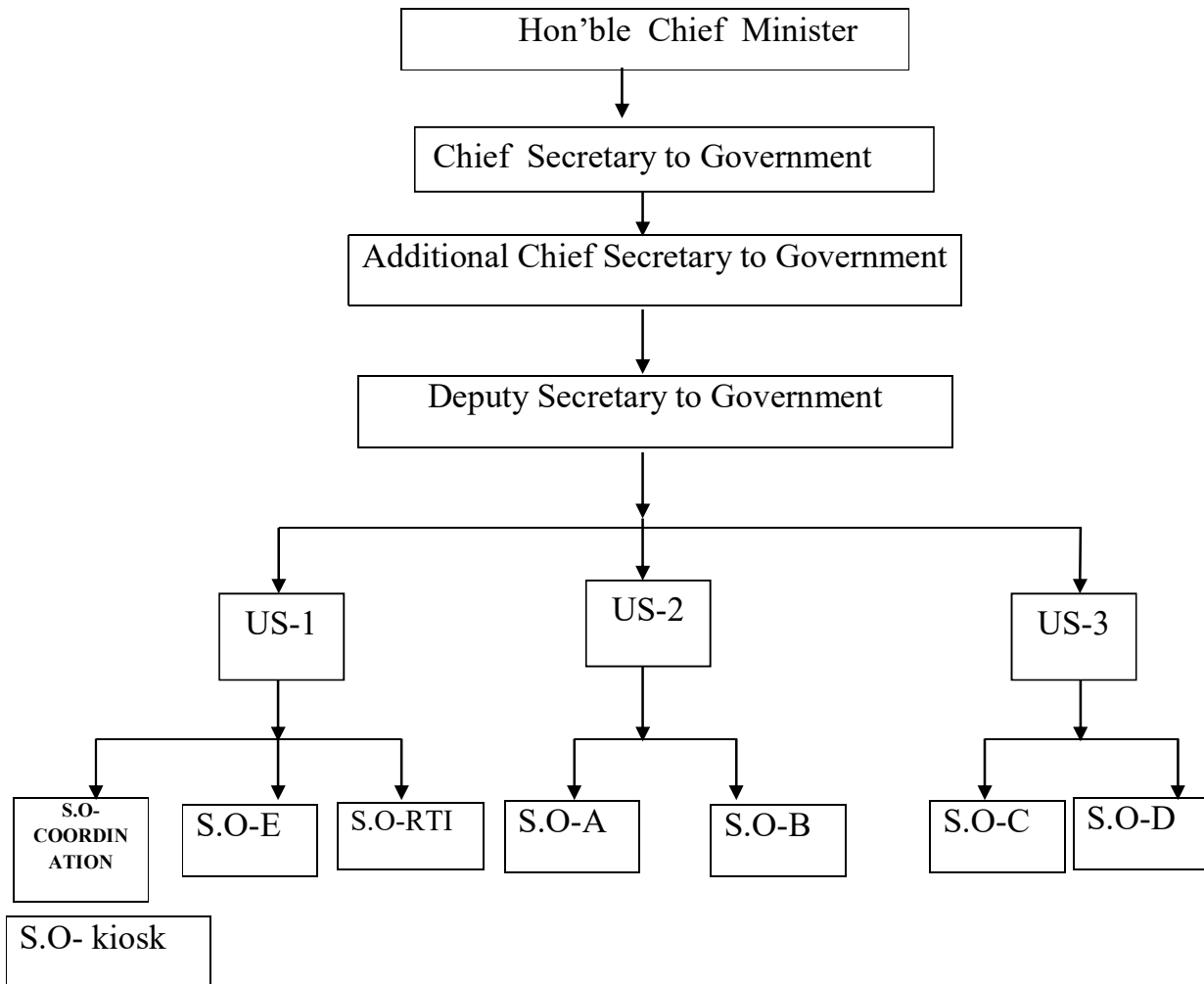


INFORMATION UNDER SECTION 4(1) (b) OF THE RIGHT TO INFORMATION ACT, 2005

**Government of Karnataka
Department of Personnel and Administrative Reforms
(Janaspandana)**

Under section 4(1)(b) of the Right to Information Act, 2005 (Central Act 22 of 2005) information regarding Department of Personnel and Administrative Reforms (Janaspandana) is published as below:

[i]:-ORGANISATION CHART :DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS:- [JANASPANDANA]



[ii] :- Powers and duties of Officers/ Officials:

As per Chapter 2 of the Karnataka Government Secretariat Manual of Office Procedure (Revised), 2005

Additional Chief Secretary: He is incharge of the Department of Personnel and Administrative Reforms (Janaspandana) and acts upon the orders and directions of the Government. Supervises the implementation of the prescribed rules. Exercises control over the staff of the department.

Deputy Secretary: Deputy Secretary supervises the work of Under Secretaries and Section Officers. He is assigned with the duties of nodal officer for coordinating the matters common to all sections in the department. Deputy Secretary examines files put up to him by the Under Secretaries and evaluates the assessment made by the Under Secretaries. He also provides alternatives on the action proposed and evaluates such alternatives and recommends the optimal decision to be taken in a particular case. The Deputy Secretary works under the supervision of the Additional Chief Secretary.

Under Secretary: He is in-charge of the section/s attached to him. He scrutinizes the files submitted by the Section Officers and submits the same to Deputy Secretary with suitable recommendations. He issues Government Orders / Letters / Circulars/ Notifications etc., on behalf of the Government. He performs all other duties and responsibilities as per the Karnataka Government Secretariat Manual of Office Procedure (Revised), 2005.

Section Officer: Section Officer is in charge of a Section. The Section Officer scrutinizes the files submitted by the case workers as per the Karnataka Government Secretariat Manual of Office Procedure (Revised), 2005.

Senior Assistant: He attends to the work of case working as per the duties cast on him in the Karnataka Government Secretariat Manual of Office Procedure (Revised), 2005. He performs any other work entrusted by the higher authorities.

Assistant: He examines the receipt of tappals and submits the files to the Section Officer. He performs all other duties and responsibilities as per the Karnataka Government Secretariat Manual of Office Procedure (Revised), 2005. He also performs any other work entrusted by the higher authorities.

Junior Assistant: He is in charge of the work of diarizing files/letters, movements, distribution of receipts and files in the section and maintenance of

records/spare copies in the section. He performs all other duties and responsibilities as per the Karnataka Government Secretariat Manual of Office Procedure (Revised), 2005. He also performs any other work entrusted by the higher authorities.

[iii] :- The procedure followed in the decision making process including channels of supervision and accountability:-

The decision making process is as per the Karnataka Government (Transaction of Business) Rules, 1977. The matters of routine nature are cleared at the level of the Additional Chief Secretary to Government, Department of Personnel and Administrative Reforms (Janaspandana). The matters which have financial implications are decided in consultation with the Finance Department. Similarly inter-departmental consultations are held on the files with other departments of the Secretariat.

Matters of important nature are submitted to the hon'ble Chief Minister through the Chief Secretary to Government.

[iv] :- Norms set for the discharge of functions:

The files concerning the subject matters dealt within the department are being maintained in the Department of Personnel and Administrative Reforms (Janaspandana).

[v] :- The Rules, Regulations, instructions, manuals records held by it or under its control or used by its employees for discharging of functions:

1. Karnataka Government (Allocation of Business) Rules, 1977
2. Karnataka Government (Transaction of Business) Rules, 1977

3. Karnataka Government Secretariat Manual of Office Procedure (Revised), 2005
4. Right to Information Act, 2005
5. Karnataka Right to Information Rules, 2005

[vi]:-A statement of the categories of documents that are held by Department of Personnel and Administrative Reforms (Janaspandana) or under its control:-

Accounts: Matters relating to Abstract Contingency and Detailed Contingency Bills.

Administrative: Car log book, issue and receipt of files and tapals acknowledgement book.

Subject Matter Files: Files pertaining to the subjects allotted to the Department under the Karnataka Government (Allocation of Business) Rules, 1977.

COORDINATION SECTION

Sl. No.	Trilateral File Heading	Subject
	YMS	Subjects concerning coordination and administrative matters and Right to Information applications concerned to the section.

JANASPANDANA CELL - A

Sl. No.	Trilateral File Heading	Subject
1.	PGA	Public grievance petitions received on CPGRAMS for the following districts and Right to Information applications concerned to the section.
2.		Belagavi Division – Belgavi, Bagalkot, Dharwad, Gadag, Haveri, Vijayapura and Uttara Kannada Districts. Bengaluru Division – Bengaluru Urban, Bengaluru Rural, Tumakuru, Kolar, Ramanagara, Chitradurga, Shivamogga, Davanagere and Chikballapur districts.

JANASPANDADA CELL - B

Sl. No.	Trilateral File Heading	Subject
1.	PGB	Public grievance petitions received on CPGRAMS for the following districts and Right to Information applications concerned to the section.
2.		Mysuru Division – Mysuru, Chamarajanagara, Mandya, Hassan, Kodagu, Chikkamagaluru, Dakshina Kannada and Udupi districts. Kalaburagi Division– Kalaburagi, Yadgiri, Bidar, Koppal, Raichur and Ballary districts. Review of public grievance petitions pertaining to the Heads of Department.

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JANASPANDANA CELL - C

Sl. No.	Trilateral File Heading	Subject
1.	PGC	Review of public grievance petitions pertaining to Chief Executive Officers of Zilla Panchayats.
2.		Paper Cutting Reviews
3.		Public grievance petitions received in respect of the following districts and Right to Information applications concerned to the section. Kodagu, Ramanagara, Chitradurga, Dakshina Kannada, Kolar, Bagalkote, Chikkaballapura, Tumkur, Haveri and Belgavi districts.

JANASPANDANA CELL -D

Sl. No.	Trilateral File Heading	Subject
1.	PGD	Review of public grievance petitions pertaining to Superintendents of Police of all districts.
2.		Public grievance petitions received in respect of the following districts and Right to Information applications concerned to the section. Kalburgi, Uttar Kannada, Chamarajanagara, Dharwad, Mysore. Hassan, Bellary, Vijayapura, Bengaluru Rural, Raichur, and Shimogga districts.

JANASPANDANA CELL - E

Sl. No.	Trilateral File Heading	Subject
1.	PGE	Review of public grievance petitions of pertaining to the offices of Deputy Commissioners.
2.		Public grievance petitions received in respect of the following districts and Right to Information applications concerned to the Section. Koppal, Udupi, Bengaluru Urban, Yadgiri, Bidar, Chikkamagalur, Gadag, Mandya and Davanagere districts.
3.		

RIGHT TO INFORMATION SECTION

Sl. No.	Trilateral File Heading	Subject
1	RTI	Matters concerning implementation of Right to Information Act, 2005.
2		Implementation of Karnataka Right to Information Rules, 2005.
3		Administrative matters of Karnataka Information Commission.
4		Correspondence with Government of India regarding implementation of the Right to Information Act, 2005.
5		Clarifications and opinions regarding Right to Information Act, 2005 and Karnataka Right to Information Rules, 2005.
6		Right to Information applications concerning 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 implementation thereof:

Consultation with the public is open on all working days from 3.00 p.m. to 5.00 pm. The authority can receive policy suggestions from the public and furnish such suggestions to the policy formulating body of the Government.

[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 advice, 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:

1) Under Section 15 of the Right to Information Act, 2005, the State Chief Information Commissioner and the State Information Commissioners of the Karnataka Information Commission are appointed by the Governor on the recommendation of a Committee consisting of-

- (i) the Chief Minister, who shall be the Chairperson of the committee;
- (ii) the Leader of Opposition in the Legislative Assembly; and
- (iii) a Cabinet Minister to be nominated by the Chief Minister.

2) A High Level Committee under the Chairmanship of the Additional Chief Secretary to Government has been constituted to coordinate between the Government and the Karnataka Information Commission.

3) A State Level Committee under the Chairmanship of the Additional Chief Secretary to Government has been constituted to monitor the implementation of sections 4(1)(a) and 4(1)(b) of the Right to Information Act, 2005.

[ix] and [x] :- Directory of Officers/Employees and Statement of Monthly Remuneration:

Office of the Additional Chief Secretary

Sl. No	Post	Name	Remuneration/-	Telephone No.
1.	Additional Chief Secretary	Parmesh Pandey	3,06,000 /-	080- 22860120/
2.	Personal Secretary (Grade-2)	Sunandamma K.V.	74,724/-	-----"-----
3.	Section Officer/ Senior Assistant	Vacant	-	-
4.	Gazetted Personal Assistant	Sunanda B.N	59,081/-	-----"-----
5.	Stenographer	Vacant	-	-
6.	Junior Assistant	Vacant	-	-
7.	Driver	Balu	17,967/-	-----"-----
9.	Dalayath	Ammajamma	32,486/-	-----"-----

Office of the Deputy Secretary

Sl. No	Post	Name Sri/Smt	Renumeration Rs/-	Telephone No
1.	Deputy Secretary	S.N.Ramakrishna (i/c)	-	080- 22866340
2.	Stenographer	S.Prafulla Kumari	52,199/-	-----"-----
3.	Junior Assistant	Vacant	-	-
4.	Dalayath	Vacant	-	-
5.	Driver	Kempegowda	39,136/-	-“-

COORDINATION SECTION

Sl. No.	Post	Name Sri/Smt	Remuneratioi Remuneration Rs/-	Telephone No.
1.	Under Secretary-1	Jaheeda NG (i/c)	-	080 - 22033171
2.	Section Officer	Vacant	-	-
3.	Senior Assistant	Geetha Lakshmi.H D	52,839/-	080-22033171
4.	Assistant	Vacant	-	-
5.	Junior Assistant	Hussain	-	-----"-----
6.	Stenographer	Javeed Ahmed	40,607/-	-----"-----
7.	Driver(outsource)	Devaraj R.	19,060/-	-----"-----
8.	Dalayat	N.B.Gowramma	32,485/-	-----"-----

JANASPANDANA CELL - A

Sl. No.	Post	Name Sri/Smt	Remuneration Rs/-	Telephone No.
1.	Under Secretary-2	Beenakumari	66,067/-	080-22033185
2.	Section Officer	Vacant	-	-
3.	Senior Assistant	Peter Diaz	51,399/-	-----"-----
4.	Assistant	Vacant	-	-
5.	Junior Assistant	Babu Manikanavar	33,586/-	-----"-----
6.	Typist	Vacant	-	-
7.	Jamedar	Vacant	-	-

JANASPANDANA CELL - B

Sl. No.	Post	Name Sri/Smt	Remuneration Rs/-	Telephone No.
1.	Under Secretary-2	Beenakumari	66,067/-	080 - 22033185
2.	Section Officer	Nahid Anjum	61,152/-	080-22033182
3.	Senior Assistant	R.S. Eshwaraiah	52,839/-	-----"-----
4.	Assistant	Vacant	-	-
5.	Sr. Typist	Vacant	-	-
6.	Junior Assistant	Vacant	-	-
7.	Dalayat	Vacant	-	-

JANASPANDANA CELL-C

Sl. No	Post	Name Sri/Smt	Remuneration Rs/-	Telephone No
1.	Under Secretary-3	S.N.Ramakrishna	84,912/-	080 - 22033173
2.	Section Officer	C. M.Nagaraju	55,710/-	-“-
3.	Senior Assistant	Vacant	-	-
4.	Assistant	Vacant	-	-
5.	Assistant	Vacant	-	-
6.	Sr. Typist	Vacant	-	-
7.	Typist	Renuka Goudar	45,639/-	-“-
8.	Dalayat	Vacant	-	-

JANASPANDANA CELL - D

Sl. No	Post	Name Sri/Smt	Remuneration Rs/-	Telephone No
1.	Under Secretary-3	S.N.Ramakrishna	84,912/-	080 - 22033173
2.	Section Officer	C. M.Nagaraju (i/c)	-	-“-
3.	Senior Assistant	Vacant	-	-
4.	Assistant	Syed Waquar Abid	42,264/-	-----"-----
5.	Assistant	Vacant	-	-
6.	Junior Assistant	Vacant	-	-
7.	Dalayat	Vacant	-	-

JANASPANDANA CELL - E

Sl. No.	Post	Name Sri/Smt	Remuneration Rs/-	Telephone No.
1.	Under Secretary-1	Jaheeda NG (i/c)	-	080 - 22033171
2.	Section Officer	Paramesh Shetty	56,921/-	080 - 22033184
3.	Senior Assistant	M. Pankaja	51,000/-	-----"-----
4.	Assistant	K. M. Tippeswamy	41,286/-	-----"-----

5.	Junior Assistant	Vacant	-	-
6.	Typist	Vacant	-	-
7.	Dalayyat	Vacant	-	-

RIGHT TO INFORMATION SECTION

Sl. No.	Post	Name Sri/Smt	Remuneration Rs/-	Telephone No.
1.	Under Secretary-1	Jaheeda N G (i/c)	-	080 - 22033171
2.	Section Officer	Jaheeda N G	58,281/-	-“-
3.	Stenographer	Vacant	-	-
4.	Assistant	Pushpawati P.C	42,264/-	-----"-----
5.	Assistant	Anitha.K.	42,247/-	-----"-----
6.	Junior Assistant	Khwaja Hussain	28,577/-	-----"-----
7.	Typist	Vacant	-	-
8.	Dalayyat	Vacant	-	-

KIOSK

Sl. No.	Post	Name	Remuneration Rs/-	Telephone No.
1.	Section Officer	Ratnamma S L	59,717/-	080-22032860
2.	Jr. Assistant	Vacant	-	-----"-----
3.	Dalayyat	Soubhagya	32,485/-	-----"-----

[xi]:- Budget Allocation: There is no separate budget allocation for the Department of Personnel and Administrative Reforms (Janaspandana). The entire expenditure is met out of the budget of the Secretariat.

The budget allocation for the Karnataka Information Commission for the year 2019-2020 is Rs.527.00 lakhs.

[xii] :- The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes:

The Department of Personnel and Administrative Reforms (Janaspandana) does not have any subsidy programmes.

[xiii] :- Particulars of recipients of concessions, permits or authorizations granted by it;

No concessions, permits or authorizations are being granted by the Department of Personnel Administration and Reforms (Janaspandana).

[xiv] :- Details in respect of the information, available to or held by it, reduced in an electronic form:

Information is accessible on the Department of Personnel and Administrative Reforms (Janaspandana) website <https://janaspandana.karnataka.gov.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:

This Department does not have library facilities for public use. Visiting hours are from 3.00 pm to 5.00 pm. Information is accessible on department's website <https://janaspandana.karnataka.gov.in>

[xvi] :-PUBLIC INFORMATION OFFICERS AND ASST. PUBLIC INFORMATION OFFICERS APPOINTED UNDER SECTION 5 AND APPELLATE AUTHORITY APPOINTED UNDER SECTION 19 OF THE RIGHT TO INFORMATION ACT, 2005

1	Under Secretary -1(i/c) Public Information Officer Co-ordination and Right to Information sections Department of Personnel and Administrative Reforms (Janaspandana) 3 rd Floor, Podium Block, V.V.Tower Bangalore. Ph. 080 22033171
2	Under Secretary -2 and Public Information Officer PGA and PGB sections Department of Personnel and Administrative Reforms (Janaspandana) 3 rd Floor, Podium Block, V.V.Tower Bangalore. Ph. 080 22033172
3	Under Secretary-3 and Public Information Officer PGC,PGD and PGE sections Department of Personnel and Administrative Reforms (Janaspandana) 3 rd Floor, Podium Block, V.V.Tower Bangalore. Ph. 080 22033173
4	Personal Secretary to Additional Chief Secretary Personnel establishment of Additional Chief Secretary Department of Personnel and Administrative Reforms (Janaspandana) 3 rd Floor, Podium Block, V.V.Tower Bangalore. Ph. 080 22860120

FIRST APPELLATE AUTHORITY - Deputy Secretary to Government
Department of Personnel and Administrative Reforms
(Janaspandana)
3rd Floor, Podium Block, V.V.Tower
Bangalore.
Ph. 080 22866340

[xvii] :- Such other information as may be prescribed:

There is no such other information for publishing. This information is updated till June 2019.