recipients of concessions, permits or authorizations granted by it.	Students, Children of Anganawadies, SC/STs, Road users, Farmers, and General Publics of Karnataka.				
Xiv	Details in respect of the information available to or held by it, reduced in an electronic form;	Included in the State Budget.				
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;	Through Internet				
xvi	The names designations and other particulars of the Public Information Officers	Applent Public Information Officer: Muralidhara.K, Spl Officer (Banking).				
xvii	Such other information as may be prescribed	Nill				

19. Under Secretary to Government (Procurement Cell)

i	The particulars of its organization, functions and duties;	Under Secretary to Govt., (Procurement Cell), Finance Department A procurement Cell consisting of a Under Secretary, along with skeletal staff, namely, One Stenographer, one Junior Assistant has been established vide G.O. No. DPAR 39 SASIVI 2002, dated: 16-07-2003. 1) To administer Karnataka (Transparency in Public Procurement) Act 1999 and Karnataka (Transparency in Public Procurements) – 2000 2) To frame public procurement policy.
ii	The powers and duties of its officers and employees;	1) To disseminate best practices in public procurement and guide Public Procurements in the State. 2) To disseminate the provisions of the Act and the Rules and the Procurement reforms undertaken in the State and provide guidance in their implementation; 3) To monitor the implementation of the Act and the Rules by the procurement entities, by periodical verification of procurements

		<p>made by the procurement entities;</p> <p>4) To interpret the provisions of the Act and the Rules and issue clarifications;</p> <p>5) To receive feed back and periodical reports on the progress of implementation;</p> <p>6) To issue exemptions from to the applicability of the Act and the Rules in respect of specific procurements and specific organizations after thorough scrutiny;</p> <p>7) To take steps to prepare and issue Standard Tender Documents; ♣ mandate the use of documents issued;</p> <ul style="list-style-type: none"> ♣ provide guidance in the use of the documents; ♣ provide clarifications wherever needed; ♣ issue amendments wherever needed; ♣ assess the requirements of additional documents and take effective steps for their preparation, review, approval and mandating; <p>8) To maintain a web page in which all the Acts and amendments shall be published along with the Standard Tender Documents and other policy directives;</p> <p>9) To develop and maintain procurement data base to monitor the procurements in the State, assess the volume, review the effectiveness of procurement reforms and enable preparation framing of procurement policies for the State;</p> <p>10) To make assessment of the commonly procured equipments items and take effective steps for standardization of their functional specifications;</p> <p>11) To study the procurement practices in the various departments, Public Sector Undertakings, Local bodies and other procurement entities of the State;</p> <p>12) To take steps for Procurement Capacity building in the State.</p> <p>13) To bring in e-governance measures to strengthen e-procurement practices.</p>
iii	The procedure followed in the decision making process, including channels of supervision and accountability;	Processing Chart: Senior Assistant----Section Officer (Expr-12) ---- Under Secretary (Procurement Cell----Additional Secretary (Admn) ---- Secretary (Expenditure)----Principal Secretary, Finance Department---- Hon'ble Chief Minister
iv	The norms set by it for the discharge of its functions:	As per the norms prescribed in Transaction of Business Rules and allocation of Business Rules of Government of Karnataka and other standing instructions
v	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;	<p>1) Karnataka Transparency in Public Procurement Act, 1999</p> <p>2) Karnataka Transparency in Public Procurement Rules 2000.</p>
vi	A statement of the categories of documents that are held by it or under its control;	<ul style="list-style-type: none"> ♣ Standard requests for proposals and contract format for hiring of consultancy services(w.e.f.1.9.2005) ♣ Standard Tender documents for Procurement of works (w.e.f.1.9.2005) ♣ Standard Tender documents for procurements of goods and equipments (w.e.f.1.9.2005)
vii	The particulars of any arrangement that exists for consultation with or representation by, the members of the public in relation to the	<p>Consultation for scrutiny of the proposed drafts /opinion with</p> <p>1) Department of Parliamentary Affairs and Legislation</p> <p>2) Department of Law, Justice and Human Rights</p>

	formulation of its policy or administration thereof;																					
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 advise and as to whether meetings are accessible for public;	The Procurement Reforms Standing committee under the chairperson of the Principal Secretary to Government, Finance Department re-constituted vide Govt. Order No.PWD 258 FC-3 2008 dtd:19-06-2008.																				
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xvi	The names designations and other particulars of the Public Information Officers	Public Information Officer: P.N Krishna Murthy , Under Secretary.																				

		Assistant Public Information Officer: Kanthamma Section Officer .
xvii	Such other information as may be prescribed	-----

20. Under Secretary (Expenditure-1) & (Capital Investment)

	Manuals	Answers
i	The particulars of its organization, functions and duties;	Finance Department (Expenditure-1)
ii	The powers and duties of its officers and employees;	<p>To receive the letters and files pertaining to Commerce & Industries, Infrastructure Development Department, Energy Department, Department of Public Enterprises to submit the files in respect of release of funds to the scheme/service matters of the above mentioned Department. Scrutiny of Budget estimates every financial year.</p> <p><u>Duties and Responsibilities of the Under Secretary</u></p> <ol style="list-style-type: none"> 1. The Under Secretary will dispose off at his level, such cases as authorized under the delegation of powers issued by the Government from time to time. 2. The Under Secretary will examine and initiate noting at his level in cases of urgent nature and Legislature matters and deal with other cases in accordance with the Karnataka Government (Transaction of Business) Rules, 1977 and other instructions issued from time to time. 3. The Under Secretary will super wise the work of the entire subordinate staff in his section and will discharge duties and responsibilities as envisaged in the Secretariat Manual of Office Procedure. 4. The Under Secretary is responsible for keeping the higher officers informed of all important developments, problems or difficulties in the cases dealt with by him. <p><u>Duties and Responsibilities of the Section Officer:</u></p> <ol style="list-style-type: none"> 1. The Section Officer will sort out the receipts received in the R&I section and mark them to the concerned Case Worker. He/she will also supervise the disposal of files and receipts. 2. Section Officer will submit the cases to the Under Secretary with his/her note/opinion for taking decision on the subject. 3. The Section Officer will examine and initiate noting at his/her level and deal with other cases in accordance with Karnataka Government (Transaction of Business) Rules 1977 and other instructions. 4. The Section Officer will also prepare replies in respect of matters which are of urgent in nature. 5. The Section Officer will supervise the work of all the subordinate staff in his/her section and will discharge duties and responsibilities as envisaged in the Secretariat Manual of Office Procedure. 6. The Section Officer will be keeping the higher officers informed of all

		<p>important developments, problems or difficulties in the cases dealt with by him/her.</p> <p><u>Duties and Responsibilities of Senior Assistant/Assistant:</u></p> <ol style="list-style-type: none"> 1. The Senior Assistant/Assistant will help the Section Officer in quick and efficient disposal of cases allocated to the section. The official should show initiative and intelligence in identifying ways to facilitate decision on cases by collecting and presenting relevant material, maintaining up-to-date relevant Acts and Rules and instructions, selected files, digest of important previous decisions etc. 2. Getting files on the subject, docketing, referencing, numbering, opening of new files etc., 3. Making over receipts with the material collected duly referenced and arranged to the Section Officer within five days. 4. Putting up of files, preparation of periodical statements and timely issue of reminders with standard draft wherever necessary, etc. 5. Getting fair copies typed, comparing and submitting them for signature etc. 6. Assisting the Section Officer in discharge of his/her duties. 7. Other duties, responsibilities instructed to the officials by the higher authorities. <p><u>Duties & Responsibilities of Junior Assistant:</u></p> <p>The Junior Assistant is entrusted with the receipt of letters, giving computer numbers / dairaising, sending them to the concerned Sections dispatch of letters of the Department. Routine duties of maintaining prescribed registers, dispatching and recording of cases, to record the movement of files. In addition, Junior Assistant should assist the Assistant and the Section Officer in preparation of statements and periodical returns.</p>
iii	<p>The procedure followed in the decision making process, including channels of supervision and accountability;</p>	<p>As soon as the receipt is received from the Junior Assistant, the caseworker will scrutinize and enter in his worksheet and sort them according to their rating. A receipt will be brought on to a current file relating to the subject on which a file already exists, if not he will open a new file. According to the importance of the case he will put up a note consisting of brief resume of its background history and suggesting the course of action.</p> <ul style="list-style-type: none"> ▪ The Section officer will see all incoming tappal and mark them to the concerned caseworker for taking necessary action. He will indicate priority where necessary for putting up papers. He will also put up important references to higher authorities wherever it is considered necessary. ▪ The Section officer will on receipt of the files from the staff, examine them along with relevant material and taking into consideration the existing policy, precedents, standing orders, determine/suggests the line of action. ▪ If the line of action proposed is within his/her competence, he/she will proceed to record minimum noting and issue appropriate replies or orders.
iv	<p>The norms set by it for the discharge of its functions;</p>	<p>As per the norms prescribed in Transaction of Business Rules of Government of Karnataka and other standing instructions.</p>

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Xvii	Such other information as may be prescribed	-----				

Capital Investment

	Manuals	Answers
i	The particulars of its organization, functions and duties;	Under Secretary (Capital Investment): Preparation of Budget Memorandum, Preparation of Budget (2070) Government Guarantees, Transfer of Shares, Nominating of Board of Directors, Deposit of Shares Certificate for Safe Custody in the RBI, Etc...
ii	The powers and duties of its officers and employees;	To receive all the Files/letters/receipts from Expenditure sections\ Concerned Departments and proceeding the action.

Duties and Responsibilities of the Under Secretary

1. The Under Secretary will dispose off at his level, such cases as authorized under the delegation of powers issued by the Government from time to time.
2. The Under Secretary will examine and initiate noting at his level in cases of urgent nature and Legislature matters and deal with other cases in accordance with the Karnataka Government (Transaction of Business) Rules, 1977 and other instructions issued from time to time.
3. The Under Secretary will super wise the work of the entire subordinate staff in his section and will discharge duties and responsibilities as envisaged in the Secretariat Manual of Office Procedure.
4. The Under Secretary will be responsible for keeping the higher officers informed of all important developments, problems or difficulties in the cases dealt with by them.

Duties and Responsibilities of the Section Officer:

1. The Section Officer will sort out the receipts/Files received in the section Case worker-wise and mark them to the concerned Caseworker. He/she will also supervise the dispatch of letters and Flies of the Section.
2. Section Officer will submit the cases to the Under Secretary with his/her note/opinion for taking decision on the subject.
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xiv	Details in respect of the information available to or held by it, reduced in an electronic form;	Not applicable
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;	Not applicable
xvi	The names designations and other particulars of the Public Information Officers	Public Information Officer: Gayithri .L Under Secretary (Investment) Assistant Public Information Officer: Sri.Gopi Chadhra Section Officer (Investment)
xvii	Such other information as may be prescribed	

21. Under Secretary to Govt. (Expenditure-2 & 10)

	Manuals	Answers
i	The particulars of its Organization, functions and duties;	Finance Department (Expenditure-2)
ii	The powers and duties of its officers and employees;	<p>To receive files from Co-operation and IT BT & ST Departments pertaining to all service matters. And budget proposals.</p> <p><u>Duties and Responsibilities of the Under Secretary</u></p> <ol style="list-style-type: none"> 1. The Under Secretary will dispose off at his level, such cases as authorized under the delegation of powers issued by the Government from time to time. 2. The Under Secretary will supervise the work of the entire subordinate staff in his section and will discharge duties and responsibilities as envisaged in the Secretariat Manual of Officer Procedure. 3. The Under Secretary will be responsible for keeping the higher officers informed of all important developments, problems or difficulties in the cases dealt with by them. <p><u>Duties and Responsibilities of the Section Officer</u></p> <ol style="list-style-type: none"> 1) The Section Officer will sort out the opinion files received in the section and mark them to the concerned case workers. 2) Section Officer will submit the cases to the Under Secretary/Secretary with his/her not/opinion for taking decision on the subject. 3) The Section Officer will supervise the work of the entire subordinate staff in his section and will discharge duties and

responsibilities as envisaged in the Secretariat Manual of Officer Procedure.

- 4) The Section Officer will be responsible for keeping the higher officers informed of all important developments, problems or difficulties in the cases dealt with by them.

Duties and Responsibilities of the Assistants

1. The Assistant will help the Section Officer in quick and efficient disposal of cases allocated to the section.
2. Getting files on the subject, docketing, referencing, numbering opening of new files etc.,
3. Putting up of files, preparation of periodical statements and timely issue of reminders with standard draft wherever necessary etc...
4. Getting fair copies typed, comparing and submitting them for signature etc.,
5. Assisting the Section Officer in discharging of her/his duties.
6. Other duties, responsibilities instructed of the officials by the higher authorities.

Duties and Responsibilities of the Junior Assistant.

The Junior Assistant is entrusted with the receipt of letters, giving computer numbers/ dairaising, sending them to the concerned sections dispatch of letters of the Departments. Routing duties of maintaining prescribed registers, dispatching and recording of cases to record the movement of files. In addition, Junior Assistant should assist the Assistant and the Section Officer in preparation of Statements and periodical returns, issue of reminders, and comparing fair copies

Duties and Responsibilities of the Typist

The Typist is entrusted with the Typing work of Noting, Endorsements, statements, budget work of the Departments. Routine duties of maintaining Computer Systems intact and confidential report in the system. In addition, Typist should do the work as assigned by the Section Officer.

iii	The procedure followed in the decision making process, including channels of supervision and accountability;	<p>1.As soon as the Files is received from the Junior Assistant, the caseworker will scrutinize and enter in his worksheet and sort them according to their rating. The files will be brought on to a current file relating to the subject on which a file already exists, if not he will open a new file. According to the importance of the case he will put up a note consisting of brief resume of its background history and suggesting the course of action.</p> <p>2.The Section Officer will see all incoming files and mark them to the concerned sections for taking necessary action regarding diarizing and sending them to the concerned sections. He will indicate priority where necessary for putting up papers. He will also put up important references to higher authorities wherever it is considered necessary.</p> <p>3.The Section Officer will on receipt of the files from staff, examine them along with relevant material and taking into consideration the existing policy, precedents, standing orders, determine/suggests the line of action.</p>												
iv	The norms set by it for the discharge of its functions;	As per the norms prescribed in Transaction of Business Rules of Government of Karnataka and other standing instructions.												
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xvi	The names designations and other particulars of the Public Information Officers	Public Information Officer: Smt. R.Meenakshi Under Secretary (Exp-2) Assistant Public Information Officer: G.S.Venkatesh Babu, Section Officer (Exp-2).
xvii	Such other information as may be prescribed	--

Expenditure – 10

	Manuals	Answers
i	The Particulars of its organization, functions and duties.	Finance Department (Expenditure-10)
ii	The powers and duties of its officers and employees;	<p>To receive files from Department of Parliamentary Affairs and Legislation, Legislature, Law Department pertaining to all the matters, and budget proposals</p> <p><u>Duties and Responsibilities of the Under Secretary</u></p> <ol style="list-style-type: none"> 1) The Under Secretary will dispose off at his level, such cases as authorized under the delegation of powers issued by the Government from time to time. 2) The Under Secretary will supervise the work of the entire subordinate staff in his section and will discharge duties and responsibilities as envisaged in the Secretariat Manual of Officer Procedure. 3) The Under Secretary will be responsible for keeping the higher officers informed of all important developments, problems or difficulties in the cases dealt with by them. <p><u>Duties and Responsibilities of the Section Officer</u></p> <ol style="list-style-type: none"> 1) The Section Officer will sort out the Opinion files received in the section and mark them to the concerned case workers. 2) Section Officer will submit the cases to the Joint Secretary with his/her not/opinion for taking decision on the subject. 3) The Section Officer will supervise the work of the entire subordinate staff in his section and will discharge duties and responsibilities as envisaged in the Secretariat Manual of Officer Procedure 4) The Section Officer will be responsible for keeping the higher officers informed of all important developments, problems or difficulties in the cases dealt with by them. <p><u>Duties and Responsibilities of the Assistants:</u></p> <ol style="list-style-type: none"> 1. The Assistant will help the Section Officer in quick and efficient disposal of cases allocated to the section. 2. Getting files on the subject, docketing, referencing, numbering

		<p>opening of new files etc.,</p> <p>3. Putting up of files, preparation of periodical statements and timely issue of reminders with standard draft wherever necessary etc...</p> <p>4. Getting fair copies typed, comparing and submitting them for signature etc.,</p> <p>5. Assisting the Section Officer in discharging of her/his duties.</p> <p>6. Other duties, responsibilities instructed of the officials by the higher authorities.</p> <p><u>Duties and Responsibilities of the Junior Assistant.</u></p> <p>The Junior Assistant is entrusted with the receipt of letters, giving computer numbers/diarizing, sending them to the concerned sections dispatch of letters of the Departments. Routing duties of maintaining prescribed registers, dispatching and recording of cases, to record the movement of files. In addition, Junior Assistant should assist the Assistant and the Section Officer in preparation of statements and periodical returns, issue of reminders and comparing fair copies.</p> <p><u>Duties and Responsibilities of the Typist</u></p> <p>The Typist is entrusted with the Typing work of Noting, Endorsements, statements, budget work of the Departments. Routine duties of maintaining Computer Systems intact and confidential reports in the system. In addition, Typist should do the work as assigned by the Section Officer.</p>
iii	The procedure followed in the decision making process, including channels of supervision and Accountability	<ol style="list-style-type: none"> 1. As soon as the Files are received from the Junior Assistant, the caseworker will scrutinize and enter in his worksheet and sort them according to their rating. The files will be brought on to a current file relating to the subject on whom a file already exists, if not he will open a new file. According to the importance of the case he will put up a note consisting of brief resume of its background history and suggesting the course of action. 2. The section Officer will see all incoming files and mark them to the concerned sections for taking necessary action regarding diarising and sending them to the concerned sections. He will indicate priority where necessary for putting up papers. He will also put up important references to higher authorities wherever it is considered necessary. 3. The section officer will on receipt of the files from the staff, examine them along with relevant material and taking into consideration the existing policy, precedents, standing orders, determine/suggests the line of action
iv	The norms set by it for the discharge of its functions.	As per the norms prescribed in Transaction of Business Rules of Government of Karnataka and other standing instructions.
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vi	A statement of the categories of documents that are held by it or	Not applicable

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	agency including the particulars of all plans, proposed expenditure and reports on disbursements.	
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xiii	Particulars of recipients of concessions permits of authorizations granted by it,	Not applicable
xiv	Details in respect of the information available to or held by it, reduced in an electronic form;	Not applicable
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;	Not applicable
xvi	The names designations and other particulars of the public information officers	Public Information Officer: Smt. R.Meenakshi Under Secretary (Exp-10) Assistant Public Information Officer: I/C H.R Lalitha Section Officer (Exp-10).
xvii	Such other information as may be prescribed.	---

22. Under Secretary (Expenditure-3 & 9)

	Manuals	Answers
i	The particulars of its organization, functions and duties;	Under Secretary (Expenditure-3)
ii	The powers and duties of its officers and employees;	<p>To receive all the receipts and proposals of the following Departments, examine the same and return to the Administrative Departments with FD endorsements.</p> <ol style="list-style-type: none"> 1. Social Welfare Department. 2. Women & Child Development Department <p><u>Duties and Responsibilities of the Under Secretary:</u></p> <ol style="list-style-type: none"> 1. He will dispose off at his level, such cases as authorized under the delegation of powers issued by the Government from time to time. 2. He will examine and initiate noting at his level in cases of urgent nature and Legislature matter and deal with others cases in accordance with the Karnataka Government (Transaction of Business) Rules, 1977 and other instructions issued by Government from time to time. 3. He will supervise the work of the entire responsibilities as envisaged in the Secretariat Manual of Office Procedure. 4. He will be responsible for keeping the higher officers informed of all important developments, problems and difficulties in the

		<p>cases dealt with by him.</p> <p><u>Duties and Responsibilities of the Section Officers.</u></p> <ol style="list-style-type: none"> 1. He / She will sort out the proposal / files and receipts received from the AD and mark them to the concerned caseworkers. 2. He / She will submit the cases to the Under Secretary with his / her note / opinion for taking decision on the subject. 3. He / She will examine and initiate noting at his / her level and deal with other cases in accordance with Karnataka Government (Transaction of Business) Rules 1977 and other instructions. 4. He / She will also prepare replies in respect of matters which are of urgent in nature. 5. He / She will supervise the work of all the subordinate staff in his / her section and will discharge duties and responsibilities as envisaged in the Secretariat Manual of Office Procedure. 6. He / She will be responsible for keeping the higher officers informed of all important developments, problems or difficulties in the cases dealt with by him/her. <p><u>Duties and Responsibilities of Senior Assistants/Assistant:</u></p> <ol style="list-style-type: none"> 1. The senior Assistant / Assistant will help the Section Officer in quick and efficient disposal of cases allocated to the section. The official should show initiative and intelligence in presenting relevant material, maintaining up –to-date relevant Acts and Rules and instructions, selected files, digest of important previous decisions etc. 2. Getting files on the subject, docketing, referencing, numbering, opening of new files etc. 3. Making over receipts with the material collected duly referenced and arranged to the Section Officers within five days. 4. Putting up of files, preparation of periodical Statement and timely issue Of reminders with standard draft wherever necessary etc. 5. Getting fair copies typed, comparing and submitting them for Signature etc. 6. Assisting the Section Officer in discharge of his / her duties. <p><u>Duties & Responsibilities of Junior Assistant:</u></p> <p>The Junior Assistant is entrusted with the receipt of letters and files giving computer numbers / diarizing them given to the concerned caseworkers of the section. Routine duties of maintaining prescribed registers, dispatching and to record the movement of files. In addition, Junior Assistant should assist the Assistant and the Section Officer in preparation of statements and periodical returns.</p>
iii	The procedure followed in the decision making process, including channels of supervision and accountability;	<ol style="list-style-type: none"> 1. As soon as the proposals received from the AD, Junior Assistant has to sent it to the Under Secretary at the tappal stage. The Under Secretary will mark to concerned section. The Section Officer mark them to the concerned caseworker. The caseworker will scrutinize and enter in his worksheet and sort them according to their rating. A receipt will be brought on to a current file relating to the subject on which a file already exists, if not he will open a new file. According to the importance of the case he will put up a note consisting of brief resume of its background history and suggesting the course of action.

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X	The monthly remuneration received by each of officers and employees including system of compensation as provided in its regulations;	<table border="1"> <thead> <tr> <th>Sl. no</th> <th>Name</th> <th>Designation</th> <th>Pay Scale</th> <th>Total Salary (in.Rs)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Hemalatha.C</td> <td>Under Secretary</td> <td>28100-50100</td> <td>69,787.00</td> </tr> <tr> <td>2</td> <td>Dayananda</td> <td>Section Officer</td> <td>20000-36300</td> <td>38,372.00</td> </tr> <tr> <td>3</td> <td>C.Y.Shanta</td> <td>Sr.</td> <td>16000-</td> <td>33,368.00</td> </tr> </tbody> </table>	Sl. no	Name	Designation	Pay Scale	Total Salary (in.Rs)	1	Hemalatha.C	Under Secretary	28100-50100	69,787.00	2	Dayananda	Section Officer	20000-36300	38,372.00	3	C.Y.Shanta	Sr.	16000-	33,368.00												
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			kumari	Assistant.	29600	
		4	Nagarathna	Assistant	16000-29600	31,299.00
		5	Manjunath	Jr Assistant	11600-21000	21,243.00
		6	Vacant	Typist		
		7	Gowramma	Dalayyat	11000-19000	25,352.00
xi	The budget allocated to each of its agency. Indicating the particulars of all plans, proposed expenditure and reports on disbursements	Not applicable				
xii	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;	Not applicable				
xiii	Particulars of recipients of concessions, permits or authorizations granted by it.	Not applicable				
xiv	Details in respect of the information available to or held by it, reduced in an electronic form;	Not applicable				
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;	Not applicable				
xvi	The names designations and other particulars of the Public Information Officers	Public Information Officer: Smt. Hemalata.C Under Secretary (Exp-3) Assistant Public Information Officer: Sri. B Dayananda Section Officer, Finance Dept (Exp-3)				
xvii	Such other information as may be prescribed	-----				

Expenditure – 9

	Manuals	Answers
i	The particulars of its organization, functions and duties;	Under Secretary (Expenditure-9)
ii	The powers and duties of its officers and employees;	<p>To receive all the receipts and proposals of the following Departments, examine the same and return to the Administrative Departments with FD endorsements.</p> <ol style="list-style-type: none"> 1. Urban Development Department. 2. Labour Development Department 3. Housing Department <p><u>Duties and Responsibilities of the Under Secretary :</u></p> <ol style="list-style-type: none"> 1. He will dispose off at his level, such cases as authorized under the delegation of powers issued by the Government from time to time.

		<ol style="list-style-type: none"> 2. He will examine and initiate noting at his level in cases of urgent nature and Legislature matter and deal with others cases in accordance with the Karnataka Government (Transaction of Business) Rules, 1977 and other instructions issued by Government from time to time. 3. He will supervise the work of the entire responsibilities as envisaged in the Secretariat Manual of Office Procedure. 4. He will be responsible for keeping the higher officers informed of all important developments, problems and difficulties in the cases dealt with by him. <p><u>Duties and Responsibilities of the Section Officers</u></p> <ol style="list-style-type: none"> 1. He / She will sort out the proposal / files and receipts received from the AD and mark them to the concerned caseworkers. 2. He / She will submit the cases to the Under Secretary with his / her note / opinion for taking decision on the subject. 3. He / She will examine and initiate noting at his / her level and deal with other cases in accordance with Karnataka Government (Transaction of Business) Rules 1977 and others instruction. 4. He / She will also prepare replies in respect of matters which are of urgent in nature. 5. He / She will supervise the work of all the subordinate staff in his / her section and will discharge duties and responsibilities as Envisaged in the Secretariat Manual of Office Procedure. 6. He / She will be responsible for keeping the higher officers informed of all important developments, problems or difficulties in the cases dealt with by him/her. <p><u>Duties and Responsibilities of Senior Assistants/Assistant :</u></p> <ol style="list-style-type: none"> 1. The senior Assistant / Assistant will help the Section Officer in quick and efficient disposal of cases allocated to the section. The official should show initiative and intelligence in presenting relevant material, maintaining up –to-date relevant Acts and Rules and Instruction, selected files, digest of important previous decisions etc. 2. Getting files on the subject, docketing, referencing, numbering, Opening of new files etc. 3. Making over receipts with the material collected duly referenced and arranged to the Section Officers within five days. 4. Putting up of files, preparation of periodical Statement and timely Issue of reminders with standard draft wherever necessary etc. 5. Getting fair copies typed, comparing and submitting them for Signature etc. 6. Assisting the Section Officer in discharge of his / her duties. <p><u>Duties & Responsibilities of Junior Assistant.</u></p> <p>The Junior Assistant is entrusted with the receipt of letters and files giving computer numbers / dairaising them given to the concerned caseworkers of the section. Routine duties of maintaining prescribed registers, dispatching and to record the movement of files. In addition, Junior Assistant should assist the Assistant and the Section Officer in preparation of statements and periodical returns.</p>
iii	The procedure followed in the	1. As soon as the proposals received from the AD, Junior Assistant has

	decision making process, including channels of supervision and accountability;	<p>to sent if to the Under Secretary at the tappal stage. The Under Secretary will mark to concerned section. The Section Officer mark them to the concerned caseworker. The caseworker will scrutinize and enter in his worksheet and sort them according to their rating. A receipt will be brought on to a current file relating to the subject on which a file already exists, if not he will open a new file. According to the importance of the case he will put up a note consisting of brief resume of its background history and suggesting the course of action.</p> <p>2. The Section Officer will on receipt of the files from the staff examine them along with relevant material and taking into consideration the existing policy, precedents, standing orders, determine/suggests the line of action and submitted to the Under Secretary.</p>																												
iv	The norms set by it for the discharge of its functions;	As per the norms prescribed in Karnataka (Transaction of Business) Rules of and other standing instructions.																												
v	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;	---																												
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xvii	Such other information as may be prescribed	-----
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23. Under Secretary (Expenditure – 4 & 5)

	Manuals	Answers
i	The particulars of its organization, functions and duties;	Under Secretary to Government (Expenditure – 4)
ii	The powers and duties of its officers and employees;	<p>Receive all the letters / receipts / files from R&I section and administrative departments of Animal Husbandry & Fisheries Department / Agriculture & Horticulture Department. Concurrence / approval for release of budget for the current year. Budget work like Plan and Non-plan schemes, additionality / re-appropriation work and Appendix-B for state sectors / Zilla Panchayats.</p> <p><u>Duties and Responsibilities of the Under Secretary:</u></p> <ol style="list-style-type: none"> 1. The Under Secretary will dispose off at his level, such cases as Authorized under the delegation of powers issued by the Government from time to time. 2. The Under Secretary will examine and initiate noting at his level in cases of urgent nature and Legislature matters and deal with other cases in accordance with the Karnataka Government (Transaction of Business) Rules, 1977 and other instructions issued from time to time. 3. The Under Secretary will supervise the work of the entire subordinate staff in his section and will discharge duties and responsibilities as envisaged in the Secretariat Manual of Office Procedure. 4. The Under Secretary will be responsible for keeping the higher officers informed of all important developments, problems or difficulties in the cases dealt with by them. <p><u>Duties and Responsibilities of the Section Officer</u></p> <ol style="list-style-type: none"> 1. The Section Officer will sort out the receipts / files received in the Section and mark them to the concerned caseworkers. He / She will also supervise the dispatch of letters of the Section. 2. Section Officer will submit the cases to the Deputy Secretary/ Under Secretary with his/her note / opinion for taking decision on the subject. 3. The Section Officer will examine and initiate noting at his/her level and deal with other cases in accordance with Karnataka Government (Transaction of Business) Rules 1977 and other instructions. 4. The Section Officer will also prepare replies in respect of matters, which are of urgent in nature. 5. The Section Officer will supervise the work of all the subordinate staff in his/her section and will discharge duties and responsibilities as envisaged in the Secretariat Manual of Office Procedure. 6. The Section Officer will be responsible for keeping the higher officers informed of all important developments, problems or difficulties in the cases dealt with by him/her.

		<p><u>Duties and Responsibilities of Senior Assistant/Assistant:</u></p> <ol style="list-style-type: none"> 1. The Senior Assistant will help the Section Officer / Under Secretary in quick and efficient disposal of cases allocated to the section. The official should show initiative and intelligence in id cases by collecting and presenting relevant material, maintaining up-to-date relevant Acts and Rules and instructions, selected files, digest of important previous decisions etc 2. Getting files on the subject, docketing, referencing, numbering opening of new files etc. 3. Making over receipts with the material collected duly referenced and arranged to the Section Officer within five days 4. Putting up of files, preparation of periodical statements and timely issue of reminders with standard draft wherever necessary, etc. 5. Getting fair copies typed, comparing and submitting them for signature etc. 6. Assisting the Section Officer in discharge of his/her duties 7. Other duties, responsibilities instructed to the officials by the higher authorities. <p><u>Duties & Responsibilities of Junior Assistant:</u></p> <p>The Junior Assistant is entrusted with the receipt of letters/files, giving computer numbers / dairaising, sending them to the concerned Caseworkers, dispatch of letters/files of the Department. Routine duties of maintaining prescribed registers, dispatching and recording of cases, to record the movement of files. In addition, Junior Assistant should assist the Assistant and the Section Officer in preparation of statements and periodical returns, issue of reminders and comparing fair copies.</p>
iii	The procedure followed in the decision making process, including channels of supervision and accountability	<ol style="list-style-type: none"> 1. As soon as the receipt is received from the Junior Assistant, the caseworker will scrutinize and enter in his worksheet and sort them according to their rating. A receipt will be brought on to a current file relating to the subject on which a file already exists, if not he will open a new file. According to the importance of the case he will put up a note consisting of brief resume of its background history and suggesting the course of action. 2. The Section officer will see all incoming tappal and mark them to the concerned Sections for taking necessary action regarding dairaising and sending them to the concerned sections. He will indicate priority where necessary for putting up papers. He will also put up important references to higher authorities wherever it is considered necessary. 3. The Section officer will on receipt of the files from the staff. Examine them along with relevant material and taking into consideration the existing policy, precedents, standing orders, determine/suggests the line of action 4. If the line of action proposed is within his/her competence, he/she will proceed to record minimum noting and issue appropriate replies or orders.
iv	The norms set by it for the discharge of its functions;	As per the norms prescribed in Transaction of Business Rules of Government of Karnataka and other standing instructions.

V	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;																																					
vi	A statement of the categories of documents that are held by it or under its control;																																					
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 administration thereof;	Not applicable																																				
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		7	Vacant	Typist		
		8	Vacant	Dalayath		
xi	The budget allocated to each of its agency. Indicating the particulars of all plans, proposed expenditure and reports on disbursements	Not applicable				
xii	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;	Not applicable				
xiii	Particulars of recipients of concessions, permits or authorizations granted by it.	Not applicable				
xiv	Details in respect of the information available to or held by it, reduced in an electronic form;	Not applicable				
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;	Not applicable				
xvi	The names designations and other particulars of the Public Information Officers	Public Information Officer :Smt.Lakshmi Under Secretary (Exp- 4) Assistant Public Information Officer: Sri. Mayappa.H.Sagannavr Section Officer (Exp-4)				
xvii	Such other information as may be prescribed	---				

Expenditure – 5

	Manuals	Answers
i	The particulars of its organization, functions and duties;	Under Secretary to Govt. (Expenditure-5) (Grants of Forest, Food And Civil Supplies, Health and Family Welfare, Medical Education Departments)
ii	The powers and duties of its officers and employees;	To receive all the Files/letters/receipts from Concerned Departments and proceeding the action.

Duties and Responsibilities of the Under Secretary

1. The Under Secretary will dispose off at his level, such cases as authorized under the delegation of powers issued by the Government from time to time.
2. The Under Secretary will examine and initiate noting at his level in cases of urgent nature and Legislature matters and deal with other cases in accordance with the Karnataka Government (Transaction of Business) Rules, 1977 and other instructions issued from time to time.
3. The Under Secretary will supervise the work of the entire subordinate staff in his section and will discharge duties and responsibilities as envisaged in the Secretariat Manual of Office Procedure.
4. The Under Secretary will be responsible for keeping the higher officers informed of all important developments, problems or difficulties in the cases dealt with by them.

Duties and Responsibilities of the Section Officer:

- The Section Officer will sort out the receipts/Files received in the section Case worker-wise and mark them to the concerned Caseworker. He/she will also supervise the dispatch of letters and Files of the Section.
- Section Officer will submit the cases to the Under Secretary with his/her note/opinion for taking decision on the subject.
- The Section Officer will examine and initiate noting at his/her level and deal with other cases in accordance with Karnataka Government (Transaction of Business) Rules 1977 and other instructions.
- The Section Officer will also prepare replies in respect of matters which are of urgent in nature.
- The Section Officer will supervise the work of all the subordinate staff in his/her section and will discharge duties and responsibilities as envisaged in the Secretariat Manual of Office Procedure.
- The Section Officer will be responsible for keeping the higher officers informed of all important developments, problems or difficulties in the cases dealt with by him/her.

Duties and Responsibilities of Senior Assistant/Assistant:

1. The Senior Assistant/Assistant will help the Section Officer in quick and efficient disposal of cases allocated to the section. The official should show initiative and intelligence in identifying ways to facilitate decision on cases by collecting and presenting relevant material, maintaining up-to-date relevant Acts and Rules and instructions, selected files, digest of important previous decisions etc.
2. Getting files on the subject, docketing, referencing, numbering, opening of new files etc.,
3. Making over receipts with the material collected duly referenced and arranged to the Section Officer within five days.
4. Putting up of files, preparation of periodical statements and timely issue of reminders with standard draft wherever necessary, etc.
6. Getting fair copies typed, comparing and submitting them for signature etc.
6. Assisting the Section Officer in discharge of his/her duties.

		<p>7. Other duties, responsibilities instructed to the officials by the higher authorities.</p> <p><u>Duties & Responsibilities of Junior Assistant:</u></p> <p>The Junior Assistant is entrusted with the receipt of letters/Files, giving computer numbers/dairaising, sending them to the concerned Sections and Departments. Dispatch of letters of the section. Routine duties of maintaining prescribed registers, dispatching and recording of cases, to record the movement of files. In addition, Junior Assistant should assist the Assistant and the Section Officer in preparation of statements and periodical returns, issue of reminders and comparing fair copies.</p>
iii	The procedure followed in the decision making process, including channels of supervision and accountability;	<ol style="list-style-type: none"> 1. As soon as the receipt is received from the Junior Assistant, the caseworker will scrutinize and enter in his worksheet and sort them according to their rating. A receipt will be brought on to a current file relating to the subject on which a file already exists, if not he will open a new file. According to the importance of the case he will put up a note consisting of brief resume of its background history and suggesting the course of action. 2. The Section officer will see all incoming tappal / Files and mark them to the concerned Caseworker for perusal and action through Junior Assistant. He will indicate priority where necessary for putting up papers. He will also put up important references to higher authorities wherever it is considered necessary. 3. The Section officer will on receipt of the files from the staff, examine them along with relevant material and taking into consideration the existing policy, precedents, standing orders, determine/suggests the line of action. 4. If the line of action proposed is within his/her competence, he/she will proceed to record minimum noting and issue appropriate replies or orders.
iv	The norms set by it for the discharge of its functions;	As per the norms prescribed in Transaction of Business Rules of Government of Karnataka and other standing instructions.
v	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;	
vi	A statement of the categories of documents that are held by it or under its control;	
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 administration thereof;	Not applicable

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 advise and as to whether meetings are accessible for public;	Not applicable																																																	
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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;	Not applicable					
xvi	The names designations and other particulars of the Public Information Officers	Public Information Officer: Smt.Lakshmi Under Secretary (Exp- 5) Assistant Public Information Officer: Sri.James Tharakan Section Officer (Exp-5).					
xvii	Such other information as may be prescribed	---					

24. Under Secretary (Expenditure – 7 & 8)

Manuels	Answers
The particulars of its organization, functions and duties;	Finance Department (Expenditure 7)
The powers and duties of its officers and employees;	<p>To deal with all financial matters of Administrative Departments like Revenue Department, Kannada and Culture, Information, Youth Services and Tourism Department and also preparation of Budget and Supplementary estimates.</p> <p><u>Duties and Responsibilities of the Under Secretary.</u></p> <ol style="list-style-type: none"> 1. The Under Secretary will dispose off at his level, such cases as authorized under the delegation of powers issued by the Government from time to time. 2. The Under Secretary will examine and initiate noting at his level in cases of urgent nature and Legislature matters and deal with other cases in accordance with the Karnataka Government (Transaction of Business) Rules, 1977 and other instructions issued from time to time. 3. The Under Secretary will supervise the work of the entire subordinate staff in his section and will discharge duties and responsibilities as envisaged in the Secretariat Manual of Office Procedure.

4. The Under Secretary will be responsible for keeping the higher officers informed of all important developments, problems or difficulties in the cases dealt with by them.

Duties and Responsibilities of the Section Officer.

1. Section Officer will submit the cases to the Under Secretary with his note/ opinion for taking decision on the subject.
2. The Section Officer will examine and initiate noting at his level and deal with other cases in accordance with Karnataka Government (Transaction of Business) Rules 1977 and other instructions.
3. The Section Officer will also prepare replies in respect of matters which are of urgent in nature.
4. The Section Officer will supervise the work of all the subordinate staff in his section and will discharge duties and responsibilities as envisaged in the Secretariat Manual of office procedure.
5. The Section Officer will be responsible for keeping the higher officers informed of all important developments, problems of difficulties in the cases dealt with by him.

Duties and Responsibilities of the Senior Assistant and Assistant's.

1. The Senior Assistant and Assistant's will help the Section Officer in quick and efficient disposal of cases allocated to the section. The official should show initiative and intelligence in identifying ways to facilitate decision on cases by collecting and presenting relevant material, maintaining up-to-date relevant Acts and Rules and instructions, selected files, digest of important previous decisions etc.
2. Getting files on the subject, docketing, referencing, numbering, opening of new files etc.,
3. Making over receipts with the material collected duly referenced and arranged to the Section Officer within five days.
4. Putting up of files, preparation of periodical statements and timely issue of reminders with standard draft wherever necessary, etc.
5. Getting fair copies typed, comparing and submitting them for signature etc.
6. Assisting the Section Officer in discharge of his duties.
7. Other duties, responsibilities instructed to the officials by the higher authorities.
8. Maintenance of the Xerox machine.

Duties and Responsibilities of the Junior Assistant.

The Junior Assistant is entrusted with the receipt of files and letters giving computer numbers/ dairaising then bringing to the notice of Under Secretary and Section Officer then the file/ letter will be given to the consult case workers. Routine duties of maintained prescribed registers, dispatching and recording of cases to record the movement of files through computers. In addition, Junior Assistant should assist the Assistant's and the Section Officer in preparation of statements and periodical returns.

The procedure followed in the

1. As soon as the file/ receipts are received from the Junior Assistant, the

<p>decision making process, including channels of supervision and accountability;</p>	<p>caseworker will scrutinize and enter in his worksheet and sort them according to their rating. A receipt will be brought on to a current file relating to the subject on which a file already exists, if not he will open a new file. According to the importance of the case he will put up a note consisting of brief resume of its background history and suggesting the course of action.</p> <p>2. The Section Officer will on receipt of the files from the staff, examine them along with relevant material and taking into consideration the existing policy, precedents, standing orders, determine/ suggests the line of action.</p> <p>3. If the line of action proposed is within his competence, he will proceed to record minimum noting and issue appropriate replies or orders.</p>																								
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<p>The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;</p>	<p>(i) Secretariat Rules (ii) KCSR's (iii) KFC (iv) Manual of Contingency (v) Karnataka Land Grand Act/ Rules (vi) Karnataka Land Revenue Act/ Rules (vii) Endoment Act/ Rules (viii) Transaction and Business Rules -1977</p>																								
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7	Rajeshwari G.C	Junior Assistant	
8	Vacant	Typist	
9	Vacant	Jamedar	

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

Sl. No	Name	Designation	Pay Scale	Toatl Salary (in.Rs)
1	D.S.Sudarshan Kumar	Under Secretary	28100-50100	62,591.00
2	Nagaraju	Section Officer	22800-43200	40,941.00
3	Naveen kumar.R	Senior Assistant	16000-29600	33,368.00
4	Mohana.k	Assistant	16000-29600	29,606.00
5	Kavitha.N	Assistant	16000-29600	16,000
6	Vacant	Assistant	16000-29600	
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8	Vacant	Typist		
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The budget allocated to each of its agency. Indicating the particulars of all plans, proposed expenditure and reports on disbursements

Not applicable

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

Not applicable

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

Not applicable

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

Not applicable

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;

Not applicable

The names designations and other particulars of the Public Information Officers

Public Information Officer : D.S.Sudarshan Kumar
Under Secretary (Exp-7)
Assistant Public Information Officer : Sri Nagaraju D
Section Officer (Exp-7)

Such other information as may be prescribed

Expenditure – 8

	Manuals	Answers
i	The particulars of its organization, functions and duties;	Finance Department (Exp.8) (Education grants)
ii	The powers and duties of its officers and employees;	<p><u>Duties and Responsibilities of the Under Secretary</u></p> <ul style="list-style-type: none"> ▪ The Under Secretary will dispose off at his level, such cases as authorized under the delegation of powers issued by the Government from time to time. ▪ The Under Secretary will examine and initiate noting at his level in cases of urgent nature and Legislature matters and deal with other cases in accordance with the Karnataka Government (Transaction of Business) Rules, 1977 and other instructions issued from time to time. ▪ The Under Secretary will supervise the work of the entire subordinate staff in his section and will discharge duties and responsibilities as envisaged in the Secretariat Manual of Office Procedure. ▪ The Under Secretary will be responsible for keeping the higher officers informed of all important developments, problems or difficulties in the cases dealt with by them. <p><u>Duties and Responsibilities of the Section Officer</u></p> <ul style="list-style-type: none"> ▪ The Section Officer will sort-out the files received in the Section from Education Department and mark them to the concerned Assistant/Senior Assistant wise according to work allocation. ▪ Section Officer will submit the cases to the Under Secretary with his/her note/opinion for taking decision on the subject. ▪ The Section Officer will examine and initiate nothings at his/her level and deal with other cases in accordance with Karnataka Government (Transaction of Business) Rules 1977 and other instructions. ▪ The Section Officer will also prepare replies in respect of matters which are of urgent in nature. ▪ The Section Officer will supervise the work of all the subordinate staff in his/her section and will discharge duties and responsibilities as envisaged in the Secretariat Manual of Office Procedure. ▪ The Section Officer will be responsible for keeping the higher officers informed of all important developments, problems and difficulties confronted in the cases dealt with by him/her. <p><u>Duties and Responsibilities of Senior Assistant/ Assistant:</u></p> <ul style="list-style-type: none"> ▪ The Senior Assistant/Assistant will help the Section Officer in quick and efficient disposal of cases allocated to the section. The official should show initiative and intelligence in identifying ways to facilitate decision on cases pertaining to Education Department by collecting and presenting relevant material and information of case studies and other precedent cases, maintaining up-to-date relevant Education Acts and Rules and Grant-in-Aid code of Education Institutions and other instructions of standing orders and

		<p>other General Orders, selected files, digest of important previous decisions etc.</p> <ul style="list-style-type: none"> ▪ Getting files on the subject, docketing, referencing, numbering, opening of new files etc., ▪ Making over receipts with the material collected duly referenced and arranged to the Section Officer within five days. ▪ Putting up of files, preparation of periodical statements and timely issue of reminders with standard draft wherever necessary, etc. ▪ Getting fair copies typed, comparing and submitting them for signature etc. ▪ Assisting the Section Officer in discharge of his/her duties. ▪ Other duties, responsibilities instructed to the officials by the higher authorities. <p><u>Duties & Responsibilities of Junior Assistant:</u></p> <p>The Junior Assistant is entrusted with the receipt of letters, giving computer numbers/ dairaising, sending them to the Concerned Sections dispatch of letters of the Department. Routine duties of maintaining prescribed registers, dispatching and recording of cases, to record the movement of files. In addition, Junior Assistant should assist the Assistant and the Section Officer in preparation of statements and periodical returns, issue of reminders and comparing fair copies.</p>
iii	The procedure followed in the decision making process, including channels of supervision and accountability;	<ul style="list-style-type: none"> ▪ As soon as the receipt is received from the Junior Assistant, the caseworker will scrutinize and enter in his worksheet and sort them according to their rating. A receipt will be brought on to a current file relating to the subject on which a file already exists, if not he will open a new file. According to the importance of the case he will put up a note consisting of brief resume of its background history and suggesting the course of action. ▪ The Section Officer will see all incoming tappal and mark them to the concerned Sections for taking necessary action regarding diarising and sending them to the concerned sections. He will indicate priority where necessary for putting up papers. He will also put up important references to higher authorities wherever it is considered necessary. ▪ The Section Officer will on receipt of the files from the staff, examine them along with relevant material and taking into consideration the existing policy, precedents, standing orders, determine/suggests the line of action. ▪ If the line of action proposed is within his/her competence, he/she will proceed to record minimum noting and issue appropriate replies or orders.
iv	The norms set by it for the discharge of its functions;	As per the norms prescribed in Transaction of Business Rules of Government of Karnataka and other standing instructions.
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xvi	The names designations and other particulars of the Public Information Officers	Public Information Officer : D.S.Sudarshan Kumar Under Secretary (Exp-8) Assistant Public Information Officer :Sri Dilip Kumar.R Section Officer (Exp-8)				
xvii	Such other information as may be prescribed	---				

25. Under Secretary (Finance Rules & Budget Compilation Committee)

	Manuals	Answers
i	The particulars of its organization, functions and duties:	Finance Rules mainly deals with clarification and interpretation of Karnataka Financial Code, Manual of Contingent Expenditure & Delegation of Financial Powers, Release from Contingency Fund, Preparation of Budget Estimates and Supplementary Estimates and continuation of personal deposit Account in the name of DCs and HODs
ii	The powers and duties of its officers and employees:	<p><u>Duties and Responsibilities of the Under Secretary:</u></p> <ol style="list-style-type: none"> 1. The Under Secretary will dispose off at his level, such cases as authorized under the delegation of powers issued by the Government from time to time. 2. The Under Secretary will examine and initiate noting at his level in cases of urgent nature and Legislature matters and deal with other cases in accordance with the Karnataka Government (Transaction of Business) Rules, 1977 and other instructions issued from time to time. 3. Under Secretary will mark the tappals to the concerned case workers.

		<p>4. The Under Secretary will supervise the work of the entire subordinate staff in his section and will discharge duties and responsibilities and envisaged in the Secretariat Manual of Office Procedure.</p> <p>6. The Under Secretary will be responsible for keeping the higher officers informed of all important developments, problems of difficulties in the cases dealt with by them.</p> <p><u>Duties and Responsibilities of the Section Officer:</u></p> <ol style="list-style-type: none"> 1. The Section Officer will examine and initiate noting at his/her level in respect of matters, which are of urgent in nature and deal with other cases in accordance with Karnataka Government (Transaction of Business) Rules 1977 and other instructions. 2. Section Officer will see the tappals and files marked to the section attended by caseworkers without delay. 3. The Section Officer will supervise the work of all the subordinate staff in his/her section and will discharge duties and responsibilities as envisaged in the Secretariat Manual of Office Procedure. 4. The Section Officer will be responsible for keeping the higher officers informed of all important developments, problems or difficulties in the cases dealt with the him/her. <p><u>Duties and Responsibilities of Senior Assistant/Assistant:</u></p> <ol style="list-style-type: none"> 1. The Senior Assistant/Assistant will help the Section Officer in quick and efficient disposal of cases allocated to the section. The official should show initiative and intelligence in identifying ways to facilitate decision on cases by collecting and presenting relevant material, maintaining up-to-date relevant Acts and Rules and instructions, selected files, digest of important previous decisions etc. 2. Getting files on the subject, docketing, referencing, numbering opening of new files etc., 3. Making over receipts with the material collected duly referenced and arranged to the Section Office within five days. 4. Putting up of file, preparation of periodical statements and timely issue of reminders with standard draft wherever necessary, etc. 5. Getting fair copies typed, comparing and submitting them of signature etc. 6. Assisting the Section Officer in discharge of his/her duties. 7. Other duties, responsibilities instructed to the officials by the higher authorities. <p><u>Duties & Responsibilities of Junior Assistant:</u></p> <p>The Junior Assistant is entrusted with the receipt of letters giving computer numbers/diarising, and give them to the concerned case workers. Maintaining prescribed registers, dispatching of files, to record the movement of files. In addition, Junior Assistant should assist the Assistant and the Section Officer in preparation of statements and periodical returns, issue of reminders and comparing fair copies.</p>
iii	The procedure followed in the decision making process, including channels of	As soon as the files/tappals received in the section, Under Secretary will mark the files/tappals to the concerned caseworker for taking necessary

	supervision and accountability.	<p>action. The caseworker by verifying and interpreting the relevant rules put-up the file to the Section Officer. Section Officer will scrutinize the files submitted by the caseworkers; record his/her remarks and submit the file for taking orders to Under Secretary. The Under Secretary suggest the decision that can be taken on the file and submit the file to Deputy Secretary for taking orders.</p> <p>Channels of supervision of accountability:</p> <p>Assistant/Senior Assistant – Section Officer-Under Secretary- Deputy Secretary (B&R)-Secretary (B&R)- Principal Secretary.</p>																																											
iv	The norms set by it for the discharge of its functions.	As per the norms prescribed in Secretariat Manual and Transaction of Business Rules of Government Karnataka and other standing instructions.																																											
v	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions.	<ol style="list-style-type: none"> 1. Karnataka Financial Code 2. Karnataka Treasury Code 3. Manual of Contingent Expenditure 4. The Karnataka Contingency Fund Act, 1957 5. The State Financial Corporation Act, 1951 6. Budget Circulars 																																											
vi	A statement of the categories of documents that are held by it or under its control:	Documents regarding subject dealt with by the Section.																																											
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 administration thereof:	Not applicable																																											
viii	A statement of the boards, council, committees and other bodies consisting of two or more persons constituted as its part of for the purpose of its advise and as to whether meetings are accessible for public.	Not applicable																																											
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x	The monthly remuneration received by each of officers and employees including system of compensation as provided in its regulations;	<table border="1"> <thead> <tr> <th>Sl. No</th> <th>Name</th> <th>Designation</th> <th>Pay Scale</th> <th>Total Salary (in.Rs)</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>				Sl. No	Name	Designation	Pay Scale	Total Salary (in.Rs)																																			
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		1	H.A. Shobha	Under Secretary	28100-50100	51,832.00
		2	Hemavathi.Bai	Section Officer	22800-43200	46,857.00
		3	Thanuja	Sr. Assistant		36,833.00
		4	Vacant	Assistant	22800-43200	
		5	Vacant	Assistant		
		6	Anita.M.S	Jr Assistant	11600-21000	20,547.00
		7	Vacant	Stenographer		
		8	Vacant	Typist		
		9	Firodos Hamidh	Dalayath	9600-16600	
xi	The budget allocated to each of its agency. Indicating the particulars all plans, proposed expenditure and reports on disbursements.	Not applicable				
xii	The manner of execution of subsidy programmes including the amount allocated and the details of beneficiaries of such programmes.	Not applicable				
xiii	Particulars of recipients of concessions, permits or authorizations granted by it.	Not applicable				
xiv	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;	Not applicable				
xv	The names designations and other particulars of the Public Information Officers	Public Information Officer: H.A Shobha Under Secretary(Finance Rules) Assistant Public Information Officer: Smt. Hemavathi.Bai Section Officer (Finance Rules)				
xvi	Such other information as may be prescribed.	No				

Budget Compilation Committee

	Manuals	Answers
i	The particulars of its organization, functions and duties:	Finance Department (Budget Compilation Committee)

		<p>Functions and Duties: Issue of instructions reg. Budget preparation and printing of Budget documents, Presentation of Budget, demands for grants and Vote on account, issue of authorization to spend money from consolidated fund, Comptroller and Auditor General of India's report of Civil, Revenue Receipts, Commercial and Finance Accounts in Legislature.</p>
ii	<p>The powers and duties of its officers and employees:</p>	<p><u>Duties and Responsibilities of the Under Secretary:</u></p> <ol style="list-style-type: none"> 1. The Under Secretary will dispose off at his level, such cases as authorized under the delegation of powers issued by the Government from time to time. 2. The Under Secretary will examine and initiate noting at his level in cases of urgent nature and deal with other cases in accordance with the Karnataka Government (Transaction of Business) Rules, 1977 and other instructions issued from time to time. 3. Under Secretary will mark the tappals to the concerned caseworkers. 4. The Under Secretary will supervise the work of the entire subordinate staff in his section and will discharge duties and responsibilities as envisaged in the Secretariat Manual of Office Procedure. 5. The Under Secretary will be responsible for keeping the higher officers informed of all important developments, problems or difficulties in the cases dealt by them. <p><u>Duties and Responsibilities of the Section Officer:</u></p> <ol style="list-style-type: none"> 1. The Section Officer will examine and initiate noting at his/her level in respect of matters which are of urgent in nature and deal with other cases in accordance with Karnataka Government (Transaction of Business) Rules 1977 and other instructions. 2. Section Officer will see the tappals and files marked to the section to be attended by caseworkers without delay. 3. The Section Officer will supervise the work of all the subordinate staff in his/her section and will discharge duties and responsibilities as envisaged in the Secretariat Manual of Office Procedure. 4. The Section Officer will be responsible for keeping the higher officers informed of all important developments, problems or difficulties in the cases dealt by him/her. <p><u>Duties and Responsibilities of Senior Assistant/Assistant</u></p> <ol style="list-style-type: none"> 1. The Senior Assistant/Assistant will help the Section Officer in quick and efficient disposal of cases allocated to the section. The official should show initiative and intelligence in identifying ways to facilitate decision on cases by collecting and presenting relevant material, maintaining up-to-date relevant Acts and Rules and instructions, selected files, digest of important previous decisions etc. 2. Getting files on the subject, docketing, referencing, numbering, opening of new files etc., 3. Making over receipts with the material collected duly referenced and arranged to the Section Officer within five days.

		<p>4. Putting up of file, preparation of periodical statements and timely issue of reminders with standard draft wherever necessary, etc.</p> <p>5. Getting fair copies typed, comparing and submitting them For signature etc.</p> <p>6. Assisting the Section Officer in discharge of his/her duties.</p> <p>7. Other duties, responsibilities instructed to the officials by the higher authorities.</p> <p><u>Duties & Responsibilities of Junior Assistant:</u> The Junior Assistant is entrusted with the receipt of letters, giving computer numbers/diarising and give them to the concerned case workers. Maintaining prescribed registers, dispatching of files, to record the movement of files. In addition, Junior Assistant should assist the Assistants and the Section Officer in preparation of statements and periodical returns, issue of reminders and comparing fair copies.</p>						
iii	The procedure followed in the decision-making process, including channels of supervision and accountability	<p>As soon as the files/tappals are received in the section, Under Secretary will mark the files/tappals to the concerned caseworker for taking necessary action. The caseworker by verifying and interpreting the relevant rules put-up the file to the Section Officer. Section Officer will scrutinize the files submitted by the caseworkers; record his/her remarks and submit the file for taking orders of the Under Secretary. The Under Secretary will suggest the decision that can be taken on the file and submit the file to Deputy Secretary for taking orders.</p> <p>Channels of supervision and accountability: Assistant/Senior Assistant – Section Officer-Under Secretary-Deputy Secretary (B&R) – Secretary - Principal Secretary.</p>						
iv	The norms set by it for the discharge of its functions	As per the norms prescribed in Secretariat Manual and Transaction of Business Rules of Government of Karnataka and other standing instructions						
v	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions.	<p>1. Hand Book of instructions for speedy settlement of Audit observations, Inspection Reports, Speedy Disposal of Audit paragraphs and timely action on matters pertaining to the public accounts committee, Committee on public undertakings.</p> <p>2. Constitution of India.</p> <p>3. Karnataka Budget Manual.</p>						
vi	A statement of the categories of documents that are held by it or under its control:							
vii	The particulars of any arrangement that exists for consultation with representation by, the members of the public in relation to the formulation of its policy or administration thereof:	Not applicable						
viii	A statement of the boards, council, committees and other bodies consisting of two or more persons constituted as its part of for the purpose of its advise and as to whether meetings are accessible for public	Not applicable						
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		1	H.A.Shobha	Under Secretary	22033243	
		2	Kalpana.S	Section Officer	22033762	
		3	Shilpashee.T.S	Senior Assistant		
		4	Sonika	Senior.Assistant		
		5	Aditiya	Assistant		
		6	Vacant	Jr.Assistant		
		7	Vcant	Typist		
		8	Vacant	Jamedar		
x	The monthly remuneration received by each of officers and employees including system of compensation as provided in its regulations;	Sl. No	Name	Designation	Pay Scale	Total Salary (in.Rs)
		1	H.A.Shobha	Under Secretary	28100-50100	51,832.00
		2	Kalpana	Section Officer	24000	42,030.00
		3	Shilpashree.T.S	Senior Assistant	21600	35,966.00
		4	Smt.sonika	Senior Assistant	20500	37,872.00
		5	Aditiya	Assistant	18100	31,808.00
		6	Vacant	Jr.Assisant		
		7	Vacant	Typist		
		8	Vacant	Jamedar		
xi	The budget allocated to each of its agency indicating the particulars all plans, proposed expenditure and reports on disbursements.	Not applicable				
Xii	The manner of execution of subsidy programmes including the amount allocated and the details of beneficiaries of such programmes.	Not applicable				
xiii	Particulars of recipients of concessions, permits or authorizations granted by it.	Not applicable				
xiv	Details in respect of the information available to or held by it, reduced in an electronic form;					
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;	Not applicable				

xvi	The names designations and other particulars of the Public Information Officers	Public Information Officer: H.A Shobha Under Secretary(B.C.C) Assistant Public Information Officer: Smt. Kalpana, Section Officer(B.C.C)
xvii	Such other information as may be prescribed.	-No-

26.Under Secretary (Commercial Tax-I)

	Manuals	Answers
i	The particulars of its organizations, functions and duties;	Finance Department [C.T.1]
ii	The powers and duties of its officers and employees;	<p>To receive all the letters/receipts, process and issue the endorsement/letters of the section.</p> <p><u>Duties and Responsibilities of the Under Secretary.</u></p> <ul style="list-style-type: none"> ▪ The Under Secretary will dispose off at his level, such cases as authorized under the delegation of powers issued by the Govt. from time to time. ▪ The under Secretary will examine and initiate noting at his level in cases of urgent nature and Legislature matters and deal with other cases in accordance with the Karnataka Govt. (Transaction of Business)Rules, 1977 and other instructions issued from time to time. ▪ The Under Secretary will supervise the work of the entire subordinate staff in his section and will discharge duties and responsibilities as envisaged in the Secretariat Manual of Office Procedure. ▪ The Under Secretary is responsible for keeping the higher officers informed of all important developments, problems or difficulties in the cases dealt with by him. <p><u>Duties and Responsibilities of the Section Officer:</u></p> <ul style="list-style-type: none"> ▪ The Section Officer will sort out the receipts received in the section and mark them to the concerned sections. He/she will also supervise the works done in the section. ▪ The Section Officer will submit the cases to the Under Secretary with his/her/note/opinion for taking decision on the subject. ▪ The Section Officer will examine and initiate noting at his/her level and deal with other cases in accordance with Karnataka Govt.(Transaction of Business) Rules 1977 and other instructions. ▪ The Section Officer will supervise the work of all the subordinate staff in his/her section and will discharge duties and responsibilities as envisaged in the Secretariat Manual of Office Procedure. ▪ The Section Officer will be keeping the higher officers informed

		<p>of all important developments, problems or difficulties in the cases dealt with by him/her.</p> <ul style="list-style-type: none"> ▪ The Section Officer will also prepare replies in respect of matters which are of urgent in nature. <p style="text-align: center;"><u>Duties and Responsibilities of Senior Asst./Asst.:</u></p> <ul style="list-style-type: none"> ▪ The Senior Assistant/Assistant will help the Section officer in quick and efficient disposal of cases allocated to the section. The official should show initiative and intelligence in identifying ways to facilitate decision on cases by collecting and presenting relevant material, maintaining up-to-date relevant Acts and Rules and instructions, selected filed, digest of important previous decisions etc. ▪ Opining files on the subjection, referencing, numbering opening of new files etc. ▪ Making over receipts with the material collected duly referenced and arranged to the Section Officer with five days. ▪ Putting up of files, preparation of periodical statements and timely issue of reminders with standard draft wherever necessary etc. ▪ Getting fair copies typed, comparing and submitting them for signature etc. ▪ Assisting the Section Officer in discharge of his/her duties. ▪ Other duties, responsibilities instructed to the officials by the higher authorities. <p><u>Duties & Responsibilities of Junior Asst.:</u></p> <p>The Junior Asst. is entrusted with the receipt of letters, giving computer numbers/dairaising, sending them to the concerned Sections dispatch of letter of the Dept. Routine duties of maintaining prescribed registers, dispatching and recording of cases to record the movement of files. In addition, Junior Asst. should assist the Assistant and the Section Officer in preparation of statements and periodical returns, issue of reminders and comparing fair copies.</p>
iii	<p>The procedure followed in the decision making process, including channels of supervision and accountability;</p>	<ul style="list-style-type: none"> ▪ As soon as the receipt is received from the Junior Asst. the caseworker will scrutinize and enter in his worksheet and sort them according to their rating. A receipt will be brought on to a current file relating to the subject on which a file already exists, if not he will open a new file. According to the importance of the case he will put up a note consisting of brief resume of its background history and suggesting the course of action. ▪ The Section officer will see all incoming tappal and mark them to the concerned Sections for taking necessary action regarding dairaising and sending them to the concerned sections. He will indicate priority where necessary for putting up papers. He will also put up important reference to higher authorities wherever it is considered necessary. ▪ The Section officer will on receipt of the files from the staff, examine them along with relevant material and taking into consideration the existing policy, precedents, standing orders, determine/suggests the line of action. ▪ If the line of action proposed is within his/her competence, he/she will proceed to record minimum noting and issue appropriate replies or orders.
iv	<p>The norms set by it for the discharge of its functions;</p>	<p>As per the norms prescribed in Transaction of Business Rules of GOK and other standing instructions.</p>

v	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions	<ol style="list-style-type: none"> 1. The Karnataka Entertainment Tax Act & Rules 1958 2. The Karnataka Sales Tax Act & Rules 1957. 3. The Karnataka Agricultural Income Tax Act & Rules 1957. 4. The Karnataka VAT Act and Rules 2003. 5. The Karnataka Tax on Entry of Goods Act 1979. 6. The Karnataka Tax on Luxury Act 1979. 7. The Karnataka tax on Professions, Trades, Callings and Employment Act 1976. 																																				
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Xi	The budget allocated to each of its agency indicating the particulars of all plans, proposed expenditure and reports on disbursements	Not applicable				
xii	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes	Not applicable				
xiii	Particulars of recipients of concessions, permits or authorizations granted by it	Not applicable				
xiv	Details in respect of the information available to or held by it, reduced in an electronic form;	Not applicable				
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	Not applicable				
xvi	The names designations and other particulars of the Public Information Officers	Public Information Officer: Smt.Padmavati.K.S Under Secretary (Commercial Tax-II) Asst. Public Information Officer.:smt.Netraprabha.M, Section Officer (Commercial Tax-I)				
xvii	Such other information as may be prescribed					

27. Under Secretary (Commercial Tax-II) and (R&I & Co-ordination)

	Manuals	Answers
i	The particulars of its organizations, functions and duties;	Under Secretary [C.T-II), Finance Department
ii	The powers and duties of its officers and employees;	To receive all the letters/receipts, process and issue the endorsement/letters of the section. <u>Duties and Responsibilities of the Under Secretary.</u> 1. The Under Secretary will dispose off at his level, such cases as authorized under the delegation of powers issued by the Govt. from time to time. 2. The under Secretary will examine and initiate noting at his level in cases of urgent nature and Legislature matters and deal with other cases in accordance with the Karnataka Govt. (Transaction of

Business)Rules,1977 and other instructions issued from time to time.

3. The Under Secretary will supervise the work of the entire subordinate staff in his section and will discharge duties and responsibilities as envisaged in the Secretariat Manual of Office Procedure.
4. The Under Secretary is responsible for keeping the higher officers informed of all important developments, problems or difficulties in the cases dealt with by him.

Duties and Responsibilities of the Section Officer:

1. The Section Officer will sort out the receipts received in the section and mark them to the concerned sections. He/she will also supervise the works done in the section.
2. The Section Officer will submit the cases to the Under Secretary with his/her/note/opinion for taking decision on the subject.
3. The Section Officer will examine and initiate noting at his/her level and deal with other cases in accordance with Karnataka Govt. (Transaction of Business) Rules 1977 and other instructions.
4. The Section Officer will supervise the work of all the subordinate staff in his/her section and will discharge duties and responsibilities as envisaged in the Secretariat Manual of Office Procedure.
5. The Section Officer will be keeping the higher officers informed of all important developments, problems or difficulties in the cases dealt with by him/her.
6. The Section Officer will also prepare replies in respect of matters, which are of urgent in nature.

Duties and Responsibilities of Senior Asst./Asst.:

1. The Senior Assistant/Assistant will help the Section officer in quick and efficient disposal of cases allocated to the section. The official should show initiative and intelligence in identifying ways to facilitate decision on cases by collecting and presenting relevant material, maintaining up-to-date relevant Acts and Rules and instructions, selected filed, digest of important previous decisions etc.
2. Opining files on the subjection, referencing, numbering opening of new files etc.
3. Making over receipts with the material collected duly referenced and arranged to the Section Officer with five days.
4. Putting up of files, preparation of periodical statements and timely issue of reminders with standard draft wherever necessary etc.
5. Getting fair copies typed, comparing and submitting them for signature etc.
6. Assisting the Section Officer in discharge of his/her duties.
7. Other duties, responsibilities instructed to the officials by the higher authorities.

Duties & Responsibilities of Junior Asst.:

The Junior Asst. is entrusted with the receipt of letters, giving computer numbers/dairising, sending them to the concerned Sections dispatch of letter of the Dept. Routine duties of maintaining prescribed registers,

		dispatching and recording of cases to record the movement of files. In addition, Junior Asst. should assist the Assistant and the Section Officer in preparation of statements and periodical returns, issue of reminders and comparing fair copies.
iii	The procedure followed in the decision making process, including channels of supervision and accountability;	<ol style="list-style-type: none"> 1. As soon as the receipt is received from the Junior Asst. the caseworker will scrutinize and enter in his worksheet and sort them according to their rating. A receipt will be brought on to a current file relating to the subject on which a file already exists, if not he will open a new file. According to the importance of the case he will put up a note consisting of brief resume of its background history and suggesting the course of action. 2. The Section officer will see all incoming tappal and mark them to the concerned Sections for taking necessary action regarding diarising and sending them to the concerned sections. He will indicate priority where necessary for putting up papers. He will also put up important reference to higher authorities wherever it is considered necessary. 3. The Section officer will on receipt of the files from the staff, examine them along with relevant material and taking into consideration the existing policy, precedents, standing orders, determine/suggests the line of action. 4. If the line of action proposed is within his/her competence, he/she will proceed to record minimum noting and issue appropriate replies or orders.
iv	The norms set by it for the discharge of its functions;	As per the norms prescribed in Transaction of Business Rules of GOK and other standing instructions.
v	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;	
vi	A statement of the categories of documents that are held by it or under its control;	Not applicable
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 administration thereof;	
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xvi	The names designations and other particulars of the Public Information Officers	Public Information Officer: smt.S.V.Kalavathi Under Secretary (Commercial Tax-II) Assistant Public Information Officer: Sri.Haridasan,C.V Section Officer (Commercial Tax-II)
xvii	Such other information as may be prescribed	--

(Co-ordination and R & I)

	Manuals	Answers
i	The particulars of its organization, functions and duties;	To receive all the letters/receipts and issue all the letters of the entire Finance Department. Matters pertaining to Secretaries meeting, Staff meeting etc. Furnishing of monthly statement to DPAR. To procure stationery from the Government Press and its distribution among the Officers and the Sections. Purchase of stationery from private firms in accordance with the rules and its distribution among the sections and the officers, maintenance of pool car of the Department, maintenance of the Xerox machine
ii	The powers and duties of its officers and employees;	<p><u>Duties and Responsibilities of the Under Secretary.</u></p> <ol style="list-style-type: none"> 1. The Under Secretary will dispose off at his level, such cases as authorized under the delegation of powers issued by the Govt. from time to time. 2. The under Secretary will examine and initiate noting at his level in cases of urgent nature and Legislature matters and deal with other cases in accordance with the Karnataka Govt. (Transaction of Business)Rules,1977 and other instructions issued from time to time. 3. The Under Secretary will supervise the work of the entire subordinate staff in his section and will discharge duties and responsibilities as envisaged in the Secretariat Manual of Office Procedure. 4. The Under Secretary is responsible for keeping the higher officers informed of all important developments, problems or difficulties in the cases dealt with by them. <p><u>Duties and Responsibilities of the Section Officer:</u></p> <ol style="list-style-type: none"> 1. The Section Officer will sort out the receipts received in the section and mark them to the concerned sections. He/she will also supervise the dispatch of letters of the department . 2. The Section Officer will submit the cases to the Under

		<p>Secretary with his/her/note/opinion for taking decision on the subject.</p> <ol style="list-style-type: none"> 3. The Section Officer will examine and initiate noting at his/her level and deal with other cases in accordance with Karnataka Govt. (Transaction of Business) Rules 1977 and other instructions. 4. The Section Officer will also prepare replies in respect of matters which are of urgent in nature. 5. The Section Officer will supervise the work of all the subordinate staff in his/her section and will discharge duties and responsibilities as envisaged in the Secretariat Manual of Office Procedure. 6. The Section Officer will be keeping the higher officers informed of all important developments, problems or difficulties in the cases dealt with by him/her. <p style="text-align: center;"><u>Duties and Responsibilities of Senior Asst./Asst.:</u></p> <ol style="list-style-type: none"> 1. The Senior Assistant/Assistant will help the Section officer in quick and efficient disposal of cases allocated to the section. The official should show initiative and intelligence in identifying ways to facilitate decision on cases by collecting and presenting relevant material, maintaining up-to-date relevant Acts and Rules and instructions, selected filed, digest of important previous decisions etc. 2. Getting files on the subject, docketing, referencing, numbering opening of new files etc., 3. Making over receipts with the material collected duly referenced and arranged to the Section Officer with five days. 4. Putting up of files, preparation of periodical statements and timely issue of reminders with standard draft wherever necessary etc. 5. Getting fair copies typed, comparing and submitting them for signature etc. 6. Assisting the Section Officer in discharge of his/her duties. 7. Other duties, responsibilities instructed to the officials by the higher 8. Maintenance of the Xerox machine. <p style="text-align: center;"><u>Duties & Responsibilities of Junior Assistant:</u></p> <p>The Junior Assistant is entrusted with the receipt of letters, giving computer numbers / dairaising, sending them to the concerned Sections dispatch of letters of the Department. Routine duties of maintaining prescribed registers, dispatching and recording of cases, to record the movement of files. In addition, Junior Assistant should assist the Assistant and the Section Officer in preparation of statements and periodical returns, issue of reminders and comparing fair copies.</p>
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28. Under Secretary (Expenditure-6 / Zilla Panchayath and Expenditure-11)

	Manuals	Answers
i	The particulars of its Organisation, functions and duties	Finance Department, (Expenditure – 6 / Zilla Panchayath)
ii	The powers and duties of its officers and employees:	<p>Receive all the letters/receipts/files from R&I section and administrative departments of R.D.P.R. and Planning Department. Concurrence/approval for release of budget for the current year. Budget work like Plan and Non-plan schemes, additionality /re- appropriation work and Appendix-B for District Sectors/ Zilla Panchayats, Taluk Panchayath and Grama Panchayats releases of grants.</p> <p><u>Duties and Responsibilities of the Under Secretary:</u></p> <ul style="list-style-type: none"> ▪ The Under Secretary will dispose off at his level, such cases as authorized under the delegation of powers issued by the Government from time to time. ▪ The Under Secretary will examine and initiate noting at his level in cases of urgent nature and Legislature matters and deal with other cases in accordance with the Karnataka Government (Transaction of Business) Rules, 1977 and other instructions issued from time to time. ▪ The Under Secretary will supervise the work of the entire subordinate staff in his section and will discharge duties and responsibilities as envisaged in the Secretariat Manual of Office Procedure. ▪ The Under Secretary will be responsible for keeping the higher officers informed of all important developments, problems or difficulties in the cases dealt with by them. <p><u>Duties and Responsibilities of the Section Officer:</u></p> <ul style="list-style-type: none"> ▪ The Section Officer will sort out the receipts / files received in the department and mark them to the concerned caseworkers. He / She will also supervise the dispatch of letters of the department. ▪ Section Officer will submit the cases to the Deputy Secretary, Under Secretary with his/her note / opinion for taking decision on the subject. ▪ The Section Officer will examine and initiate noting at his/her level and deal with other cases in accordance with Karnataka Government (Transaction of Business) Rules 1977 and other instructions. ▪ The Section Officer will also prepare replies in respect of matters, which are of urgent in nature. ▪ The Section Officer will supervise the work of all the subordinate staff in his/her section and will discharge duties and responsibilities as envisaged in the Secretariat Manual of Office Procedure. ▪ The Section Officer will be responsible for keeping the higher officers informed of all important developments, problems or difficulties in the cases dealt with by him/her. <p><u>Duties and Responsibilities of Senior Assistant/Assistant:</u></p> <ul style="list-style-type: none"> ▪ The Senior Assistant will help the Section Officer / Under Secretary in quick and efficient disposal of cases allocated to the section. The

		<p>official should show initiative and intelligence in identifying ways to facilitate decision on cases by collecting and presenting relevant material, maintaining up-to-date relevant Acts and Rules and instructions, selected files, digest of important previous Decisions etc.</p> <ul style="list-style-type: none"> ▪ Getting files on the subject, docketing, referencing, numbering Opening of new files etc. ▪ Making over receipts with the material collected duly referenced and Arranged to the Section Officer within five days. ▪ Putting up of files, preparation of periodical statements and timely issue of reminders with standard draft wherever necessary, etc. ▪ Getting fair copies typed, comparing and submitting them for Signature etc. ▪ Assisting the Section Officer in discharge of his/her duties ▪ Other duties, responsibilities instructed to the officials by the higher Authorities. <p><u>Duties & Responsibilities of Junior Assistant:</u> The Junior Assistant is entrusted with the receipt of letters/files, giving computer numbers/dairasing, sending them to the concerned Caseworkers, dispatch of letters/files of the Department. Routine duties of maintaining prescribed registers, dispatching and recording of cases, to record the movement of files. In addition, Junior Assistant should assist the Assistant and the Section Officer in preparation of statements and periodical returns, issue of reminders and comparing fair copies.</p>
iii	procedure followed in the decision making process, including channels of supervision and accountability;	<ul style="list-style-type: none"> ▪ As soon as the receipt is received from the Junior Assistant, the caseworker will scrutinize and enter in his worksheet and sort them according to their rating. A receipt will be brought on to a current file relating to the subject on whom a file already exists, if not he will open a new file. According to the importance of the case he will put up a note consisting of brief resume of its background history and suggesting the course of action. ▪ The Section officer will see all incoming tappal and mark them to the concerned Sections for taking necessary action regarding Authorized and sending them to the concerned sections. He will indicate priority where necessary for putting up papers. He will also put up important references to higher authorities wherever it is considered necessary. ▪ The Section officer will on receipt of the files from the staff. Examine them along with relevant material and taking into consideration the existing policy, precedents, standing orders, determine/suggests the line of action ▪ If the line of action proposed is within his/her competence, he/she will proceed to record minimum noting and issue appropriate replies or orders. <p><u>Expenditure- 11 Section:</u> The proposals of the Home Department are examined in Finance Department with reference to Budget provision, delegation of powers and the applicable rules and regulations.</p>
iv	The norms set by it for the discharge of its functions:	As per the norms prescribed in Transaction of Business Rules of Government of Karnataka and other standing instructions
v	The rules, regulations, instructions,	Secretariat Manual, KCSRs, KTC, KFC, Budget Manual etc

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xi	The budget allocated to each of its agency. Indicating the particulars of all plans, proposed expenditure and reports on disbursements	Not applicable																																																																																																				

xii	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;	Not applicable
xiii	Particulars of recipients of concessions, permits or authorizations granted by it.	Not applicable
xiv	Details in respect of the information available to or held by it, reduced in an electronic form;	Not applicable
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:	Not applicable
xvi	The names designations and other particulars of the Public Information Officers	Public Information Officer: Smt.C.R.Hemalatha Under Secretary (Exp-6 / ZP) Assistant Public Information :Smt.Vidhya H.Pai Section Officer (Exp-6 / ZP)
xvii	Such other information as may-- be prescribed	-----

29 .Under Secretary (Services-3)

	Manuals	Answers
i	The particulars of its Organisation, functions and duties	Finance Department (Services-3) Section is mainly deals with the cases pertaining to Clarifications/ approval regarding provision relating to counting of for Past Services in respect of Govt. Servants under 219-A,224-A,235,235- A,235-B,247,247-A,248-A,248 -AA,252(b),416,417 for pension, Study Rules, T.A, Rules, Foreign Deputations etc. under KCSRs. It also initiates action to amend the KCSRs. as and when need arises after following the prescribed procedure. Proposal relating to Review of C.and R Rules of various government departments are also deal with the Section.
ii	The powers and duties of its officers and employees:	<u>Duties and Responsibility of the Under Secretary, as per the Secretariat Manual</u> <ul style="list-style-type: none"> ▪ The Under Secy. will dispose off at his level, such cases as authorized under the delegation of powers issued by the govt. from time to time. ▪ The Under Secy..will examine and initiate noting at his level in cas of urgent nature and Legislature matters and deal with other cases in accordance with the Karnataka Govt, (Transaction of Business) Rules,1977 and other instructions issued from time to time. ▪ The Under Secy. will supervise the work of the entire subordinate staff in his section and will discharge duties and responsibilities as envisaged In the Secretariat. Manual of Office procedure. ▪ The Under Secy. will be responsible for keeping the higher

officers inform- end of all important developments, Problems or difficulties in the cases dealt with by them.

Duties and Responsibilities of the Section Officer:-

- The Section Officer will sort out receipts received in the Section and mark them to the concerned dealing Sr. Asst./Assts. Then concerned dealing Sr. Asst./Assts will submit the cases to Section Officer, and thereafter section Officer Examine and intimate noting at his/her level and deal with other cases in accordance with KCSRs and later submitted to the Under Secy.
- Section Officer will also submit the cases to the directly Under Secy. or Dy. Secy. for taking early decision on the subject in respect of matters which are urgent in nature.
- The Section Officer will supervise the work of all the subordinate staff in his/her section and discharge duties and Responsibilities as envisaged in the Secretariat Manual of Office Procedure.
- The Section Officer will be responsible for keeping the higher officers informed of all important developments, problems or difficulties in the cases with by him/her.

Duties and Responsibilities of Sr, Asst./ Assts/ Jr. Asst:

- The Senior Asst / Asst. will help the Section Officer in Quick and efficient disposal of cases allocated to the section. The Official should show initiative and intelligence in identifying ways to facilitate decision on cases by collecting and presenting relevant material, maintaining up-to-date relevant Acts and Rules and instructions, selected files,digest of important previous decisions etc.
- Getting files on the subject, docketing, referencing numbering opening of new files etc.

- Making over receipts with the material collected duly referenced and arranged to the Section Officer within five days.
- Putting up of files, prepatation of periodical statements and timely issue of reminders with standard draft wherever necessary,etc.
- Getting fair copies typed,comparing and submitting them for signature etc.
- Assisting the Section Officer in discharge of his/her duties etc.

Duties and Responsibilities of Junior Asst.:

The Jr. Asst. is entrusted with the receipt of letters / files giving computer numbers / diarising and distribute the same to concerned officials, maintaining the files/letters movements in the dairies,dispatching the letters or files to the concerned. In addition to this Junior Asst. should assist the Sr. Asst./Assts. and the Section Officer in preparation of statements and periodical returns, issue of reminders and comparing fair copies and maintain the Call Books

iii	The procedure followed in the decision making process, including channels of supervision and accountability;	<ol style="list-style-type: none"> 1. Jr. Asst. of the section he will receive the Tappals and files from various Depts. and he will put up to the Under Secy./ Section Officer. Then Section Officer marked the tappals /files to the concerned cases works. As soon as the receipt is received from the Section Officer, then Jr. Asst. diarising the tappal/ files, and distributed to the concerned case workers. The case worker will scrutinize and enter in their worksheet and sort them according to their rating. A receipt will be brought on to a current file relating to the subject on whom a file already exists, if not he will open a file. According to importance of the case he will put up a note consisting of brief resume of its background history and suggesting the course of action. 2. The Section Officer will on receipt of the files from the staff, examine them along with relevant material and taking into consideration the existing policy, precedents, standing orders, determine/suggests the line of action. 3. If the line of action proposed is within his/her competence, he/she will proceed to record minimum noting and issue appropriate replies or orders. 																																				
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xvii	Such other information as may be prescribed	-----
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30. Under Secretary (Administration & Advances)

	Manuals	Answers
I	The particulars of its organization, functions and duties;	Under Secretary (Administration) Finance Department
ii	The powers and duties of its officers and employees;	Procedure prescribed in the secretariat manual are being followed
iii	The procedure followed in the decision making process, including channels of supervision and accountability;	Procedure prescribed in the secretariat manual and other standing instructions are being followed. For dereliction of the duty, action will be taken as per KCSR, KCS (Conduct) Rules, 1966 & KCS (CCA) Rules 1957.
iv	The norms set by it for the discharge of its functions;	As above
v	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;	As Above
vi	A statement of the categories of documents that are held by it or under its control;	Procedure prescribed in the secretariat manual are being followed.
VII	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 administration thereof;	Not applicable
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 advise and as to whether meetings are accessible for public;	Not applicable

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	including the working hours of a library or reading room, if maintained for public use;	
XVI	The names designations and other particulars of the Public Information Officers	Public Information Officer: Sri.Shashidhra Under Secretary (Admn. & Adv.) Assistant Public Information Officer: Sri. Ravichandra.N Section Officer (Admn)
XVII	Such other information as may be prescribed	-----

Advances:

	Manuals	Answers																
I	The particulars of its organization, functions and duties;	Under Secretary (Advance) Finance Department																
II	The powers and duties of its officers and employees;	Procedure Prescribed in the secretariat manual are being followed.																
III	The procedure followed in the decision making process, including channels of supervision and accountability;	including channels of supervision and accountability;																
IV	The norms set by it for the discharge of its functions;	As above																
V	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;	As Above																
VI	A statement of the categories of documents that are held by it or under its control;	Procedure prescribed in the secretariat manual are being followed																
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 administration thereof;	Not applicable																
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		5	Pratibha.K.N	Assistant		
		6	K.Bharata	Assistant		
		7	Basvaraja	Jr.Asst		
		8	Vacant	Typist		
		9	Vacant	Dalayath		
X	The monthly remuneration received by each of officers and employees including system of compensation as provided in its regulations;	Sl. No	Name	Designation	Pay Scale	Total Salary (in.Rs)
		1	Shashidhra	Under Secretary	28100-50100	53,068.00
		2	Manjula Nataraju	Section Officer	22800-43200	42,080.00
		3	Kavith.C	sr Assistant	20000-36300	38,912.00
		4	Vacant	sr Assistant	17650-32000	
		5	Pratibha.K.N	Assistant	16000-29600	28,170.00
		6	K.Bharata	Assistant	16000-29600	28,863.00
		7	Basvaraja	Jr.Asst	11600-21000	24,530.00
		8	Ragavedhr .B.k	Typist	11600-21000	22,058.00
		9	Vacant	Dalayath		
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XVI	The names designations and other particulars of the Public Information Officers	Public Information Officer: Sri. Shashidhra Under Secretary (Admn. & Adv.) Assistant Public Information Officer:. Manjula ,Section Officer (Advances)				
XVII	Such other information as may be prescribed	-----				

31. Under Secretary (Excise)

	Manuals	Answers
I	The particulars of its organization, functions and duties;	Finance Department (Excise)
II	The powers and duties of its officers and employees	<p><u>Duties and Responsibilities of the Under Secretary</u></p> <ol style="list-style-type: none"> 1. The Under Secretary will dispose off at his level, such cases as authorized under the delegation of powers issued by the Government from time to time. 2. The Under Secretary will examine and initiate noting at his level in cases of urgent nature and Legislature matters and deal with other cases in accordance with the Karnataka Government (Transaction of Business) Rules, 1977 and other instructions issued from time to time. 3. The Under Secretary will supervise the work of the entire subordinate staff in his section and will discharge duties and responsibilities as envisaged in the Secretariat Manual of Office Procedure. 4. The Under Secretary will be responsible for keeping the higher officers informed of all important developments, problems or difficulties in the cases dealt with by them. 5. Under Secretary will examine and take necessary action on court matters on top priority & RTI matters as per Rules. 6. Under Secretary will take necessary action to dispose off files relating to Excise matters as per the Excise Act and Rules. <p><u>Duties and Responsibilities of the Section Officer:</u></p> <ol style="list-style-type: none"> 1. The Section Officer will sort out the receipts received in the department section-wise and mark them to the concerned sections. He/she will also supervise the dispatch of letters of the Department. 2. Section Officer will submit the cases to the Under Secretary with his/her note/opinion for taking decision on the subject. 3. The Section Officer will examine and initiate noting at his/her level and deal with other cases in accordance with Karnataka Government (Transaction of Business) Rules 1977 and other instructions. 4. The Section Officer will also prepare replies in respect of matters which are of urgent in nature. 5. The Section Officer will supervise the work of all the subordinate staff in his / her section and will discharge duties and responsibilities as envisaged in the Secretariat Manual of Office Procedure. 6. The Section Officer will be responsible for keeping the higher officers informed of all important developments, problems or difficulties in the cases dealt with by him/her. 7. He shall conduct periodical inspection. 8. Maintenance of Section neat and tidy. 9. Maintain punctuality in attendance of subordinate staff and regulating movement of staff. 10. Overall supervising of the section. 11. Initiate ACRS of Group-C officials of Section. 12. Sanction CL to Officials working in the Section. 13. Sending of closed files to General Records in time.

		<p>14. Maintenance of different registers.</p> <p><u>Duties and Responsibilities of Senior Assistant/Assistant:</u></p> <ol style="list-style-type: none"> 1. The Senior Assistant/Assistant will help the Section Officer in quick and efficient disposal of cases allocated to the section. The official should show initiative and intelligence in identifying ways to facilitate decision on cases by collecting and presenting relevant material, maintaining up-to-date relevant Acts and Rules and instructions, selected files, digest of important previous decisions etc. 2. Getting files on the subject, docketing, referencing, numbering, opening of new files etc., 3. Making over receipts with the material collected duly referenced and Arranged to the Section Officer within five days. 4. Putting up of files, preparation of periodical statements and Timely issue of reminders with standard draft wherever necessary, etc. 5. Getting fair copies typed, comparing and submitting them for signature etc. 6. Assisting the Section Officer in discharge of his/her duties. 7. Other duties, responsibilities instructed to the officials by the higher authorities. 8. Maintenance of the Xerox machine. <p><u>Duties & Responsibilities of Junior Assistant:</u></p> <p>The Junior Assistant is entrusted with the receipt of letters, giving computer numbers / dairising, sending them to the concerned Sections dispatch of letters of the Department. Routine duties of maintaining prescribed registers, dispatching and recording of cases, to record the movement of files. In addition, Junior Assistant should assist the Assistant and the Section Officer in preparation of statements and periodical returns, issue of reminders and comparing fair copies.</p>
III	The procedure followed in the decision making process, including channels of supervision and accountability;	<ol style="list-style-type: none"> 1. As soon as the receipt is received from the Junior Assistant, the caseworker will scrutinize and enter in his worksheet and sort them according to their rating. A receipt will be brought on to a current file relating to the subject on whom a file already exists, if not he will open a new file. According to the importance of the case he will put up a note consisting of brief resume of its background history and suggesting the course of action. 2. The Section officer will on receipt of the files from the staff, examine them along with relevant material and taking into consideration the existing policy, precedents, standing orders, determine/suggests the line of action. 3. If the line of action proposed is within his/her competence, he/she will proceed to record minimum noting and issue appropriate replies or orders.
IV	The norms set by it for the discharge of its functions;	As per the norms prescribed in Transaction of Business Rules of Government of Karnataka and other standing instructions.
V	The rules, regulations, instructions,	1) KCSRs` KCS (CCA), KCS (Conduct) Rules and other Service

	manuals and records, held by it or under its control or used by its employees for discharging its functions;	Rules. 2) Karnataka Excise Act and Rules there under.																																								
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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 advise and as to whether meetings are accessible for public;	Karnataka State Beverages Corporation Ltd., (KSBCL) is functioning under the administrative control of Finance Department (Excise), which is constituted under the Companies Act, 1956 and limited by shares and is registered with the Registrar of Companies, Karnataka, Bangalore on 02.06.2003 and is administered by the Board of Directors comprising of only official members as detailed below: 1)Principal Secretary, Finance Department-Chairman Secretary (B&R), Finance Department 2) Excise Commissioner 3) Managing Director, KSBCL and the Board meetings of KSBCL are not accessible for public																																								
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		6	Mallikarjuna	Junior Assistant	11600-21000	21,808.00
		7	Hemalatha.G	Stenographer		
		8	Vacant	Typist		
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XI	The budget allocated to each of its agency. Indicating the particulars of all plans, proposed expenditure and reports on disbursements	Not applicable				
XII	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes	Not applicable				
XIII	Particulars of recipients of concessions, permits or authorizations granted by it.	Not applicable				
XVI	Details in respect of the information available to or held by it, reduced in an electronic form;	Not applicable				
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;	Not applicable				
xvi	The names designations and other particulars of the Public Information Officers	Public Information Officer :G.Venkatesh Under Secretary , FD(Excise) Assistant Public Information Officer.: Suma Section Officer, FD (Excise)				
xvii	Such other information as may be prescribed	----				

32. Under Secretary (PW Cell –1 & 2)

	Manuals	Answers
i	The particulars of its organization, functions and duties;	Under Secretary (PW Cell-1): Opinion and Concurrence to the proposals of Public Works Department, Major and Medium irrigation Department, Minor Irrigation Department, CADA/KBJNL/KNNL/CNNL/NH/KSHIP. Preparation of Budget in respect of Head of Account 2701, 4701, 2702, 4702,4711,3054,5054, 2705 and 4705
ii	The powers and duties of its officers and employees;	As prescribed in Secretariat Manual
iii	The procedure followed in the decision	Case Worker > Section Officer > Under Secretary >

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v	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;	Secretariat Manual, Budget Manual, Karnataka Financial Code, Karnataka Treasury Code, Manual of Contingency Expenditure.																																										
Vi	A statement of the categories of documents that are held by it or under its control	1) Detailed Estimates of Public Works 2) Detailed Estimates of Water Resources																																										
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prescribed

PW Cell-2:

	Manuals	Answers
i	The particulars of its organization, functions and duties;	Under Secretary (PW Cell-2): Concurrence for release of grants to PWD / WRD / Minor Irrigation / CADAs / KBJNL / KNNL/ CNNIL /National Highways/KSHIP. Preparation of Budget in respect of H/A 2059 (State & District Sector), 5054, 3054, 4216, 4059 & CAG matters.
ii	The powers and duties of its officers and employees;	As prescribed in Secretariat Manual.
iii	The procedure followed in the decision making process, including channels of supervision and accountability;	Case Worker > Section Officer > Under Secretary > Deputy Secretary > Secretary (Expenditure) > Principal Secretary.
iv	The norms set by it for the discharge of its functions;	As per the norms prescribed in Transaction of Business Rules of Government of Karnataka and other standing instructions
v	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions	Secretariat Manual/ KCSR/ KFC/ KTC/ Budget Manual/ MCE/ Transaction of Business Rules & Delegation of Financial Powers etc.
vi	A statement of the categories of documents that are held by it or under its control;	1. Detailed Estimates of Public Works 2. Detailed Estimates of Irrigation
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 administration thereof	Not applicable
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 advise and as to whether meetings are accessible for public	Not applicable

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xvi	The names designations and other particulars of the Public Information Officers	Public Information Officer: Gayathri.K.I/C Under Secretary (PW Cell) Assistant Public Information Officer: Sri.Venkatesh Section Officer (PW Cell-2).
xvii	Such other information as may be prescribed	-----

33. Under Secretary (Institutional Finance)

	Manuals	Answers
i	The particulars of its organization, functions and duties;	Under Secretary to Govt. discharges the functions and duties as per Transaction of Business Rules and also dealing with the following: 1. State Level Bankers Committee/ State Level Coordination committee for RRBs / State Level Inter Institutional Committee matters etc. 2. Rural Infrastructure Development Fund (RIDF) 3. Regional Rural Bank matters
ii	The powers and duties of its officers and employees;	<u>Duties and Responsibilities of the Under Secretary</u> The Under Secretary will dispose off at his level, such cases as authorized under the delegation of powers issued by the Government from time to time. <ul style="list-style-type: none"> ▪ The Under Secretary will examine and initiate noting at his level in cases of urgent nature and Legislature matters and deal with other cases in accordance with the Karnataka Government (Transaction of Business) Rules, 1977 and other instructions issued from time to time. ▪ The Under Secretary will supervise the work of the entire subordinate staff in his section and will discharge duties and responsibilities as envisaged in the Secretariat Manual of Office Procedure. ▪ The Under Secretary will be responsible for keeping the higher officers informed of all important developments, problems or difficulties in the cases dealt with by them. <u>Duties and Responsibilities of the Section Officer:</u> <ul style="list-style-type: none"> ▪ The Section Officer will sort out the receipts received in the section and mark them to the concerned Senior Assistant/ Assistant. He/she will also supervise the dispatch of letters of the section. ▪ Section Officer will submit the cases to the Under Secretary with his/her note/opinion for taking decision on the subject. ▪ The Section Officer will examine and initiate noting at his/her level and deal with other cases in accordance with Karnataka Government (Transaction of Business) Rules 1977 and other instructions. ▪ The Section Officer will also prepare replies in respect of matters which are of urgent in nature.

		<ul style="list-style-type: none"> ▪ The Section Officer will supervise the work of all the subordinate staff in his/her section and will discharge duties and responsibilities as envisaged in the Secretariat Manual of Office Procedure. ▪ The Section Officer will be responsible for keeping the higher officers informed of all important developments, problems or difficulties in the cases dealt with by him/her. <p><u>Duties and Responsibilities of Senior Assistant/Assistant:</u></p> <ul style="list-style-type: none"> ▪ The Senior Assistant/Assistant will help the Section Officer in quick and efficient disposal of cases allocated to the section. The official should show initiative and intelligence in identifying ways to facilitate decision on cases by collecting and presenting relevant material, maintaining up- to-date relevant Acts and Rules and instructions, selected files, digest of important previous decisions▪ Getting files on the subject, docketing, referencing, numbering, opening of new files etc., ▪ Making over receipts with the material collected duly referenced and Arranged to the Section Officer within five days. ▪ Putting up of files, preparation of periodical statements and timely issue Of reminders with standard draft wherever necessary, etc. ▪ Getting fair copies typed, comparing and submitting them for Signature etc. ▪ Assisting the Section Officer in discharge of his/her duties. ▪ Other duties, responsibilities instructed to the officials by the higher Authorities. Etc ▪ Getting files on the subject, docketing, referencing, numbering, opening of new files etc., ▪ Making over receipts with the material collected duly referenced and Arranged to the Section Officer within five days. ▪ Putting up of files, preparation of periodical statements and timely issue Of reminders with standard draft wherever necessary, etc. ▪ Getting fair copies typed, comparing and submitting them for Signature etc. ▪ Assisting the Section Officer in discharge of his/her duties. ▪ Other duties, responsibilities instructed to the officials by the higher authorities <p><u>Duties & Responsibilities of Junior Assistant:</u></p> <p>The Junior Assistant is entrusted with the receipt of letters, giving computer numbers/dairaising, giving them to the concerned Senior Assistant/Assistant for further necessary action. Routine duties of maintaining prescribed registers, dispatching and recording of cases, to record the movement of files. In addition, Junior Assistant should assist the Assistant and the Section Officer in preparation of statements and periodical returns, issue of reminders and comparing fair copies.</p>
iii	The procedure followed in the decision making process, including channels of supervision and accountability	<ul style="list-style-type: none"> ▪ As soon as the receipt is received from the Junior Assistant, the caseworker will scrutinize and enter in his worksheet and sort them according to their rating. A receipt will be brought on to a current file relating to the subject on which a file already exists, if not he will open a new file. According to the importance of the case he will put up a note consisting of brief resume of its background history and suggesting the course of action. ▪ The Section officer will see all incoming tappal and mark them to the concerned Senior Assistant/Assistant for taking necessary action. He will indicate priority where necessary for putting up papers. He will also

		<p>put up important references to higher authorities wherever it is considered necessary.</p> <ul style="list-style-type: none"> ▪ The Section officer will on receipt of the files from the staff, examine them along with relevant material and taking into consideration the existing policy, precedents, standing orders, determine/suggests the line of action. ▪ If the line of action proposed is within his/her competence, he/she will proceed to record minimum noting and issue appropriate replies or orders. 																																
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v	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;	KCSRs, KFC, Economy orders, Orders regarding delegation of powers, Protection of interest of Depositors Act, RRB Act, B. R. Act																																
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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 advise and as to whether meetings are accessible for public;	High Power Committee for RIDF for review of implementation of RIDF projects in the state																																
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		7	M.H.Anjanappa	Dalayath	9600-16600	15,026.00
xi	The budget allocated to each of its agency. Indicating the particulars of all plans, proposed expenditure and reports on disbursements	Included in the budget allocated to DPAR				
Xii	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;	RIDF Rs.864.75 Cores in 2009-10.All the population of Karnataka are the beneficiaries of the RIDF programmes				
Xiii	(Particulars of recipients of concessions, permits or authorizations granted by it.	Students, Children of Anganawadies, SC/STs, Road users, Farmers, and General Publics of Karnataka.				
Xiv	Details in respect of the information available to or held by it, reduced in an electronic form;	Included in the State Budget				
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;	Through Internet				
Xvi	The names designations and other particulars of the Public Information Officers	Public Information Officer: Smt Lalithamma Under Secretary (I.F.) Assistant PIO R.Vasantha, Section Officer(I.F.)				
xvii	Such other information as may be prescribed	Nil				

34. Head Of Legal Cell

	Manuals	Answers
I	The particulars of its organization, functions and duties;	Legal Cell, Finance & Labour Department discharges the functions and duties as per the Secretariat Manual and the Transaction of Business Rules. Further this Legal Cell will handle the following items of work in addition to that already assigned to it under the Karnataka Conduct of Government Litigation Rules: 1) Issue of authorization letters. 2) Sanction and issue of Government Order relating to remuneration to law officers. 3) Examination and approval of paravise remarks. 4) Scrutiny of draft statement of objections/written statements. 5) Monitoring of pending Government litigation.

		<p>6) Securing copies of judgment from the law officer and forwarding the same to the Law Departments with the recommendation as to whether an appeal should be filed or otherwise. The decision to prefer an appeal or not to prefer an appeal will continue to be taken by the Law Department.</p> <p>7) Filing of suits.</p> <p>8) Reply to Section 80 CPC Notice.</p> <p>9) To take follow-up action on receipt of files after review by the Law Department.</p> <p>10) Further this Legal Cell will also carry out any other duty and responsibilities assigned by the higher authorities.</p>
ii	The powers and duties of its officers and employees;	<p><u>Duties and Responsibilities of the Under Secretary:</u> The Under Secretary will dispose of at his level such cases as authorized under the delegation of powers issued by the Government from time to time. The Under Secretary will supervise the work of the entire subordinate staff in his section and will discharge duties and as envisaged in the Secretariat Manual of office procedure. The Under Secretary will be responsible for keeping the higher officers Informed of all important developments, problems or difficulties in the cases dealt with by them.</p> <p><u>Duties and Responsibilities of Assistant:</u> The Assistant will help the Under Secretary in quick and efficient disposal of case allotted to the Section. The official should show initiative and intelligence in identifying ways to facilitate decision on cases by collecting and presenting relevant material, maintaining updated relevant Acts and Rules, Law Report, AIR, KLR from Libraries as and when required for reference and instructions, selected files, digest of important precious decisions etc.,</p>
iii	The procedure followed in the decision making process, including channels of supervision and accountability;	As above
iv	The norms set by it for the discharge of its functions;	As above
v	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;	As above
vi	A statement of the categories of documents that are held by it or under its control;	As above
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 administration thereof;	As above
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 advise and as to whether meetings	Not applicable

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XVI	The names designations and other particulars of the Public Information Officers	Public Information Officer : S. Harish Desk Officer.
XVII	Such other information as may be prescribed	-----

35. Joint Director (Project Monitoring Unit)

	Manuals	Answers
I	The particulars of its organization, functions and duties;	Finance Department, Project Monitoring Unit
II	The powers and duties of its officers and employees;	<p><u>Duties and Responsibilities of Joint Director</u></p> <ul style="list-style-type: none"> ❖ The Joint Director will study the files related to furnishing of FD's opinion for new project proposals/issues raised by on-going projects and furnishes his opinion. ❖ With respect to new project proposals coordinates with the Central Govt. ❖ Issues various Circulars regarding Externally Assisted Project. ❖ Coordinates meetings/ visits of Donor Agencies with the Govt. ❖ Looks after Administrative matters of the Unit. <p><u>Duties and Responsibilities of Accounts Officer</u></p> <ul style="list-style-type: none"> ❖ To monitor the claims sent by the Project Authorities to Govt., of India. ❖ To ensure the submission of Audit Report/Audit Certificates by the Project Authorities to Government of India and to the Donor Agencies. ❖ Preparation of Budget for the Externally Assisted Projects ❖ Matters related to the amount allotted to the Project Monitoring Unit. <p><u>Duties and Responsibilities of Research Officer</u></p> <ul style="list-style-type: none"> ❖ To examine files sent by the Administrative Departments seeking external financial/technical assistance for Finance Department's Opinion Depending on its nature—new or on-going to suggest opinion and submit to Joint Director. ❖ Correspond with the Administrative Departments seeking fresh Proposal for posing with external agencies and examining them for

		<p>their adequacy prior to sending it to Govt., of India.</p> <ul style="list-style-type: none"> ❖ To follow up with the Central Govt., on proposals sent. ❖ To provide guidance for preparing proposals for external assistance. ❖ Any other work as and when entrusted. <p><u>Duties and Responsibilities of Asst. Statistical Officer</u></p> <ul style="list-style-type: none"> ❖ To compile monthly progress reports of Externally Assisted Projects received from Project Authorities ❖ Assist the Accounts Officer in preparation of Budget related to Externally Assisted Projects. ❖ To attend the work related to Audit, Accounts and Reimbursement matters of all externally assisted projects. ❖ Attending to the work related to World Bank Portfolio meetings and the meetings conducted by the Senior Officers of Government – Chief Secretary, ACS and Secretary (B&R) ❖ Compile Additional Central Assistance releases made by the Central Government to the State Government. ❖ Attending to issues raised by the Donor Agencies in the Aide-Memories/ Back to Office Reports
III	The procedure followed in the decision making process, including channels of supervision and accountability;	The Section Officer will see all incoming tappal and files and mark them to the concerned caseworkers The same will be attended to by the case workers The same will be attended to by the case workers on the line of action suggested by the officers or on the basis of the contents in the letter/ file and submit the officers for further needful. The officers will further scrutinize/ examine and suitable action will be taken up as the case may be The letters/ files to be dispatched will be done at the earliest by theSection Officer.
IV	The norms set by it for the discharge its functions;	As per the norms prescribed in Transaction Business Rules of Government of Karnataka and other standing instructions.
V	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;	-----
VI	A statement of the categories of documents that are held by it or under its control;	
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 administration thereof;	Not Applicable
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 advise and as	Not Applicable

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xvi	The names designations and other particulars of the Public Information Officers	Public Information Officer : Vasantha Kumar A Under Secretary(PMU). Assistant Public Information Officer : Radha N Section Officer (PMU)
xvii	Such other information as may be prescribed	-----

36. (Special Officer) Fiscal Reform Cell

	Manuals	Answers
i	The particulars of its organization, functions and duties;	To receive all the letters/receipts, process and issue the endorsement/ letters of the section.
ii	The powers and duties of its officers and employees;	<p><u>Duties and Responsibilities of the Under Secretary</u></p> <p>The Under Secretary will dispose off at his level, such cases as authorized under the delegation of powers issued by the Government from time to time.</p> <ul style="list-style-type: none"> ▪ The Under Secretary will examine and initiate noting at his level in cases of urgent nature and Legislature matters and deal with other cases in accordance with the Karnataka Government (Transaction of Business) Rules, 1977 and other instructions issued from time to time. ▪ The Under Secretary will supervise the work of the entire subordinate staff in his section and will discharge duties and responsibilities as envisaged in the Secretariat Manual of Office Procedure. ▪ The Under Secretary will be responsible for keeping the higher officers informed of all important developments, problems or difficulties in the cases dealt with by them. <p><u>Duties and Responsibilities of the Section Officer:</u></p> <ul style="list-style-type: none"> ▪ The Section Officer will sort out the receipts received in the section and mark them to the concerned Senior Assistant/ Assistant. He/she will also supervise the dispatch of letters of the section. ▪ Section Officer will submit the cases to the Under Secretary with his/her note/opinion for taking decision on the subject. ▪ The Section Officer will examine and initiate noting at his/her level and deal with other cases in accordance with Karnataka Government (Transaction of Business) Rules 1977 and other instructions. ▪ The Section Officer will also prepare replies in respect of matters which are of urgent in nature. ▪ The Section Officer will supervise the work of all the subordinate staff in his/her section and will discharge duties and responsibilities as envisaged in the Secretariat Manual of Office Procedure. ▪ The Section Officer will be responsible for keeping the higher officers informed of all important developments, problems or difficulties in the cases dealt with by him/her.

Duties and Responsibilities of Senior Assistant/Assistant:

- The Senior Assistant/Assistant will help the Section Officer in quick and efficient disposal of cases allocated to the section. The official should show initiative and intelligence in identifying ways to facilitate decision on cases by collecting and presenting relevant material, maintaining up- to-date relevant Acts and Rules and instructions, selected files, digest of important previous decisions▪ Getting files on the subject, docketing, referencing, numbering, opening of new files etc.,
- Making over receipts with the material collected duly referenced and Arranged to the Section Officer within five days.
- Putting up of files, preparation of periodical statements and timely issue Of reminders with standard draft wherever necessary, etc.
- Getting fair copies typed, comparing and submitting them for Signature etc.
- Assisting the Section Officer in discharge of his/her duties.
- Other duties, responsibilities instructed to the officials by the higher Authorities. Etc
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- Other duties, responsibilities instructed to the officials by the higher authorities

Duties & Responsibilities of Junior Assistant:

The Junior Assistant is entrusted with the receipt of letters, giving computer numbers/dairaising, giving them to the concerned Senior Assistant/Assistant for further necessary action. Routine duties of maintaining prescribed registers, dispatching and recording of cases, to record the movement of files. In addition, Junior Assistant should assist the Assistant and the Section Officer in preparation of statements and periodical returns, issue of reminders and comparing fair copies.

		<u>Duties and Responsibilities of Senior Assistant/Assistant:</u> <ul style="list-style-type: none">▪ The Senior Assistant/Assistant will help the Section Officer in quick and efficient disposal of cases allocated to the section. The official should show initiative and intelligence in identifying ways to facilitate decision on cases by collecting and presenting relevant material, maintaining up- to-date relevant Acts and Rules and instructions, selected files, digest of important previous decisions▪ Getting files on the subject, docketing, referencing, numbering, opening of new files etc.,▪ Making over receipts with the material collected duly referenced and Arranged to the Section Officer within five days.▪ Putting up of files, preparation of periodical statements and timely issue Of reminders with standard draft wherever necessary, etc.▪ Getting fair copies typed, comparing and submitting them for Signature etc.▪ Assisting the Section Officer in discharge of his/her duties.▪ Other duties, responsibilities instructed to the officials by the higher Authorities. Etc▪ Getting files on the subject, docketing, referencing, numbering, opening of new files etc.,▪ Making over receipts with the material collected duly referenced and Arranged to the Section Officer within five days.▪ Putting up of files, preparation of periodical statements and timely issue Of reminders with standard draft wherever necessary, etc.▪ Getting fair copies typed, comparing and submitting them for Signature etc.▪ Assisting the Section Officer in discharge of his/her duties.▪ Other duties, responsibilities instructed to the officials by the higher authorities <u>Duties & Responsibilities of Junior Assistant:</u> <p>The Junior Assistant is entrusted with the receipt of letters, giving computer numbers/dairaising, giving them to the concerned Senior Assistant/Assistant for further necessary action. Routine duties of maintaining prescribed registers, dispatching and recording of cases, to record the movement of files. In addition, Junior Assistant should assist the Assistant and the Section Officer in preparation of statements and periodical returns, issue of reminders and comparing fair copies.</p>
iii	The norms set by it for the discharge of its functions;	As per the norms prescribed in Transaction of Business Rules of Government of Karnataka and other standing instructions.
iv	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;	<u>Budgent related papers and books</u>
v	A statement of the categories of documents that are held by it or under its control;	Not applicable
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xv	The names designations and other particulars of the Public Information Officers	Public Information Officer : Muralidhara C Spl Officer. Assistant Public Information Officer : Nagappa Pareet Section Officer
xvi	Such other information as may be prescribed	----