

## **Annexure-1**

### **GOVERNMENT OF KARNATAKA**

#### **Name of the Public Authority:**

Directorate of Information Technology & Biotechnology,  
No. 9, UNI Building, 3<sup>rd</sup> Floor,  
Thimmaiah Road,  
Bangalore – 560 052.

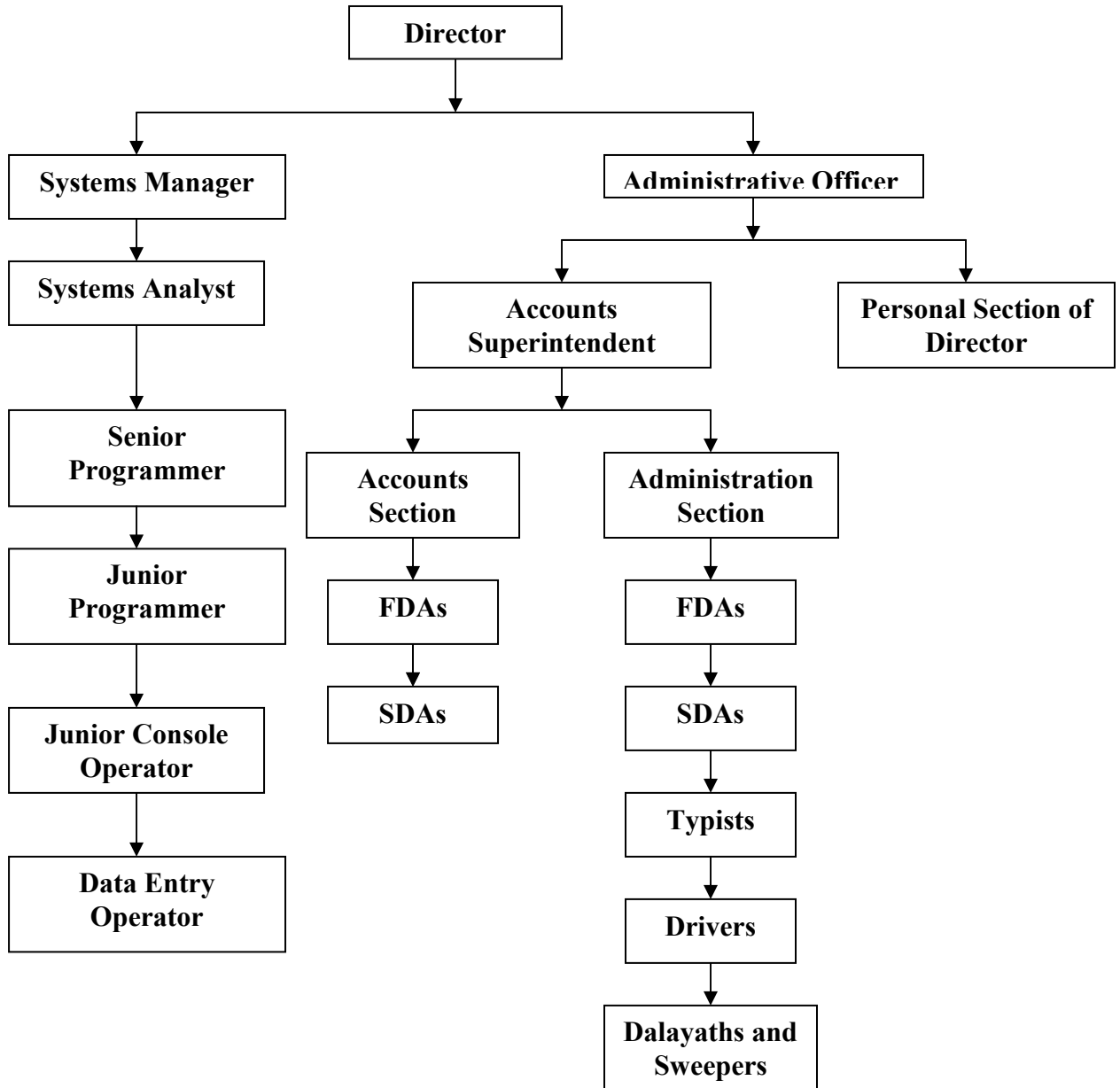
#### **MANUAL**

Containing Information in respect of 17 items under section 4(1) (b) of  
The Right to Information Act 2005.

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**Information under Section 4(1) b of RTI Act**

**4 (1) b (i) Organisation Chart and Functions of DIT**



### Functions of Directorate of Information Technology & Biotechnology (DIT):

**Directorate of Information Technology & Biotechnology was established** vide the Government Order No. ITD 02 PRM 2001 dated 19.09.2001. The directorate was entrusted with the responsibility of implementing the various Information Technology and Biotechnology promotional activities besides its administrative functions.

The Directorate of Information Technology and Biotechnology is responsible in drawing the grants from Treasury as and when released by Government on various on-going schemes allocated in the Budget and disburses to the implementing agencies.

The Directorate also organizes the following programs for School Children through District Administration as a part of the annual event BangaloreIT.in.

### STUDENTS INTERNET WORLD:

#### RURAL IT QUIZ:

#### 4 (1) b (ii) Powers and duties of Officers and Officials

Director	Overall control & decision making of the DIT and acts upon the advise - directions of the Principal Secretary to GOK Department of IT, BT and S & T in his capacity as Head of DIT
Administrative Officer	Drawing & Disbursing of salaries of DIT employees Drawing of It & Bt departmental funds as per the Govt. Orders General Administration
Systems Analyst	Handling Technical matters
Accounts Superintendent	Scrutiny of files submitted by the Case workers with respect to accounts and administrative matters
Stenographer	Typing and Stenography Works.
Data Entry Operator	To attend the Data Entry Works.
First Division Assistant	To attend the work of Case working.
Second Division Assistant	To attend the work of Case working.
Dalayaths / Sweepers	To keep the office neat and tidy. To deliver files / tappals to other departments/treasury works/banks as per the Office orders

#### 4 (1) b (iii) The procedure followed in the decision making process.

Including channels of supervision and accountability

Case Worker	Opening of a new file on receipt of a proposal and initial examination and submission to Superintendent. OR Processing the receipt in the existing file and initial examination and submission to Superintendent.
Superintendent	Will scrutinize the proposal with all relevant facts and Mark the file to Administrative Officer with a course of action to be adopted.
Systems Analyst	Opening of a new file/ processing the receipt in the existing file on receipt of technical matters, preparing proposal and submission to Administrative Officer - Director.
Administrative Officer	Will suggest the suitability or otherwise of the course of action suggested, and define the same in the light of the existing provisions of Rules or Acts.
Director	Will decide on the course of action to be taken on a proposal & if necessary will submit the file for final orders of the Principal Secretary.

**4 (1) b (iv) Norms set for the discharge of functions:**

Director	}	As mentioned in Para 4 1 b (iii) to attend the work on priority and immediate basis
Administrative Officer		
Systems Analyst		
Accounts Superintendent		
Stenographer		
Data Entry Operator	}	Carrying out the functions entrusted to him / her the same day
First Division Assistant		
Second Division Assistant		
Typist		
Dalayaths / Sweepers		To deliver the files / tappals to other departments as directed / to keep the office neat and tidy - carrying out the functions entrusted to him/her the same day.

**4 (1) (b) (v) The Rules, Regulations, Instructions, Manuals and records for discharging its function**

1.	Delegation of Financial Powers issued by Finance Department / and Administrative power delegated by DPAR
2.	The Millennium Information Technology Policy
3.	The Millennium Bio-Technology Policy
4.	BPO Policy

**4 (1) (b) (vi) Statement of categories of documents that are held by it or under its control**

1.	Files pertaining to specific schemes
2.	Annual reports regarding activities of the Department.
3.	Files pertaining to day to day business of the DIT

**4 (1) (b) (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 of implementation:**

and

**4 (1) (b) (viii) A statement of boards, council, committees and other bodies constituted**

<b>SIno</b>	<b>Committee / Council</b>	<b>Head by</b>
1.	CM's IT Task Force/ IT Vision Group	Shri. N.R.Narayana Murthy, INFOSYS TECHNOLOGIES, Bangalore
2.	Vision Group on Biotechnology	Dr.Kiran Mazumdar Shaw, CMD, BIOCOM, Bangalore.
3.	Karnataka Biotechnology and Information Technology Services	Principal Secretary, IT, BT and S &T
4.	Vision Group of Nanotechnology	Prof. C.N.R.Rao, JNCASR, Bangalore

Note: 1) Meeting of the above committee / council is not open to Public.  
2) Minutes are also not accessible to the public.

4 (1) (b) (ix) Directory of Officers and employees as on 11-5-09

Sl no.	Post held	Name (Smt./Shri.)	Off Tel	Res. Tel	Mobile
1.	Director	Aravind Jannu	2226 3206		98864-96335
2.	Systems Analyst	RaviPrakash H L	2226 6293		94811-03315
3.		Jayashri DR	2226 3206		
4.	Senior Programmer	Gangadhar N Datanal	2203 2003		94495-11201
5.		Shankar HS	2203 2547		98444-78794
6.		Srinivasan T	2203 2245		98865-58615
7.		Champa E			
8.	Junior Programmer	Umarani DS			
9.		Mangala C			
10.		Vijayalaxmi			
11.		Sanjeev			
12.	Junior Console Operator	Pudumalar G			
13.		Mohana Bai M	22032208		
14.	Accts. Supdt	Rushi Prasad CK	2226 3206		
15.	Programming Assistant	Ravikumar K			
16.		Shobha SS			
17.		Mallikarjuna Bhajantri			
18.	Data Entry Operator	Lalitha Bai			
19.		Mrunalini KS			
20.		Rajendiran P	2226 3206		
21.		Nanda Gopal T			
22.		Ramanarayan LH			
23.		Kuppammal P			
24.		Muralidhar TS		P	
25.		Byraiah			
26.		Surya Prakash GR			
27.		Pargoankar SG			

4 (1) (b) (ix) Directory of Officers and employees (Contd...)

SI no.	Post held	Name (Smt./Shri.)	Off Tel	Res. Tel	Mobile
28.	F. D. A.	Shylaja SH			
29.		CS.Narasimha Murthy			
30.		Srinivasamurthy CM			
31.		Jagadeesha K			
32.	S. D. A.	Pushpa M			
33.		Vijaya Lakshmi BG			
34.	Typist	Shobha PN			
35.		Rekha RN			
36.		Ramanamma			
37.	Driver	Kumar M			
38.	Dalayath	Prakash R			
39.		Dasaprakash N			
40.		Muniyappa K			
41.		Sonnamma BM			
42.		Sundar Raju S			
43.		Ramakrishna P			
44.		Raja V			
45.		Shivakumar AS			
46.	Sweeper	Veeran M			

4 (1) (b) (x) Monthly remuneration received by each of the officers and employees.

SI no.	Employee Name ( Smt./Shri.)	Designation	Group	Amount Rupees
1.	Aravind Jannu	Director (Incharge)	A	
2.	RaviPrakash H L	Systems Analyst	A	33539
3.	Jayashri DR		A	36180
4.	Gangadhar N Datanal	Senior Programmer	A	28916
5.	Shankar HS		A	28686
6.	Srinivasan T		A	24954
7.	Champa E		A	23780
8.	Umarani DS	Junior Programmer	B	18664
9.	Mangala C		B	26735
10.	Vijayalaxmi		B	18664
11.	Sanjeev		B	16697
12.	Pudumalar G	Junior Console operator	B	25264
13.	Mohana Bai M		B	24754
14.	Rushi Prasad CK	Accts. Supdt	B	20718
15.	Ravikumar K	Programming Assistant	B	17470
16.	Shobha SS		B	17270
17.	Mallikarjuna Bhajantri		B	16665
18.	Lalitha Bai	Data Entry Operator	C	24217
19.	Mrunalini KS		C	22893
20.	Rajendiran P		C	19941
21.	Nanda Gopal T		C	23930
22.	Ramanarayan LH		C	22306
23.	Kuppammal P		C	20105
24.	Muralidhar TS		C	23243
25.	Byraiah		C	17395
26.	Surya Prakash GR		C	23043
27.	Pargoankar SG		C	22584

4 (1) (b) (x) Monthly remuneration received by each of the officers and employees (Contd...)

SI no.	Employee Name ( Smt./Shri.)	Designation	Group	Amount Rupees
28.	Shylaja SH	F. D. A	C	20041
29.	CS.Narasimha Murthy	F. D. A	C	16324
30.	Srinivasamurthy CM	F. D. A	C	17080
31.	Jagadeesha K	F. D. A	C	14458
32.	Pushpa M	S. D. A.	C	10676
33.	Vijaya Lakshmi BG	S. D. A.	C	9172
34.	Shobha PN	Typist	C	14548
35.	Rekha RN	Typist	C	9445
36.	Ramanamma	Typist	C	8895
37.	Kumar M	Driver	C	15732
38.	Prakash R	Dalayath	D	11033
39.	Dasaprakash N	Dalayath	D	10269
40.	Muniyappa K	Dalayath	D	10526
41.	Sonnamma BM	Dalayath	D	10269
42.	Sundar Raju S	Dalayath	D	11740
43.	Ramakrishna P	Dalayath	D	11740
44.	Raja V	Dalayath	D	10933
45.	Shivakumar AS	Dalayath	D	10676
46.	Veeran M	Sweeper	D	11697
			<b>TOTAL</b>	<b>833867</b>

4 (1) (b) (xi) The Budget allocated for 2009-10

<b>SLNO.</b>	<b>Head of Account</b>	<b>Budget (Rs. In Lakhs)</b>
1.	3451-00-090-2-01 (P) IT & BT Promotion & Development	920.00
2.	3451-00-090-2-22 (P) Assistance to IBAB	500.00
3.	5465-01-190-1-09 Biotech Park	100.00
4.	5465-01-190-1-12 Aryabhata IT Park at Hubli	200.00
5.	5465-01-190-1-13 Equity in Keonics for two tire and three tire cities in Karnataka	500.00
6.	5465-01-190-1-14 Establishment of Rural BPO Centers	500.00
7.	5465-01-190-1-08 (NP) Debt Servicing	360.00
	<b>Total Schemes Budget</b>	<b>3080.00</b>

**The Budget allocated for 2009-10**  
**Non-Plan**

SINo.	Head of Account	Budget (Rs. In Lakhs)
1.	3451-00-090-2-21 IT & BT Directorate	
	Details as under:	
	1) 002 - Pay of Officers	22.30
	2) 003 - Pay of Staff	49.01
	3) 011 - DA	27.10
	4) 014 - Other Allowance	12.94
	5) 041 - Travel Expenses	2.43
	6) 051 - General expenses	1.84
	7) 052 - Telephone Charges	2.57
	8) 071 - Building Expenses	3.12
	9) 180 - Machinery & Equipment	0.01
	10) 195 -Transport Expenses	4.64
	11) 200 - Maintenance	3.56
	12) 221 - Materials & Supplies	2.97
	13) 020 - Medical Allowance	0.21
	<b>TOTAL</b>	<b>132.70</b>

**4 (1) (b) (xii) The manner of execution of subsidy program**

--- N.A ---

**4 (1) (b) (xiii) Particulars of recipients of concessions, permits or authorizations granted**

--- N.A ---

**4 (1) (b) (xiv) Information available in electronic form**

- 1) Information with respect to The Directorate of IT & BT and the Department of IT, BT and S & T are available at the following website:  
[www.bangaloreitbt.in](http://www.bangaloreitbt.in)
- 2) Details of the following organizations coming under the Department:

<b>SIno.</b>	<b>Name of the organization</b>	<b>Website</b>	<b>e-mail address</b>
1.	Karnataka Biotechnology and Information Technology Services(KBITS)	<a href="http://www.bangaloreitbt.in">www.bangaloreitbt.in</a>	<a href="mailto:Mdkbits@bangaloreitbt.in">Mdkbits@bangaloreitbt.in</a>
2.	KEONICS	<a href="http://www.keonics.com">www.keonics.com</a>	<a href="mailto:md@keonics.com">md@keonics.com</a>
3.	KRSAC	<a href="http://www.krsac.gov.in">www.krsac.gov.in</a>	<a href="mailto:krsac_gok@yahoo.co.in">krsac_gok@yahoo.co.in</a>

**4 (1) (b) (xv) Particulars of facilities available to citizens for obtaining information including the working hours of a library or reading room, if maintained for public use**

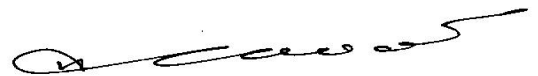
No separate library is maintained by the Directorate of IT & BT.

**4 (1) (b) (xvi) Name, designation and other particulars of Public Information Officers**

<b>Public Information Officer</b>	<b>Assistant Public Information Officer</b>	<b>Appellate Authority</b>
Shri. Aravind Jannu, IAS Director Directorate of IT & BT  Phone: 2226 3206  Address: 3 <sup>rd</sup> Floor, UNI Building, Thimmaiah Road, Bangalore – 560 052.	Shri. H. L. Ravi Prakash, KAS Administrative Officer Directorate of IT & BT  Phone: 2226 6293  Address: 3 <sup>rd</sup> Floor, UNI Building, Thimmaiah Road, Bangalore – 560 052.	Shri. Ashok Kumar C. Manoli, IAS Principal Secretary to Government Department of IT, BT and S & T  Phone: 1) 2228 0562 2) 2237 4314 3) 2203 2434  Address: 6th Floor, 5 <sup>th</sup> Phase, MS Buildings, Dr. Ambedkar Road, Bangalore – 560 001.

**4 (1) (b) (xvii) Other information as may be prescribed**

--- NIL ---



(H. L. Ravi Prakash)  
Administrative Officer  
Directorate of IT & BT