

ಕರ್ನಾಟಕ ಸರ್ಕಾರ

ಇಲಾಖೆ : ಕರ್ನಾಟಕ ಸರ್ಕಾರದ ಸಚಿವಾಲಯ - ಶಿಕ್ಷಣ ಇಲಾಖೆ
ಪ್ರಾಥಮಿಕ ಮತ್ತು ಪ್ರೌಢ ಶಿಕ್ಷಣದ ಕಾರ್ಯದರ್ಶಿಯವರ ಕಛೇರಿ
ವಿಳಾಸ : 5 ಹಾಗೂ 6ನೇ ಮಹಡಿ, ಗೇಟ್-1, ಬಹುಮಹಡಿ ಕಟ್ಟಡ,
ಡಾ| ಅಂಬೇಡ್ಕರ್ ವೀಧಿ, ಬೆಂಗಳೂರು-560 001.

ಕರ್ನಾಟಕ ಸರ್ಕಾರದ ಸಚಿವಾಲಯ

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ಭಾರತ ಸರ್ಕಾರದ ಮಾಹಿತಿ ಹಕ್ಕು
ಅಧಿನಿಯಮ - 2005

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POWERS AND DUTIES OF THE OFFICERS OF THE SECRETARIAT

PRINCIPAL SECRETARY / SECRETARY

The Secretary is the official head of her Department. Subject to the general or special directions of a Minister-in-charge and to the Business Rules, she is responsible for the disposal of all business pertaining to her department [vide Rules 7 and 30 of the Karnataka Government (Transaction of Business) Rules, 1977].

The Secretary in a department is a Secretary to Government and not a Secretary to the Minister-in-charge of the department. She is responsible for the observance of the Business Rules in the transaction of the business in her department. It is her duty to see that that policy of the Government in the department with which she is concerned is carried out. It is her duty to place before the Minister all relevant facts relating to a case and to tender the necessary advice either in writing or orally before or at the time, the Minister has to pass final orders on a case. In case any course of action decided on by the Minister is contrary to the provisions of any Rule or Law or is at variance with the policy hitherto adopted by Government, it shall be the duty of the Secretary to draw attention of the Minister to this fact. The Secretary exercises general supervision and control over the staff under her and is responsible for seeing that the members of the staff do the work allotted to them efficiently and expeditiously (Rule 76 of the Karnataka Government (Transaction of Business) Rules, 1977).

Joint / Deputy Secretary

The Joint / Deputy Secretary, as his name implies, deputises for the Secretary and will exercise such powers as the Secretary delegates to him from time to time with the approval of the Minister-in-charge. (He occupies a position almost identical with that of the Secretary in regard to certain subjects allotted to him.)

The Joint Secretary is in charge of University Education and is also the O & M officer for both Primary and Higher Education. As O & M officer he has the following duties ;

(i) To maintain liaison with DPAR (AR) in O & M and other administrative improvement activities ;

(ii) To look into the training requirements of the Secretariat department and also of subordinate departments and ensure that adequate measures are being taken in this regard ;

(iii) Implementation of the inspection programmes of Secretariat department and departments under their control ;

(iv) Standardisation of forms, delegation of powers, monthly staff meetings, simplification of procedures, etc.

(v) Enforcement of standing rules, orders, etc., pertaining to officer procedure and other related matters and securing compliance where necessary ; and

(vi) Attend to other administrative improvement activities for increasing the level of efficiency in the Secretariat and field departments.

Details for Right to information Act
Establishment of Joint Secretary to Government-I,
Education Department(Primary and Secondary)

	Designation	Residential Address & Phone Number
Dr.P.R.Bapat,	Joint Secretary	No.13/A, 8th Main, 4th Cross, Saphagiri Layout, Vidyaranyaपुरa, Bangalore-560 097. Phone: Off:22252094 Res:23644615
B.E. Uma Maheswari	Personal Assistant (Stenographer)	No.346, Varadaraja Road, 2nd Cross, Bhuvanewari Nagar, R.T.Nagar Post, Bangalore-560 032.
Keshav Naik	Junior Assistant	No.129,3rd cross, KAVIKA Layout,Mysore Road,Bangalore-560026.
R.Ramakrishniah	Jamedar	Maachohalli, Bapagrama Post, Bangalore-560 091

Special Officer & Ex-Officio Joint Secretary to Government (planning) is the head of the Sections.

Organisation Patterns

Sections coming under the control of the Special Officer Cum Ex-Officio Joint Secretary (Planning)

Section Officer –Planning-A

1. Senior Assistant
2. Assistant Statistical Officer
3. Assistant (1)
4. Assistant (2)
5. Junior Assistant

Section Officer Planning-B

1. Senior Assistant
2. Assistant
3. Junior Assistant
4. Typist
5. Dalayat

Subject Allotted to Planning – A Section

1) Section Officer: Planning (A)

Junior Assistant	Assistant Statistical Officer	Assistant (1)	Assistant (2)
1)Plan Programmes a)Annual Plan	1)Matters relating to 11 th Finance Commission	1)Midday Meals Scheme – Akshara Dasoha	1)Matters relating to Ramkrishna Ashrama.
2)On going Schemes under Plan	2)KDP/KTC-2 Schmes relating to Government of India	2)Distribution of Uniforms, Text books, School bags	2)Yoga Shikshana
3)Sanction of New Component Plan	3)HUDCO- Scheme	3)Centrally sponsored Scheme regarding Integrated Educational	3)Environment Education
4)Purchase of Vehicles Machinery and implements to Department coming under Education Department	4)Schemes relating to NABARD	4)Regarding scholar- ships granted by Govt. of India	4)Building Construction to DDPI and BEOs Officers
5)Matters relating to Morarji Residential Schools	5)Matters relating to statistics	5)Matters Up of a transferred in Education Department	5)Conducting of MMR meeting release of grants under Centrally Sponsored Scheme
6)Matters relating to	6)Construction	6)Matters relating to	6) Grants relating to

Other Residential Schools	repairs of School / College Buildings	12th Finance Commission	RIE Society
7)Staff salaries in Education Department		7)Schemes relating to Social Security	7)Programme relating to Women and Child welfare.
8) Bidar package		8)Bellary Package	8)Aids-Prevention Issues
9)Matters relating to Anglo India Community		9)Edusat Scheme	9)Grants to buildings regarding Jayachama - rajendra Sanskrit College
10)Gulbarga Package		10)Setting up of District Education and Training Centers	10)Bala Karmika Yojane
11)Matters relating to budget speech			11)Kodagu Package
12)Providing (materials) Information regarding Governor's Speech			
13)Offering of Govt. grants to Institutions, Corporations etc.			
14)Prep of Performance Budget			
15)Starting of Kuvempu Model Schools			

Sl.No	Name	Designation	Address	Telephone No.
1.	K.Srikanteshwara	Joint Secretary	No.25/A, 10 th Main Raod, Gururaja Layout, 4 th cross, 7 th Block, B.S.K, Bangalore-78	26790040
2.	V. Susheela	Stenography	No.126, 1 st Block East, Jayanagara, Bangalore.	55364493
3.	M.S.Shivaram	Section Officer	No.50, 3 rd crass, BasaveshwaraLayout, Bemel, 3 rd Stage, Rajarajeshwarinagara, Bangalore-98.	28604719

4.	Adiraj	Senior Assistant		
5.	Smt, Jayamani	Assistant-1	No.C-113, K.H.B. Kotrass, Kavelbhairasandra, Extension, R.T.nagara Post, Bangalore-32	23652239
6.	Smt, Lillykanakamba	Assistant-2	No.172, 5 th Madel Hose Strit, Nagasandra cercal, Basavanagudi- 48	26771127
7.	Smt, K.Manjula	Joiner Assistant	No.30, Jyothinagara, Varamavu(Agar), Varamavu Post, Bangalore-43.	57715219

4 (1) (b) (ix) a directory of its officers and employees;

4 (1) (b) (xvi) the names, designations and other particulars of the Public Information officers ;

Sri. Srikanteshwara,
Special officer & Ex-officio Joint
Secretary to Govt.

2) Section Officer; Planning-B

Senior Assistant	Assistant
1)Release of salary grants to primary and high School Teachers under SSA scheme	1)Release of grants under Centrally Sponsored Scheme. Modernizations of Madarasa” scheme
2)Creation of Teachers under SSA scheme	2) Release of grants under Cenrally Sponsored Scheme Area Intensive Programme
3)Financial and to Pandits in indigenous Circumstance under Sanskrit Education development scheme	3)Release of grants to girls Hostels in NGOs Institutions
4)Financial aid to Voluntary Organization (NGO’s institutions) to conduct conferences workshop)	4)Release of grants from Government of India under a)Culture and Values in Education b)Environmental Education Improvement scheme.
5)Grant of Salaries to Hindi teachers under C.S.S of Improvement of languages Educations	5)MOU with Ministry of Environment Government of India regarding Environment Education programmes
6)Implementations of ICT scheme (Mahithi Sindhu) revised class project etc	6)Starting of, Shifting of continuance of Vocational courses in P.U colleges NGOs institutions etc.
7)Evolution of Mahiti Sindhu yojane	7)Sanctions of grants to starting of continuance of Short term medium term Vocational courses on self Financing basis (Particularly in connection with recruitment to Army Services)
8)IBM Smarts kid programme	8)Running of and continuance of continuing Education centers, Saksharata programme under the aegis of Directorate of Mass Education
9)MOU with Intel and Allied Matters	9)Programmes relating to “Ba Marali Shale” Bidiyinda Shale” Kooliyinda Shale” Babale Shale” under the Mass Education Department
10) Microsoft sponsored Project shiksha Scheme	10)Starting and continuance of Alternative vocational courses approved by Mass Education Executive committee recently
11)Audit Paras relating to Centrally Sponsored “Improvement of Science Education Scheme”	11)constitution of state level district level, Taluk level, Saksharatha samithi, (Official and non-official) framing of Byelaws
12) W.Ps/WAs/ Original Suites supply of science equipment, Kits etc by selected agencies to	12)Education through learning of children scheme in lieu of visit of honorable president of India

Government Schools under Mahiti sindhu Yojane.	
13)Sanction of grants to construction of Toilets etc, under S.S.A scheme in Government Schools	13)Dr: Ramegowda committee report
14)Sanction of grants for construction of computer class rooms	14)Dr: Dhananjaya report regarding vocationalisation of Education
	15)Programmes relating to state resource center, Mysore
	16)Starting of Jana Shikshan samsthe
	17)Programmes relating to Mahila samakhya

Sl.No	Name	Designation	Address	Telephone No.
1.	N. Suresh	Section Officer	No.274, 12 th Main Road, Banashankari, 1 st Stage, Bangalore-50.	26500973
2.	Anandraj	Senior Assistant	No.8/C, Chaluvadhimunigalen, Dr:T.C.M.Raman Road, Bangalore-53	-
3.	T.Kenchappa	Assistant	No.53/1, 1 st Crass, Jyothinagara, Chandralayout, Bangalore-53.	22710859
4.	K.E.Shivalingeshwara	Joiner Assistant	No.U-45, 21 st Crass , Bhuvaneshwarinagara, Bangalore-23.	-
5.	K.L.Mahadevayya	Dalayat	No.575, 6 th Main Road, 4 th Crass, T.Dasarahalli, Muneshwara Block, Pipeline Road, Bangalore.	-

4 (1) (b) (ix) a directory of its officers and employees;

4 (1) (b) (xvi) the names, designations and other particulars of the Public Information officers ;

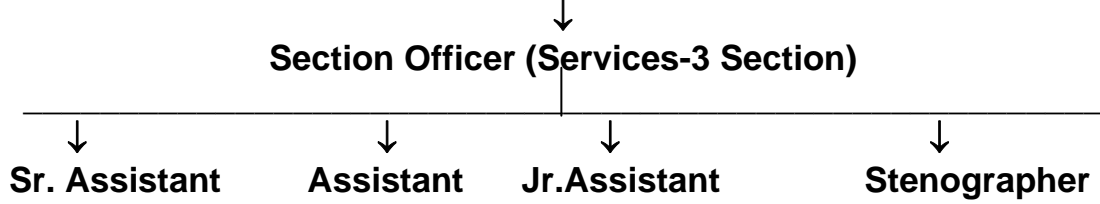
Sri. Srikanteshwara,
Special officer & Ex-officio Joint Secretary to Govt.

Services-3 Section, Education Department's information for Right to Information Act 2005

ORGANISATION CHART

Details of Posts in Services-3 Section, Education Department with respect to Section 4(i) (b) (i) 8

Under Secretary (Adult Education, Library & Services-3)



1) Powers and duties:-

- (i) Declaration of Educational Institutions as Linguistic Minority Institutions. Matters relating to Urdu, Arabic, Sanskrit & Sainik Schools and matters relating to Vocation Education, Commerce Education. Awarding State and National Award for teachers and matters relating to correction of Date of Birth, Caste and Name.
- (ii) Court Matters
- (iii) Question of legislative Assembly/Council and Assurance Committee matters.

2) Powers and duties of officers/officials:-

Stenographer	Incharge of the Stenographer work at Section as per Secretariat Manual
Assistant	<ul style="list-style-type: none">1) Matters relating to Vocation Education, commerce Education and Sainik Schools.2) Awarding State and National Award for teachers.3) Correction of Date of Birth – Court matters4) Except Services matters all other matters relating to Arabic & Sanskrit Schools5) Legislative Assembly/Council/Assurance/Applications6) Court matters
Senior Assistant	<ul style="list-style-type: none">1) Declaration of Educational Institutions as Linguistic Minority Institutions.2) Service matters relating to Arabic Schools3) Service matters relating to Sanskrit Schools4) Court matters.5) Legislative Assembly/Council/Assurance/Applications

Junior Assistant	Acknowledging the receipts and forward it to case workers after entering the same in Section Dairy. Movement of files should be entered and maintained properly. Should send letters to Receipts and Issue Section. Sending old files to Records.
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Section Officer: **Scrutiny of files submitted by the Case worker as per the procedure of Secretariat Manual.**

3) To follow office procedure to take decisions. It also includes supervision and accountability.

Section Officer should submit the files to Under Secretary submitted to him by the Case Worker. Under Secretary should submit the files to Deputy Secretary and Secretary for orders. If necessary files should be submitted to the concerned Minister for orders.

Norms Set for the discharge of functions

4) Few rules have been implemented to do these works - **Secretariat Manual, Business Allocation Rules and the Orders issued by DPAR.**

5) The rules, regulations, instructions, manuals records held by it or under its control or used by its employees for discharging of functions;

- (iv) **Secretariat Manual**
- (v) **Business Allocation Rules**
- (vi) **Karnataka Civil Services Rules**
- (vii) **Classification, Control and Appeal Rules**
- (viii) **Karnataka Education Act-1983**

The orders referred in the Circulars issued by the DPAR.

6) List of other records - **NO**

7) Advise/directions of the committee constituted for the purpose of its advise, are open to the public, or the minutes of such committee meetings are accessible for public - **NO**

8) Whether meetings of those boards, councils, Committees and other bodies consisting of two or more persons constituted for the purpose of its advise, are the minutes of such meetings are accessible for public – **Copy of Karnataka Education Act 1983**

9) Directory of Officers/Employees

Designation	Name	Address	Telephone
Under Secretary	M.N.Somashekhar	No.71, AMS Layout, Vidyaranyapura, Bangalore-60097.	22032441
Section Officer	C.Madaiah	No.18/1, 5th Main, Bapujinagar, 2nd Division, Mysore Road, Bangalore-26	22032062
Senior Assistant	T.G.Srinivasan	No.236, I Stage, II Block, HBR Layout, Brindavananagar, Bangalore-43	22032062
Assistant		Vacant Post	
Junior Assistant	T.S.Parvathi	No.162, 4th Cross, Shivanandanagar, New Thippasandra Post, Bangalore-75.	22032062
Stenographer	K.Latha	No.316, 6th Main, Venkatapura, Koramangala, Bangalore-34.	22032441

10) Remuneration received by the officers/employees as per rules:-

Other than pay, no remuneration of any kind is being received.

11) Report on Estimated Budget allotted for each and every institution's welfare and the method followed to allot the same:- **Does not arise**

12) Details of the beneficiaries who have availed discounts and licences officially:- **Does not arise**

13) Details of the information limited to Electronics Form:- **Does not arise**

14) Details of Library or Reading Room, if made, for the benefit of General Public and Civilians during the working hours:- **Does not arise**

4 (1) (b) (xvi) the names, designations and other particulars of the Public Information officers ;

Sri. M.N.Somashekar
Under Secretary to Govt. (Adult / Library / Services-3)

16) Details of any other information:- **No**

	<p>4) To depute the In-service Physical Education Teachers to B.P.Ed. Training.</p> <p>5) Matters relating to Swayam Seva Hindi Prachara Sangha</p> <p>6) Matters relating to Hindi Teachers' training</p> <p>7) Matters relating to give NOCs to start Hindi Shikshak Course</p> <p>8) Grant matter and Employees service matter of dissolved Karnataka State Adult Education Council.</p> <p>9) Legislative Assembly/Council/Assurance/Applications</p> <p>10) Court matters</p>
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Section Officer: **Scrutiny of files submitted by the Case worker as per the procedure of Secretariat Manual.**

3) To follow office procedure to take decisions. It also includes supervision and accountability.

Section Officer should submit the files to Under Secretary submitted to him by the Case Worker. Under Secretary should submit the files to Deputy Secretary and Secretary for orders. If necessary files should be submitted to the concerned Minister for orders.

Norms Set for the discharge of functions

4) Few rules have been implemented to do these works - **Secretariat Manual, Business Allocation Rules and the Orders issued by DPAR.**

5) The rules, regulations, instructions, manuals records held by it or under its control or used by its employees for discharging of functions;

- (i) **Secretariat Manual**
- (ii) **Business Allocation Rules**
- (iii) **Karnataka Civil Services Rules**
- (iv) **Classification, Control and Appeal Rules**
- (v) **Karnataka Education Act-1983**

The orders referred in the Circulars issued by the DPAR.

6) List of other records - **NO**

7) Advise/directions of the committee constituted for the purpose of its advise, are open to the public, or the minutes of such committee meetings are accessible for public - **NO**

8) Whether meetings of those boards, councils, Committees and other bodies consisting of two or more persons constituted for the purpose of its advise, are the minutes of such meetings are accessible for public – **Copy of Karnataka Education Act 1983**

9) Director of Officers/Employees

Designation	Name	Address	Telephone
Under Secretary	M.N.Somashekhar	No.71, AMS Layout, Vidyaranyapura, Bangalore-60097.	22032441
Section Officer	B.Gangadhar	1926/B, I Main, 2nd Cross, Prashanth Nagar, Bangalore-79	22032060
Senior Assistant	T.S.Jayaprakash	No.34, Sri Siddalingeshwara Nilaya, Chandra Layout, (KPA Block), Bangalore-40.	22032060
Assistant	R.Vasantha Lakshamma	No.638, 63rd Cross, 5th Block, Rajajinagar, Bangalore-10.	22032060
Typist	R.V.Shylaja	No.72, (143/A), 6th Cross, 3rd Block, Tyagarajanagar, Bangalore-28.	22032060

10) Remuneration received by the officers/employees as per rules:-

Other than pay, no remuneration of any kind is being received.

11) Report on Estimated Budget allotted for each and every institution's welfare and the method followed to allot the same:- **Does not arise**

12) Details of the beneficiaries who have availed discounts and licences officially:- **Does not arise**

13) Details of the information limited to Electronics Form:- **Does not arise**

14) Details of Library or Reading Room, if made, for the benefit of General Public and Civilians during the working hours:- **Does not arise**

4 (1) (b) (xvi) the names, designations and other particulars of the Public Information officers ;

Sri. M.N.Somashekar
Under Secretary to Govt. (Adult / Library / Services-3)

16) Details of any other information:- No

Section Officer: **Scrutiny of files submitted by the Case worker as per the procedure of Secretariat Manual.**

3) To follow office procedure to take decisions. It also includes supervision and accountability.

Section Officer should submit the files to Under Secretary submitted to him by the Case Worker. Under Secretary should submit the files to Deputy Secretary and Secretary for orders. If necessary files should be submitted to the concerned Minister for orders.

Norms Set for the discharge of functions

4) Few rules have been implemented to do these works - **Secretariat Manual, Business Allocation Rules and the Orders issued by DPAR.**

5) The rules, regulations, instructions, manuals records held by it or under its control or used by its employees for discharging of functions;

- (xii) **Secretariat Manual**
- (xiii) **Business Allocation Rules**
- (xiv) **Karnataka Civil Services Rules**
- (xv) **Classification, Control and Appeal Rules**
- (xvi) **Karnataka Education Act-1983**

The orders referred in the Circulars issued by the DPAR.

6) List of other records - **NO**

7) Advise/directions of the committee constituted for the purpose of its advise, are open to the public, or the minutes of such committee meetings are accessible for public - **NO**

8) Whether meetings of those boards, councils, Committees and other bodies consisting of two or more persons constituted for the purpose of its advise, are the minutes of such meetings are accessible for public – **Copy of Karnataka Education Act 1983**

9) Directory of Officers/Employees

Designation	Name	Address	Telephone
Under Secretary	M.N.Somashekhar	No.71, AMS Layout, Vidyaranyapura, Bangalore-60097.	22032441
Section Officer	P.Narayana	No.A140/2 Government Quarters, Jeevanbhimanagar, Bangalore-75.	22032688
Senior Assistant	B.R.Sarvamangala	No.344, 19th 'F' Main, I 'N' Block, Rajajinagar, Bangalore-10.	22032688
Assistant		Vacant Post	
Typist	S.K.Venu	No.147/1-8, I Main, 8th Cross, Sharadambanagar, Jalahalli Village, Bangalore-13.	22032688

10) Remuneration received by the officers/employees as per rules:-

Other than pay, no remuneration of any kind is being received.

11) Report on Estimated Budget allotted for each and every institution's welfare and the method followed to allot the same:- **Does not arise**

12) Details of the beneficiaries who have availed discounts and licences officially:- **Does not arise**

13) Details of the information limited to Electronics Form:- **Does not arise**

14) Details of Library or Reading Room, if made, for the benefit of General Public and Civilians during the working hours:- **Does not arise**

4 (1) (b) (xvi) the names, designations and other particulars of the Public Information officers ;

Sri. M.N.Somashekhar
Under Secretary to Govt. (Adult / Library / Services-3)

16) Details of any other information:- **No**

Right to information Act-2005
particulars of Secondary –A section of Education Department

Preparing Manuals:

In respect of Secondary-A Section of Education Department Section-4(1)(b) of Right to Information Act 2005. 4(1) (b)(i) Particulars of its organization, functions and duties.

ORGANISATION CHART

Under Secretary (Secondary)

Section Officer (Secondary-A)

Senior Assistant - Stenographer - Assistant –1 Assistant-2 Junior -Assistant
Typist - Dalayath

Functions and duties:

All matters related to Government High Schools, aided High Schools and un aided High Schools Service matter. (Except Government High School Head Masters service matter)

Appeal cases before Secretary to Government and Additional Secretary (Primary and Secondary) Education Department. Of Government and Private High Schools matter.

Legislative Assembly, Legislative Council, question, petition and Assurances of the above subject.

Court cases related to Govt. High schools and Private High Schools, (District court, KAT, High court, Supreme court).

Duties and Functions of Officers and staff.

Senior Assistant:	Service matter of Assistant Teacher Government High schools. (except Government High school Head Masters. Service matter) and Group-C and D of C.P.I . KAT, and High Court matter. LA/LC Questions, petitions and assurances.
Assistant-I	All matter related to aided and unaided High Schools of Mysore and Belgaum Division. Sanction of Govt. High School proposals and Amendment proposals. LA/LC Questions petitions and assurances. appeal cases and court cases.
Assistant-II	All matter related to aided and unaided High Schools of Bangalore and Gulbarga Division. Sanction of Govt. High School proposals and Amendment proposals. LA/LC Questions petitions and assurances. appeal cases and court cases
Stenographer	All personal works of Under Secretary. Dictations taken, typing, receiving telephone calls and as specified in K.G.S. Manual.
Junior Assistant	Acknowledge of tappals, file movements, dispatching of letters, Actioned files sent to Record Section, maintainance of guard files
Typist	Typing work
Dalayyat	To keep the office neat and clean. To deliver the files/letters to sections/Departments.

Duties of Section Officer:

To maintain the section as neat and clean with the help of staff. Self discipline is imposed to Clear all the receipts and files immediately. The files submitted by case worker should be examined and if need be a suitable note and opinion of the Section should be recorded and submitted to under Secretary.

Duties of Under Secretary:

The file submitted by Section Officer will be scrutinised and submit the said files to the Joint Secretary/Additional Secretary and Secretary for approval and orders. Letter to be signed for getting information from Department and pass an orders/Proceedings of the Government.

Necessary Guidelines Manuals/Rules for duty:

The following Manual and Rules are adopted for Section work and duty.

- (1) Secretariat Manual
- (2) Transaction of Business Rules.
- (3) Karnataka Civil services Rules
- (4) C.C.A. Rules
- (5) Karnataka Education Act-1983

Government Orders issued by DPAR and FD from time to time.

Officers/Staff information

Sl. No.	Designation	Officer/Staff Name	Address	Telephone No.
1	Under Secretary to Govt.	Siddalingaiah	No. 186, Nisarga, lind Stage, 3 rd Block, Nagarabhavi, Bangalore-72	23581606
2	Section Officer	M. Prabhuswamy	No. 1595/19, 6 th C Main, 4 th Cross, R.P.C. Layout, B"lore-40	23408930
3	Senior Assistant	H.R. Bhistappa	No.61, behind Ganesha Temple, Girinagar Bangalore-85.	26722079

4	Assistant-1	Anantha Padmanabha H.R.	No.395, 1st B Main Road, Manjunath Nagar, Bangalore-10	23200051
5	Assistant-2	M. Jyothi prakash	No.15, 2 nd Main, 2 nd cross, Byraveswara Nagar, Nagarabhavi Main Road, Bangalore-72	
6	Stnographer	B.B. ANNIGERI	No.271, ISEC Near, Nagarabhavi-I stage, B'lore-72	
7	Junior Assistant	H.M. Basavaraju	No.17, 5 th Main, New extension, Byatarayanapura, Mysore Road, B'lore-26	
8	Dalayath	K. Raju		

- (1) The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations:-
No such remuneration received other than salary.
- (2) the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports and disbursements made;
Does not arises.
- (3) the manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;
Does not arises.
- (4) Particulars of recipients of concessions, permits or authorizations granted by it;
Does not arises.
- (5) details in respect of the information, available to or held by it, reduced in an electronic form;
Does not arises.

(6) 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;

Does not arise.

4 (1) (b) (xvi) the names, designations and other particulars of the Public Information officers ;

Sri. Siddalingaiah
Under Secretary to Govt. (Secondary Education)

(7) such other information as may be prescribed;

Nil.

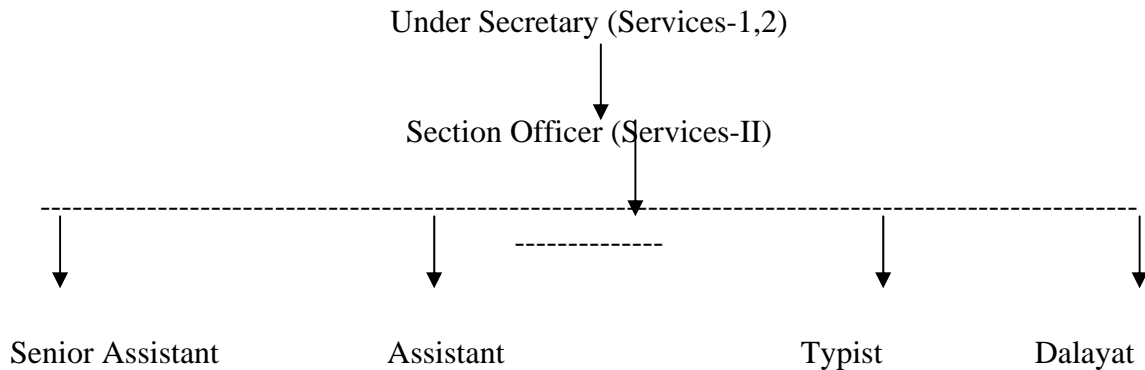
Services-II Section

Preparing Manuals:

In respect of services-II Section of Education Department Section IV(b) of Right to Information Act 2005.

4(1)(b)(i) Particulars of its organization, Functions and Duties;

ORGANISATION CHART



1) **Functions and duties**

- (i) Disciplinary Matters of Gezatted officer pertaining to CPI, PU, Department, Printing & Stationery Department & Library Department
- (ii) Service Matters Gezatted Officers pertaining to Library/Printing & Stationery Department
- (iii) Matters of L.A. Questions Assurances, Petitions of Assembly and Council
- (iv) Appeals under CCA Rules .
- (v) Service Matters of Gezatted officers, of CPI & PU Department .
- (vi) K.A.T. & High Court Matters,
- (vii) C & R Rules of CPI, PUE Department, Printing & Stationery Department and Library Department
- (viii) Text Book Matters
- (ix) Other Matters

2) **The powers and duties of its Officers and Staff**

Dalayath	To Keep the Office neat and clean. To deliver the files / Tappals to other sections / Departments.
Typist	Incharge of the Typing work at Section.
Assistant –I	1. Assurances/ petitions / questions of legislative Assembly / Council

	2. Disc., Matters, pertaining to Gazetted Officers of CPI & PUE Department of Dharwad & Gulbarga Divisions
	3. Appeal petitions of the Gazetted Officers of these Divisions.
	4. Court matters these Divisions,
Assistant-II	1. Disc.,Matters and Service matters of Gazetted Officers pertaining to Printing & Stationery / Library & Court matters of These Departments.
	2. Counting of Past Service of Officers of CPI & PUE Departments.
	3. Assurances / petitions / questions of legislative Assembly / Council
	4. C & R Rules of CPI / PUE / Printing & Stationery / Library Departments
	5. Text Book Syllabus Matters
Senior Assistant	1. Disc, Matters, of Gazetted Officers CPI / PUE Department of Bangalore & Mysore Divisions
	2. Appeal petitions of these Divisions
	3. Court Matters of these divisions .
	4. Assurances / petitions / questions of legislative Assembly / Council
	5. Publication of Notification of superannuation of Gazetted officers of CPI & PUE Department
	6. Payment of Interest on belated payment of pensionary Benefits
	7. Pensionary Benefits of Gazetted Officers of CPI & PUE Department

Section Officer:- The files submitted by the case workers will be scrutinized by the Section officer and submit the said files to Under Secretary.

(iii) the procedure followed in the decision making process, including channels of supervision and accountability;

The files submitted by the case worker will be scrutinized by the Section officer and will be submitted to the Under Secretary Under Secretary concerned will submitted the file concerned Deputy Secretary & Secretary for orders and if necessary others of the concerned minister will be obtain.

(iv) the norms set by it for the discharge of its functions;

Norms will be set up in the Secretariat Manual, transaction of business rules and Government also in the Govt. Orders issued by the D.P.A.R. from time to time.

(v) The rules, regulations, instructions manuals and records held by it or under its control of used by its employees for discharging its functions.

1. Secretariat Manual
2. Transaction of business rules
3. K.C.S. Rules
4. C.C.A Rules
5. Karnataka Education Act 1983

So as per circular Government order's issued by D.P.A.R and Finance Department.

(vi) A Statement of the categories of documents that are held by it or under its control.

Does not arise.

(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;

Does not arise

(viii) A statement of the boards, councils, committees and others bodies consisting of two or more persons constituted as its part or for the purpose of its advise, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.

Copies of the rules is said under Karnataka Education Act, 1983.

(ix) A directory of its officers and employees.

	Name	Address	Phone No:
Under Secretary	Swarna latha M. Bhandare	Gangothri, no. 2767 'E' Block 13th Main 2nd Stage, Rajajinagar, Bangalore-10	98844528079
Section Officer	A. V. Srinivas Dikshit	No.7, 915 'A' Cross, Muneshwara Temple Eegipura Bangalore-560047.	

Senior Assistant	D. Lakshmi Narayanappa	No. 1466, Thyagarajanagar Doddaballapura Bangalore (Rural)	
Assistant	Vacant	Vacant	
	T. Lakshmi Narasimhaiah	No. 19, 1st Main Road, 11th Cross, Cholur Palya Magdi Road, Bangalore-560026.	
Junior Assistant	Manjula Y. Mangodi	No. 130, 1st Main 3rd cross, Kavika Layout Deepanjali Nagara Vijayanagar, Bangalore,	
Dalayat	Shivanna	Kengal, Somapura Hobli, Nelamangala Taluk, Bangalore Rural	

(x) The monthly remuneration received by each of its Officers and Employees, including the system of compensation as provided in its regulations

No such remuneration received other than salary

(xi) The budget allocated to each of its agency, indicating the particulars of plans, proposed expenditures and reports on disbursements made;

Does not arises.

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

Does not arises.

(xiii) Particulars of recipients of concessions, permits or authorizations granted by it;

Does not arises.

(xiv) Details in respect of the informations available to or held by it, reduced in an electronic form;

Does not arises.

(xv) The particulars of facilities available to citizens for obtaining information, including the working hours of a Library or reading room, it maintained for public use.

Does not arises

(xvi) The names, designations and other particulars of the Public Information Officers;

**Smt.Swarna Latha.M.Bhandare,
Under Secretary to Government,
Education Department (Services-1,2)**

(xvii) Such other information as may be prescribed.

Nil

Information of Primary –A section with reference to
Right for information Act 2005. Education Department

Organisation Chart

Under Secretary (Primary)

Section Officer (Primary –A)

Senior Asst Assistant Junior Asst Typist
Dalayat

2. Duties and responsibilities :

- (a) Matters regarding admitting private pre-primary School and private primary school and approval of appointment of aided primary school teachers.
- (b) Issue of NOC for adopting control syllabus of CBSE/CISCE.
- (c) Administrative matter of Karnataka Secondary Education Examination Board (SSLC examination and others examinations)
- (d) Taking over of private aided primary schools
- (e) Matters regarding language policy
- (f) Court matters relates to items at (a) to (e)
- (g) LA/LC matters/Assurance committee/petitions committee.

Duties and Functions of Officers and staff

Dalayat	To keep the office near and clean. To deliver the files/letters to sections/Departments. And stiched the closed files for sent to record section
Typist	Typing work
Junior Assistant	Acknowledge of tappals , file movements, dispatching of letter, actioned file sent to record section, maintainance of guard file
Assistant-1	a) Matters regarding admitting private pre-primary School and private primary school and approval of appointment of aided primary school teachers. (b) Court matters relating to above subject (c) LA/LC matters/Assurance committee/petitions committee.

Assistant-2	(a) Matters regarding admitting private pre-primary School and private primary school and approval of appointment of aided primary school teachers. (b) Court matters relating to above subject. (c) LA/LC matters/Assurance (d) Administrative matter of Karnataka Secondary Education Examination Board (SSLC examination and others examinations)
Senior Assistant	a) Issue of NOC for adopting central syllabus of CBSE/CISCE. b) Taking over of private aided primary schools c) Matters regarding language policy d) Court matters relates to above subject. e) LA/LC matters/Assurance
Stenographer	Taking dictation from Under Secretary & typing the same.

Duties of Section Officer :

To maintain the section as neat and clean with the help of staff. Self discipline is imposed to Clear all the receipt and files immediately. The files submitted by case worker should be examined and if need be a suitable note and opinion of the Section should be recorded and submitted to under Secretary.

Duties of Under Secretary :

The file submitted by Section Officer will be scrutinised and submit the said files to the Joint Secretary/Additional Secretary and Secretary for approval and orders. Letter to be signed for getting information from Department and pass an orders/Proceedings of the Government.

Necessary Guidelines Manuals/Rules of duty :

The following manual and rules are adopted for section work and duty.

- 1) Secretariat Manual
- 2) Transaction of Business Rules
- 3) Karnataka Civil services Rules
- 4) C.C.A.Rules

5) Karnataka Education Act 1983.

6) Grant-in-aid code

Government orders issued by DPAR and FD from time to time.

Officers/Staff information

Sl. No	Designation	Officer/Staff Name	Address	Telephone No.
1	Section Officer	K.V.Rama	No. 319, East of N.G.E.F, Kasturinagar, Bangalore	57655961
2	Senior Asst	K.Ramesh	No. 28, 7 th Cross, 9 th J Main Road, Hosahalli, Vijayanagar, Bangalore.	
3	Asst	1) P.Yallappa 2) A.Muniraj(Depuitation)	1) No.A-13/3, K.P.W.D.Quarters, Jeevanbheemanagar, Bangalore. 2) No. 184, Byrappa Layout, Nagashettihalli, Bangalore-94.	
4	Junior Asst	Nataraj	No.F4, N.G.O.Quarters, 6 th Block, Rajajinagar, Bangalore-10	
5.	Stenographer	G.Mamatha	No.12, 7 th Cross, 60 Feet Road, Kurubarhalli, J.C.Nagar, Bangalore-86	22032346
5	Dalayyat	E.Mamathabai	Nandini Layout, Bangalore	

(1) The monthly remuneration received by each of its officers and employees, including the system of compensations provided in its regulations;

No such remuneration received other than salary

(2) the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports and disbursements made;

Does not arise.

(3) the manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;

Does not arise

(4) Particulars of recipients of concessions, permits or authorizations granted by it;

Does not arise

(5) details in respect of the information, available to or held by it, reduced in an electronic form;

Does not arise

(6) 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;

Does not arise

4 (1) (b) (xvi) the names, designations and other particulars of the Public Information officers ;

Sri. B.H.Padasalgi

Under Secretary to Govt. (Primary Education)

(8) such other information as may be prescribed;

Nil

Information of Primary –B section with reference to
Right for information Act 2005. Education Department

Organisation Chart

Under Secretary (Primary)
Section Officer (Primary –B)

Senior Asst -Stenographer- Assistant –1, -Assistant-2,- Junior
Asst Typist -Dalayat

Functions and duties :

- 1) All matters related to Government Primary school teachers.
- 2) Legislative Assembly, Legislative Council, question, petition and Assurances of the above subject.
- 3) Court cases related to Government primary schools (District court, KAT, High court, Supreme court)

Duties and Functions of Officers and staff

Dalayat	To keep the office neat and clean. To deliver the files/letters to sections/Departments. And stitched the closed files for sent to record section
Typist	Typing work
Junior Assistant	Acknowledge of tappals , file movements, dispatching of letter, actioned file sent to record section, maintainance of guard file
Assistant-1	All matter related to Government primary school teachers transfers . Service matters of Aayas, Sanction of Government primary school proposals LA/LC questions petitions and assurances, appeal cases and court cases.
Assistant-2	All matter related to Government primary school teachers pensions, Medical bills, compensate appointments, etc., LA/LC questions petitions and assurances, appeal cases and court cases.
Senior	All matter related to Government primary school

Assistant	teachers recruitment. C &R rules, amendments and CAG reports etc., LA/LC questions petitions and assurances, appeal cases and court cases.
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Duties of Section Officer :

To maintain the section as neat and clean with the help of staff. Self discipline is imposed to Clear all the receipt and files immediately. The files submitted by case worker should be examined and if need be a suitable not and opinion of the Section should be recorded and submitted to under Secretary.

Duties of Under Secretary :

The file submitted by Section Officer will be scrutinised and submit the said files to the Joint Secretary/Additional Secretary and Secretary for approval and orders. Letter to be signed for getting information from Department and pass an orders/Proceedings of the Government.

Necessary Guidelines Manuals/Rules of duty :

The following manual and rules are adopted for section work and duty.

- 1) Secretariat Manual
- 2) Transaction of Business Rules
- 3) Karnataka Civil services Rules
- 4) C.C.A.Rules
- 5) Karnataka Education Act 1983.
- 6) Grant-in-aid code

Government orders issued by DPAR and FD from time to time.

Officers/Staff information

Sl. No.	Designation	Officer/Staff Name	Address	Telephone No.
1	Under Secretary	B.H.Padasalagi	K.P.W.D., D/77, Jeevanbheemanagar, Bangalore-75	22032346

2	Section Officer	<u>H.K.Ningappa</u>	169, 5 th Cross, Jyothinagar, Near Chandra Layout, Bangalore-72	22032092
2	Senior Asst	Andanaiah Matad	K.P.W.D., A-17/1, Jeevanbheemanagar, Bangalore –75	22032092
3	Asst	1) H.K.Sureshbabu 2) K.Nagaraj	1) No. 102, 6 th cross, 1 st main Road, Kalyannagar, mudlapalya, Bangalore-72. 2) K.P.W.D., a 37/2, Jeevan bheemanagar, Bangalore-75.	22032092
4	Junior Asst	Jayalakshmi	652, 1 st Main, D Block, Rajajinagar, Bangalore –10.	22032092
5	Typist	H.Prathima	No.2066, C Block, Sahakari Nagar, Kodigehalli, Bangalore-92	22032092
5	Dalayyat	N.Lokesh	No.21, 6 th Mian, C.K.Street, P.J.Halli, Bangalore.	22032092

(1) The monthly remuneration received by each of its officers and employees, including the system of compensations provided in its regulations;

No such remuneration received other than salary

(2) the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports and disbursements made;

Does not arises.

(3) the manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;

Does not arise

4 (1) (b) (xvi) the names, designations and other particulars of the Public Information officers ;

Sri. B.H.Padasalgi
Under Secretary to Govt. (Primary Education)

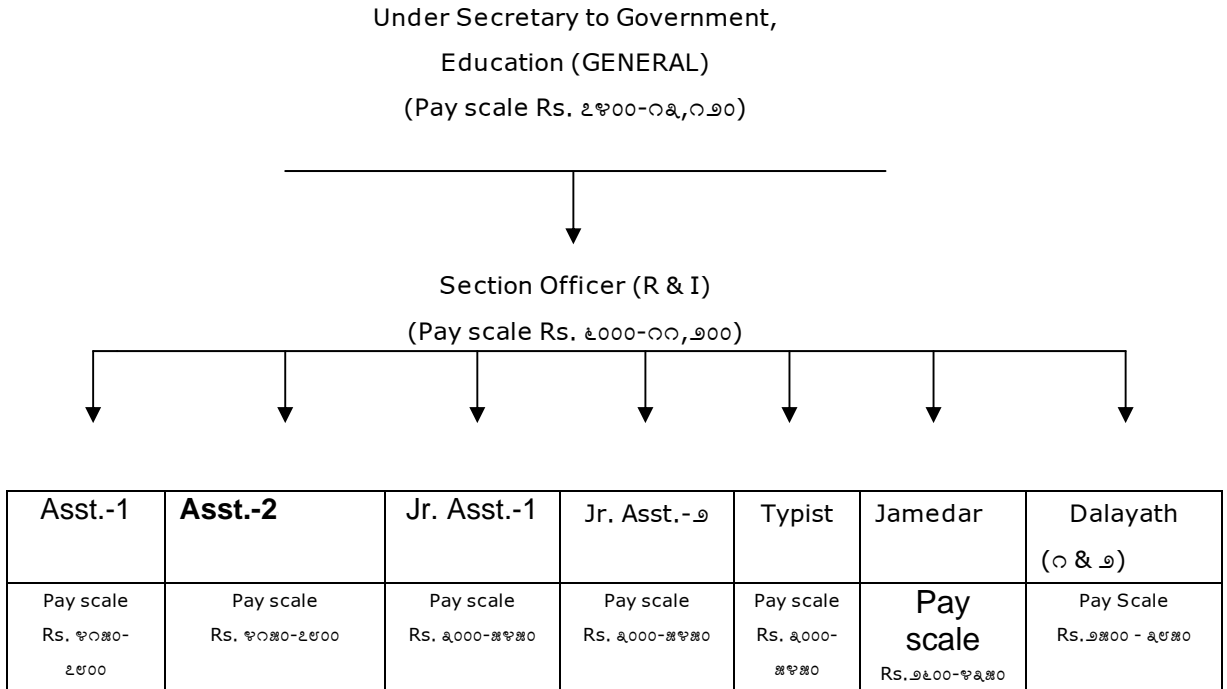
R & I SECTION

Preparing Manuals:

In respect of R & I section of Education Department Section 4(1)(b) of Right to Information Act, 2005.

4(1)(b)(i) – Particulars of its organisation, functions & duties.

ORGANISATION CHART



(i) FUNCTIONS AND DUTIES OF R & I SECTION:-

- (1) Receiving receipts from General Despatch section connected to Education Departments and public and forwarding the same to concerned sections.
- (2) Receiving & forwarding / distribution of LA/LC questions to concerned sections.
- (3) Receiving tapals from concerned sections of Education Department and despatching the same to the concerned authorities via muddam / post.
- (4) Procuring stationeries from Govt. Press and supplying the same to the concerned establishments / Officers of Education Department.

- (ജ) Forwarding of Tour Programme / Meeting attendance concurrence of Principal Secretary to Govt. of Hr. Edn. / Secretary to Govt. of Pry. & Sec. Edn. to the concerned authorities.
- (ഃ) Consolidating replies of connected LA/LC questions.
- (ഄ) Conducting monthly LMS / FMS meetings (Higher / Pry. & Sec. Education) & preparing proceedings with regard to the same.
- (അ) Duplication of letters / LA/LC replies / Meeting proceedings etc. with the help of Stencil machines / Rizograph & Duplo.
- (ആ) Obtaining & Issuing of passes to Officers / staff of Education Department who are on Assembly/Council duty during legislature sessions.
- (ഇ) Deputing staff of Education Department (Dalayath's/Typists/Stenographers) beyond Office hours during legislature sessions to prepare replies & ensure speedy disposal of LA/LC questions.
- (ഈ) Deputing Sections Officers of Education Department to obtain Business during legislature sessions.

(ii) THE POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES.

Jamedar / Dalayat	To keep the office neat and clean. To deliver the files/tapals to other sections/departments.
Jr. Assistant - ഐ (As per Article ൧൪ of the Secretariat Manual ൧൯൫൯)	<p>ഐ. Receiving tapals from General Desptach section / Other departments & public.</p> <p>൧. Forwarding the so received tapals to concerned sections through LMS.</p>
Jr. Assistant - റ (As per Article ൧൪ of the Secretariat Manual ൧൯൫൯)	Receiving tapals from concerned sections of Education Department and despatching / forwarding the same to concerned authorities through muddam / post.
Typist (As per Article ൧൪ of the Secretariat Manual ൧൯൫൯)	Incharge of typing work in the section.
Assistant-ഐ	He has been entrusted the following works.

<p>(As per Section 96 of the Secretariat Manual 1956)</p>	<ul style="list-style-type: none"> o. Receiving & forwarding of LA/LC questions to concerned sections. 9. Procuring stationeries from Govt. Press and supplying the same to the concerned establishments / Officers of Education Department. 9. Forwarding of Tour Programme / Meeting attendance concurrence of Principal Secretary / Secretary of Edn. Dept., to the concerned authorities. 9. Consolidating replies of LA/LC questions. 9. Conducting monthly LMS / FMS meetings (Higher / Pry. & Sec. Education) & preparing proceedings with regard to the same.
<p>Assistant-9 (As per Section 96 of the Secretariat Manual 1956)</p>	<p>Receiving tapals from General Desptach section / Education Department / Other departments & public.</p>
<p>Section Officer (As per Section 98 of the Secretariat Manual 1956)</p>	<ul style="list-style-type: none"> o) Marking the tapals received from General Despatch Section/Education Department/ Other departments & Public to concerned sections through LMS. 9) Scrutinizing of files submitted by the Case Workers & submitting the same to the Under Secretary to Government. 9) Incharge of whole section, guiding the subordinates, supervision & co-ordinating the work of the section, following the procedures laid down in the Secretariat Manual while taking decisions with regard to the proposals by observing the channel of hierarchy and accountable for the turnover of the Section work.

(iii) THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY:

The files submitted by the case worker will be scrutinized by the Section Officer and they will be submitted inturn to the Under Secretary to Government, Education Department (R & I) for further orders. Later on in the same hierarchy, the Under Secretary to Government will submit the files to the Joint Secretary to Government, Education Department (R & I) for seeking orders. The Joint Secretary to Government, Education Department will inturn submit the files to the Principal Secretary to Government, Education Department (Higher Education), Secretary to Government, Education Department (Primary and Secondary) for further orders.

(IV) THE NORMS SET BY IT FOR DISCHARGE OF ITS FUNCTIONS:-

Norms will be setup in the Secretariat Manual transaction of business rules and Government, also in the Government Orders issued by the DPAR from time to time.

(v)THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS HELD BY IT OR UNDER ITS CONTROL OF USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS:-

- (i) Secretariat Manual
- (ii) Transaction of business rules
- (iii) KCS Rules
- (iv) CCA Rules
- (v) Manual of Contingent Expenditure

Such other works entrusted by the higher authorities from time to time.

(vi) A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL.

Does not arise.

(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;

Does not arise.

(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 OF THOSE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES ARE OPEN TO THE PUBLIC, OR THE MINUTES OF SUCH MEETINGS ARE ACCESSIBLE FOR PUBLIC.

Does not arise.

(ix) A DIRECTORY OF ITS OFFICERS AND EMPLOYEES:

Designation	Name (Sriyuth's)	Address	Phone No.
Under Secretary	S.M NANDAKUMAR	KPWD `A', 36/2, Jeevana Bhima Nagar, Bangalore - 75.	-
Section Officer	M.A. Rani	# ೧೮೩/A, I Stage, ೩ rd Main, ೮ th Cross, Shivanagar, Bangalore - ೪೪.	-
Assistant-೧	T.K. Lakshmi- narasaiah,	# ೪, ೭ th Cross, Subedarapalaya, Yeshwanthpura, Bangalore - ೨೨.	
Assistant-II	Chikkaveeraiah	# ೩೭, Manjunatha Nilaya, Gnanabharathi (P), Mallathahalli ೨ nd Cross, Bangalore-೫೬.	-
Jr.Assistant-I	K.S. Ranganatha Rao	# ೪/೬೬-೧, ೩ rd Main Road, Sarvabhomanagar, Bangalore - ೬೧.	-
Jr.Assistant-II	M. Venkatesh	# ೩೧/೨೧, ೧೪ th Main, R.P.C. layout, Bangalore - ೪೦.	-
Typist	Vacant	-	-
Jamedar	Md. Shafiulla	# ೩೫೬, ೬ th Cross,	-

		3 rd Main Road, V.R. Puram, Palace Guttahalli, Bangalore - 08.	
Dayalat - 0	Padmavathi	C/o Muniyappa, #28, 5 th 'A' Cross, 6 th Main, Subedarpalya, Yashwanthapur, Bangalore - 99.	-
Dayalat - 9	S.V. Bharathi	Sarge Beedi, Sarjapura, Anekal Taluk, Bangalore (R) Dist.	

(x) THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS;

No such remuneration received other than salary.

(XI) THE BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENTS MADE;

Does not arise.

(XII) THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES;

Does not arise.

(xiii) PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORISATIONS GRANTED BY IT;

Does not arise.

(XIV) DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM;

Does not arises.

(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;

Does not arise.

4 (1) (b) (xvi) the names, designations and other particulars of the Public Information officers ;

Sri. S.M.Nandakumar,
Under Secretary to Govt. (General)

(XVII) SUCH OTHER INFORMATION AS MAY BE PRESCRIBED:

Nil.

NAME OF THE SECTION: **R & I, EDUCATION DEPARTMENT**

1	Section work in brief	1) Marking the tapals received from General Despatch Section/Education Department/ Other departments & Public to concerned sections through LMS. 2) Scrutinizing of files & submitted them to superiors. 3) Incharge of whole section, guiding the subordinates, supervision & co-ordinating the work of the section.
2	Name of the Officer	M.A. Rani
3	Designation	Section Officer

4	Office Phone Numbers	22032067
5	Work Chart of the officials of section	Enclosed

***POWERS AND DUTIES OF OFFICERS / STAFF OF R & I SECTION,
EDUCATION DEPARTMENT***

Jamedar / Dalayat	To keep the office neat and clean. To deliver the files/tapals to other sections/departments.
Jr. Assistant - 1 (As per Article 29 of the Secretariat Manual 1969)	<ol style="list-style-type: none"> 1. Receiving tapals from General Desptach section / Other departments & public. 2. Forwarding the so received tapals to concerned sections through LMS.
Jr. Assistant - 2 (As per Article 29 of the Secretariat Manual 1969)	Receiving tapals from concerned sections of Education Department and despatching / forwarding the same to concerned authorities through muddam / post.
Typist (As per Article 29 of the Secretariat Manual 1969)	Incharge of typing work in the section.
Assistant-1	He has been entrusted the following works:

<p>(As per Section 26 of the Secretariat Manual 1969)</p>	<ol style="list-style-type: none"> 1. Receiving & forwarding of LA/LC questions to concerned sections. 2. Procuring stationeries from Govt. Press and supplying the same to the concerned establishments / Officers of Education Department. 3. Forwarding of Tour Programme / Meeting attendance concurrence of Principal Secretary / Secretary of Edn. Dept., to the concerned authorities. 4. Consolidating replies of LA/LC questions. 5. Conducting monthly LMS / FMS meetings (Higher / Pry. & Sec. Education) & preparing proceedings with regard to the same.
<p>Assistant-2 (As per Section 26 of the Secretariat Manual 1969)</p>	<p>Receiving tapals from General Desptach section / Education Department / Other departments & public.</p>
<p>Section Officer (As per Section 25 of the Secretariat Manual 1969)</p>	<ol style="list-style-type: none"> 1) Marking the tapals received from General Despatch Section/Education Department/ Other departments & Public to concerned sections through LMS. 2) Scrutinizing of files submitted by the Case Workers & submitting the same to the Under Secretary to Government. 3) Incharge of whole section, guiding the subordinates, supervision & co-ordinating the work of the section, following the procedures laid down in the Secretariat Manual while taking decisions with regard to the proposals by observing the channel of hierarchy and accountable for the turnover of the Section work.

SERVICES-1

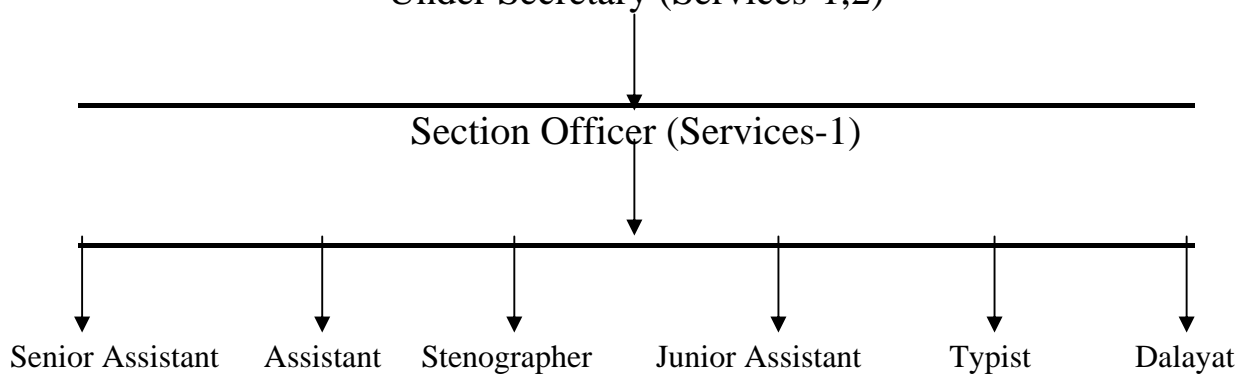
Preparing Manuals:-

In respect of Services-1, section of Education Department Section 4(1) (b) of Right to Information Act 2005.

4(1) (b) (i) Particulars of its Organisation, functions and duties

ORGANISATION CHART

Under Secretary (Services-1,2)



1) Functions and Duties:-

- i) Co-ordination work pertaining to both Primary and Secondary and Higher Education
- ii) Making of Rules under Karnataka Education Act, 1983, in respect of Education Department as whole
- iii) Co-ordination work LA/LC Assurances / Petition Committees and Sub-Ordinate Legislature Committees.
- iv) Publishing State Tender Bulletin.
- v) Right to Information Act, 2005
- vi) And other Miscellaneous Work.

2) The Powers and duties of its Officers and employees:-

Dalayath	To keep the Office neat and clean. To deliver the files / tappals to other sections / departments.
Typist	Incharge of the typing work at section
Junior Assistant	<ol style="list-style-type: none"> 1) To Acknowledge and Move Receipts and Files 2) To prepare Yearly, Half yearly, Quarterly Inspection reports and submit to the Higher Authority
Stenographer	<ol style="list-style-type: none"> 1) All works entrusted by Under Secretary. 2) Taking Dictation, Typing work, receiving tappals and Files through Computer and as per KGS Manual.
Assistant	<ol style="list-style-type: none"> 1) Matter relating to LA/LC and assurance, petition committee relating to Pre-University, Mass Education and Vocational Education. 2) Service matters of Group-A officers of Pre-University Department. 3) Services matters of Group-A officers of Mass Education and Vocational Education. 4) Court cases relating to Service matters of Group-A officers of the Department of Pre-University, Mass Education and Vocational Education 5) And other Miscellaneous Subject.
Senior Assistant	<ol style="list-style-type: none"> 1) Matter relating to LA/LC and assurance, petition committee relating to C.P.I 2) Service matters of Group-A officers of C.P.I 3) Court cases relating to Service matters of Group-A officers of C.P.I 4) And other Miscellaneous Subject.

Section Officer:- The files submitted by the case workers will be scrutinized by the Section Officer and submit the said files to Under Secretary

3) The Procedure followed in the decision making process, including channels of supervision and accountability:

The files submitted by the case worker will be scrutinized by the Section Officer and will be submitted to the Under Secretary. Under Secretary concerned will submit the file concerned to Deputy Secretary and Secretary for orders and if necessary orders of the concerned minister will be obtained.

4) The norms set by it for the discharge of its functions:-

Norms will be set up in the Secretariat Manual, transaction of business rules and Government also in the Govt. orders issued by the D.P.A.R from time to time

5) The rules, regulations, instructions, manuals and records, held by it or under its control of used by its employees for discharging its functions.

- i) Secretariat Manual
- ii) Transaction of Business rules
- iii) K.C.S. Rules
- iv) C.C.A Rules
- v) Karnataka Education Act 1983

So as per circular Government orders issued by D.P.A.R and Finance Department
6) A Statement of the categories of documents that are held by it or under its control.
Does not arise.

7) 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:

Does not arise

8) A statement of the boards, councils, committees, and other bodies consisting of two or more people constituted as its part or for the purpose of its advise, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public

Copies of the rules is said under Karnataka Education Act 1983.

9) A directory of its officers and employees.

	Name	Address	Telephone No.
Under Secretary	SwarnaLatha.M.Bhandare	Gangothri, No.2767, E-Block, 13 th Main, 2 nd Stage, Rajajinagar, Bangalore-560 010	9844528079
Section Officer	S.B.Sasalatti	No.186, 6 th Main Road, Ramco Layout, Vijayanagar 2 nd Stage, Bangalore – 560 040	9886303374
Senior Assistant	T.C.Kantharaju	No.C-24, KHB Quarters, Kaval Byrasandra,	9845657080

		R.T. Nagar Post, Bangalore – 560 032	
Assistant	T.D.Nagendra	No.3C, Ganapathi Nagar, Gangadhareshwara Badavane, Near M.E.I Layout, Laggere, Bangalore – 560 058	
Stenographer	G.S.Kuberappa	No.C-41, KHB Quarters, Kaval Byrasandra, R.T. Nagar Post, Bangalore – 560 032	
Junior Assistant	R.Vadiraj	Tagachiguppe, Kumblugodu Post, Kengeri Hobli, Bangalore – 560 074	
Typist	Manjula.J	No.9, 6 th Cross, Buddha Road, Jai Bharath Nagar, Bangalore-560 033	

10) The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations:

No such Remuneration received other than Salary

11) The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;

Does not arise

12) The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiary of such programmes;

Does not arise

13) Particulars of recipients of concessions, permits or authorizations granted by it;

Does not arise

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

Does not arise

15) 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;

Does not arise

16) The names, designations and other particulars of the Public information Officers:

Smt.Swarna Latha.M.Bhandare,

Under Secretary to Government,
Education Department (Services-1,2)

- 17) Such other information as may be prescribed
Nil

INTERNAL FINANCIAL ADVISER
OPINION SECTION

Preparing Manuals:

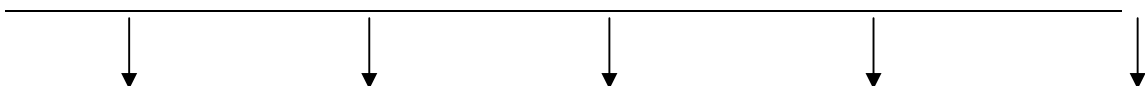
In respect of Internal Financial Adviser, Opinion Section of Education Department Section 4(1)(b) of Right to Information Act 2005 4(1)(b)(i) particulars of its organization, functions and duties;

ORGANISATION CHART

Internal Financial Adviser (Opinion)



Section Officer (Opinion)



the D.P.A.R. and F.D. from time to time.

(v) The case workers will have to function in accordance with the following

rules:

- (i) K.C.S.Rules
- (ii) So as per circular Government order's issued by D.P.A.R. and F.D.
- (iii) So as per circular Government order's issued by Education Department and Kannada and Culture Department.

(vi) a statement of the categories of documents that are held by it or under

its control.

Does not arise.

(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;

Does not arise.

(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 meeting of those boards councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public, or the minutes of such meetings are accessible for public.

Does not arise.

(ix) a directory of its officers and employees.

Sl. No.	Designation	Name	Adress	Phone No.
1.	Internal Financial Adviser	D.M.AGA	No.131, 2 nd main, 3 rd Cross, J1 + BCS layout, kadirenahalli cross, Banashankari 2 nd stage, Bangalore-78.	Phone-26660376 Mobile - 9243444760
2.	Section Officer	---	- Vacant -	--
3.	Senior Assistant	N.R.SEETHAMMA	KPWD 'A'-55/2 Jeevana Beema	--

			Nagara, Bangalore-75	
4.	<u>Assistant:</u>	R.J.SADANANDA	No.18, R.S.Nilaya Near Railway Station, Bidadi-562 109	--
5.	<u>Junior Assistant</u>	M.S.MARUTHI KUMAR	4409, 5 TH corss, K.H.B. Road, Aditya Nagar, New K.B.Sandra, Bangalore-560 032	--
6.	<u>Typist</u>	H.A.GEETHA	No.4063/A, 3 rd Main, 11 th Cross, Gayathri nagar, Bangalore-21.	--
7.	Dalayath	G.HEMANTH KUMAR	No.10.K.G.S. Quarters 1 st Floor, 4 th block, Govindaraj Nagar, Bangalore-79.	--

(x) the monthly remuneration received by each of its officers and employees,

including the system of compensation as provided in its regulations;

excluding the following employees cannot get any remuneration, but IFA, Junior Assistant & Typist have get budget remuneration at the time of preparation of budget work in one month only.

(xi) the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;

Does not arise.

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

Does not arise.

(xiii) particulars of recipients of concessions, permits or authorizations granted by it;

Does not arise.

(xiv) details in respect of the information, available to or held by it, reduced in an electronic form;

Does not arise.

(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;

Does not arise.

(xvi) the names, designations and other particulars of the public Information Officers;

Sri.D.M.Aga,
Internal Financial Adviser,
Education Department.

(xvii) such other information as may be prescribed;
Nil.

INTERNAL FINANCIAL ADVISER
BUDGET AND ACCOUNTS SECTION

Preparing Manuals:

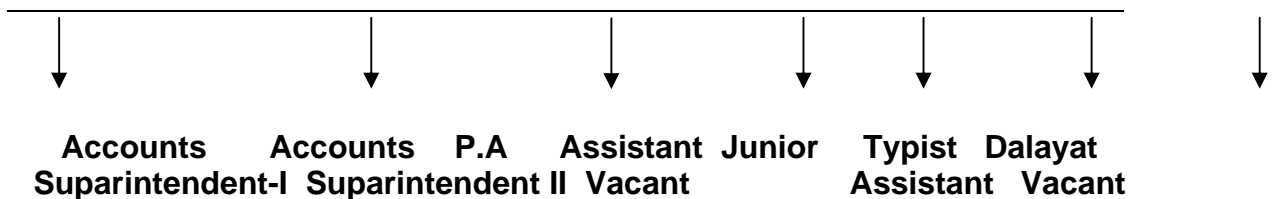
In respect of Internal Financial Adviser, Budget and Accounts Section of Education Department Section 4(1)(b) of Right to Information Act 2005 4(1)(b)(i) particulars of its organization, functions and duties;

ORGANISATION CHART

Internal Financial Adviser (Budget and Accounts)



Finance Officer (Budget and Accounts)



(1) **Duties and Functions:**

(i) Budget and Accounts work pertaining to both Primary and Secondary, Higher Education and Kannada and Culture Department.

(2) The powers and duties of its officers and employees;

Accounts Superintendent	Budget work and opinion work Primary and Secondary Education.
Accounts Superintendent	Work of Accountant General's C.&.A.G. report, Conducting Ad-hoc committee meetings of both Primary and Secondary Education, Opinion work of Higher Education.
Assistant	Budget work and Opinion work of Kannada and Culture Department.
<u>Junior Assistant:</u>	Movements of files received from Administrative Sections of Education Department and distribution of tappals work entrusted by official superiors,.
<u>Typist :</u>	Typing work of Budget and Accounts section.
Dalayath:	To Keep the office neat and clean and to deliver the files, tappals to other Section/Departments.
Finance Officer	The files submitted by the case workers will be Scrutinised by Finance officer and submitted the said files to Internal Financial Adviser.

(3) The procedure followed in the decision making process, including channels of supervision and accountability;

The files submitted by the case worker will be scrutinized by the section officer will be submitted to the Internal Financial Adviser. Than Internal Financial Adviser shall examine the file and give his suitable opinion on the matter and return to the files through Junior Assistant to the concerned section (Education Department and Kannada and Culture Department)

(4) The norms set by it for the discharge of its functions:

norms will be set up in the Government Orders and Circulars issued by the D.P.A.R. and F.D. from time to time.

(5) The case workers will have to function in accordance with the following rules:

- (iv) K.C.S.Rules
- (v) As per circular Government order's issued by D.P.A.R. and F.D.
- (vi) As per circular Government order's issued by Education Department and Kannada and Culture Department.

(6) A statement of the categories of documents that are held by it or under its control.

Does not arise.

(7) 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;

Does not arise.

(8) 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 meeting of those boards councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public, or the minutes of such meetings are accessible for public.

Does not arise.

(9) A directory of its officers and employees.

Sl. No.	Designation	Name	Adress	Phone No.
1.	Internal Financial Adviser	D.M.AGA	No.131, 2 nd main, 3 rd Cross, J1 + BCS layout, kadirenahalli cross, Banashankari 2 nd stage, Bangalore-78.	Phone-26660376 Mobile – 9243444760
2.	Finance Officer	C.R.RAMACHANDRA	No.9, Manjushree Nilaya, 8 th Main, 1 st cross, G.M. Palya, B'lore-75.	--
3.	Accounts Suparintendent	C.V.GOVINDA RAJU	Door No. A/669, Srichurna street, Channapatna-571501, Bangalore Rural District.	7252724
4.	Accounts Suparintendent	PRAKASH	Door No.842 Opp.KERS Office (Near Santemala) SriRangapatna Taluk, Mandya	--

			District-571607.	
5.	Assistant	M.SUBRAMANYAM	Door No.74/5, Shivanandanagar, Jaraganahalli, J.P.Nagar Post,Bangalore-78.	
5.	Junior Assistant	M.S.MARUTHI KUMAR	4409, 5 TH corss, K.H.B. Road, Aditya Nagar, New K.B.Sandra, Bangalore-560 032	--
6.	Typist	H.A.GEETHA	No.4063/A, 3 rd Main, 11 th Cross, Gayathri nagar, Bangalore- 21.	--
7.	Dalayath	M.C.RATHNA	No.257/15 PWD Quartras, Yelahanka, New Town, Bangalore.	--

(10) The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;

Budget and Accounts Section officials are received remuneration from Government after submission the entire Budget of Education Department and Kannada and Culture Department,.

(oo) The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;

Does not arise.

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

Does not arise.

(13) particulars of recipients of concessions, permits or authorizations granted by it;

Does not arise.

(14) details in respect of the information, available to or held by it, reduced in an electronic form;

(15) 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;

Does not arise.

(16) The names, designations and other particulars of the public Information Officers;

Sri.D.M.Aga,
Internal Financial Adviser,
Education Department

(17) such other information as may be prescribed;

Nil.

Right to information Act-2005
particulars of Secondary –B
section of Education Department

Preparing Manuals:

In respect of Secondary-B Section of Education Department Section-4(1)(b) of Right to Information Act 2005. 4(1) (b)(i) Particulars of its organization, functions and duties.

ORGANISATION CHART

Under Secretary (Secondary)

Section Officer (Secondary-B)

Senior Assistant - Assistant –1 Assistant-2 Junior -Assistant Typist -

Functions and duties:

All matters related to aided P.U.College and un aided P.U.College matter.

(Group –C and D of Directorate of Pre-University service matter)

Appeal cases before Secretary to Government and Joint Secretary (Primary and Secondary) Education Department. Private P.U.Colleges matter.

Legislative Assembly, Legislative Council, question, petition and Assurances of the above subject.

Court cases related to aided and unaided Pre-University Colleges
(District court, EAT, High court, Supreme court).

Duties and Functions of Officers and staff.

<p>Senior Assistant:</p>	<p>Grant-in-aid matters of Private P.U.Colleges, sanction of additional subjects, section, combination. Group_C service matters of Directorate of P.U.C. L.A./L.C. matters, Court matters and General matters including P.U.examination matters.</p>
<p>Assistant-I</p>	<p>Grant-in-aid matters of Private P.U.Colleges, sanction of additional subjects, section, combination. L.A./L.C. matters, Court matters and General matters of Bangalore and Gulbarga Divisions permission to un aided P.U.Colleges of these divisions. Appeal cases under Education Act.</p>
<p>Assistant-II</p>	<p>Grant-in-aid matters of Private P.U.Colleges, sanction of additional subjects, section, combination. L.A./L.C. matters, Court matters and General matters of Mysore and Belgaum Divisions permission to un aided P.U.Colleges of these divisions. Appeal cases under Education Act.</p>
<p>Junior Assistant</p>	<p>Acknowledge of tappals, file movements,</p>

	dispatching of letters, Actioned files sent to Record Section, maintainance of guard files
Typist	Typing work

Duties of Section Officer:

To maintain the section as neat and clean with the help of staff. Self discipline is imposed to Clear all the receipts and files immediately. The files submitted by case worker should be examined and if need be a suitable note and opinion of the Section should be recorded and submitted to under Secretary with overall supervision of the section.

Duties of Under Secretary:

The file submitted by Section Officer will be scrutinised and submit the said files to the Joint Secretary/Additional Secretary and Secretary for approval and orders. Letter to be signed for getting information from Department and pass an orders/Proceedings of the Government.

Necessary Guidelines Manuals/Rules for duty:

The following Manual and Rules are adopted for Section work and duty.

- (1) Secretariat Manual
- (2) Transaction of Business Rules.
- (3) Karnataka Civil services Rules
- (4) C.C.A. Rules
- (5) Karnataka Education Act-1983

Government Orders issued by DPAR and FD from time to time.

Officers/Staff information

Sl. No.	Designation	Officer/Staff Name	Address	Telephone No.
1	Under Secretary to Govt.	Siddalingaiah	No. 186, Nisarga, lind Stage, 3 rd Block, Nagarabhavi, Bangalore-72	23581606
2	Section Officer	Sripadu H.N.	No. 19, Ramohalli via Kengeri, Bangalore-560060.	22032090
3	Senior Assistant	S.K.Rayanagowda	No.110, A.M.Layout, 1 st cross, Chellakere,	22032090

			Bangalore-560 043	
4	Assistant-1	Akram Basha	Govt. P.W.D. staff quarters, Kawal Byrasandra, Bangalore.	22032090
5	Assistant-2	Vacant	-	
6	Junior Assistant	S.V.Raghavendra Rao,	No.8, 2 nd cross, 2 nd main, Vijayanagar, Bangalore 560040.	22032090
7	Typist	M.D.Vijayalakshmi	No.2249, 4 th A cross, R.P.C. Layout, Vijayanagar, Bangalore- 560040.	22032090

(8) The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations:-

No such remuneration received other than salary.

(9) the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports and disbursements made;
Does not arises.

(10) the manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;
Does not arises.

(11) Particulars of recipients of concessions, permits or authorizations granted by it;
Does not arises.

(12) details in respect of the information, available to or held by it, reduced in an electronic form;
Does not arises.

(13) 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;
Does not arises.

(14) the names, designations and other particulars of the Public Information Officers:

Sri. Siddalingaiah
Under Secretary to Govt. (Primary)
Education Department.

(15) such other information as may be prescribed;

Nil.