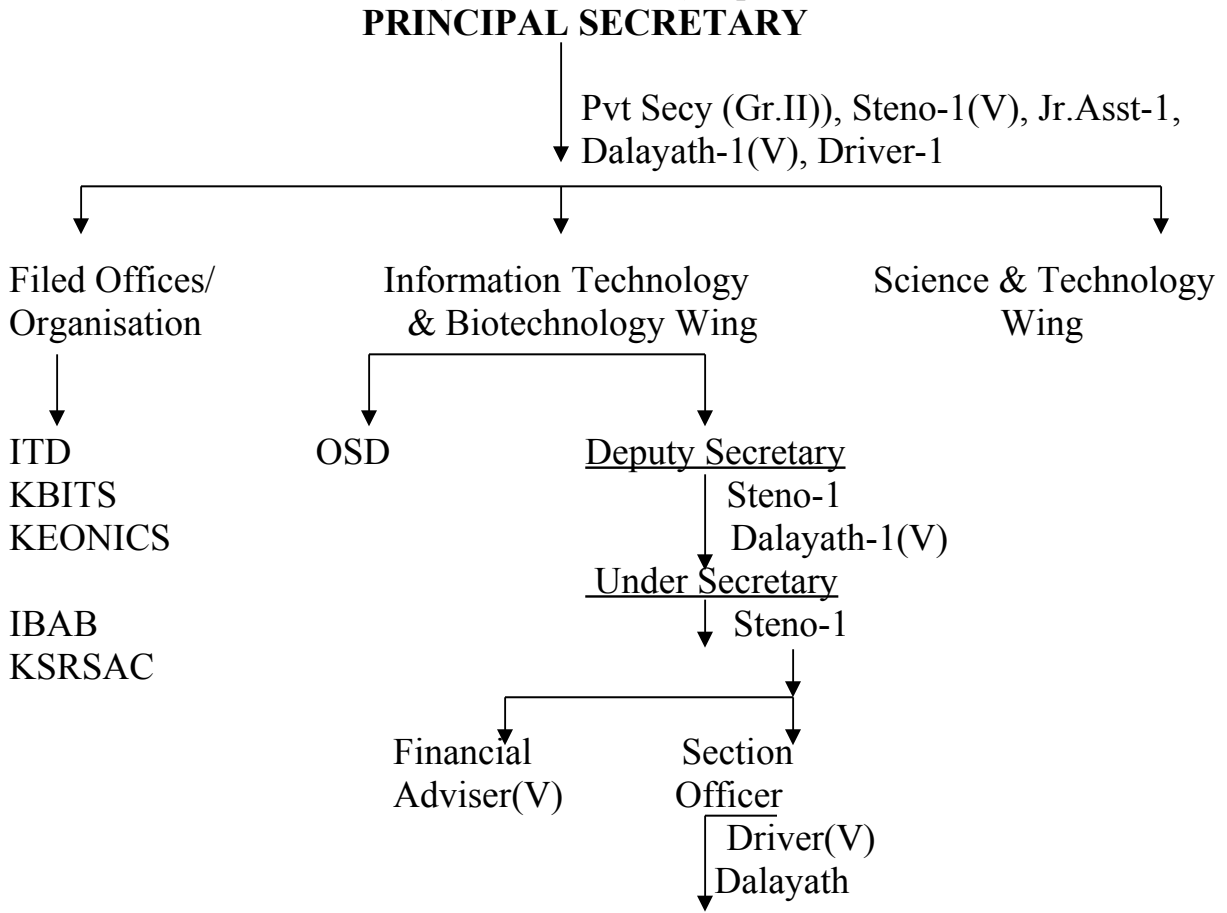


4 1(b)(i) ORGANISATION & FUNCTIONS  
ORGANISATION CHART OF KGS DEPARTMENT OF  
INFORMATION TECHNOLOGY, BIOTECHNOLOGY AND SCIENCE  
AND TECHNOLOGY (IT & BT WING) [updated as on 17.2.2011]



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

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- Dalayath: : To keep the office neat and tidy.  
To deliver the files/tappals to other sections/departments as per the instructions of Secretariat Manual.
- Junior Assistant : In charge of the work of Dairying, movements, distribution of receipts/filed in the Section.
- Typist : In charge of the typing work at Section.  
(Vacant)
- Case Workers : To attend to the work of case working as per the duties  
(Sr.Asst/Asst) cast on them in the Secretariat Manual
- P.A/Stenographer : In charge of receipt of tapals/files by Deputy Secretary/Under Secretary/ Section Officer. Typing and Stenography work entrusted by Deputy Secretary/Under Secretary/Section Officer.
- Section Officer : In charge of the whole Section.  
Scrutiny of files submitted by the Case Worker as per the procedure of Secretariat Manual.
- 
- Under Secretary : Branch officer in charge of the whole Section. Scrutiny of files submitted by Section Officer.  
Issue of Govt.Order/letters/Circulars/Notifications etc., On behalf of the Government.
- Finacial Advisor : Advising in the department in respect of Financial Matter keeping  
in view of standing instructins of Finance  
Department and financial code.
- Vacant
- Deputy Secretary : Second Senior most officer in charge of the Department/Wing.  
Reports to Prl. Secretary in important matters.
- OSD : Assists the IT Prl. Secretary in all IT and BT promotional matters;  
interacts with the Industry and the Media and; directly reports to the IT Prl. Secretary.
- Principal Secretary/ : Head of the organization and acts upon the  
Secretary advise/directions of the Chief Minister/Minister in his Capacity as Head of the Department. Ultimate official Authority on behalf of the Department.

#### **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 Section Officer.
- OR
- Processing the receipt in the existing file and initial examination and submission to Section Officer.
- Section Officer : Will scrutinize the proposal with all relevant facts and Mark the file to Under Secretary with a course of action to be adopted.
- Under Secretary : 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.
- Financial Advisor : Will examine and advise on the files referred to him. Vacant
- OSD : There is less of file work and more of correspondence through e-mails and carries out and implements the orders of the IT Prl. Secretary.
- Deputy Secretary/ : Will review the case with an overall view and submit the file to the Prl. Secretary for approval of the ultimate course to be adopted on the proposal that is Under consideration.
- Principal Secretary/ : Will decide on the course of action to be taken on a proposal and if necessary will submit the file or final orders of the Hon'ble Chief Minister

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

Dalayath	- Carrying out the functions entrusted to him the same day
Junior Asst.	- Carrying out the functions entrusted to him the same day
Case Workers	- Up to 5 days for submission of files/tappals. (as per manual)
Section Officer	}
Finance Adviser	}
Under Secretary	}
OSD-	}
Deputy Secretary\	}
Joint Secretary	}
Principal Secretary/	}
Secretary	}

To attend to the work on priority and immediate basis

**4 1 (b) (v) (vi): The Rules, regulations, instructions, manuals records held by it or under its control or used by its employees for discharging its function.**

1.	The Karnataka Government (Transaction of Business) Rules 1977.
2.	Secretariat Manual
3.	Delegation of Financial Powers issued by Finance Department/and Administrative power delegated by DPAR
4.	The Millennium Information Communication Technology Policy-2011
5.	The Millennium Bio-Technology Policy – 2010
6.	Information Technology Act-2000
7.	Information Technology(Karnataka) Rules, 2004
8.	Karnataka Semiconductor Policy-2010
9.	Karnataka Electronic Hardware Policy-2011

**4 1(b) (vii) & (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.**

<u>Committees/Council</u>	<u>Head by</u>
1. CM's IT Task Force/ IT Vision Group	- Shri. N.R.Narayana Murthy, -INFOSYS TECHNOLOGIES, B'lore
2. Vision Group on Biotechnology	- Dr.Kiran Mazumdar Shaw, CMD, BIOCOM, B'lore.
3. Karnataka Biotechnology and Information Technology Services	- Prl Secretary, IT, BT & S &T
4. Vision Group of Nanotechnology	- Prof. C.N.R.Rao
5. Board for IT Education Standard	- Dr.K.R.S. Murthy
6. High Power Committee	- Chief Minister

Meeting of the above comittees/councils, are not open to Public, Minutes are also not accessible to the public.

**4(b) (ix) Directory of Officers / Employees**

Sl.No.	Post	Name Shriyuths/Smt	Telephone No.(O)	Residence	Mobile
1.	Principal Secretary	Ashok Kumar C.Manoli, I.A.S.,	22280562 22374314 22032434	26683534	99801 39409
2.	Deputy Secretary	S.Indumathi	22280563 22033430	2670 4763	961190970
3.	OSD	Jeetendra Singh, K.A.S.,	22265943 22032449	25235151	98450 27830
4.	Under Secretary	Vacant	22262450 22032469		
5.	Financial	Vacant	22262450		

	Advisor				
6.	Section Officer	Lalitha H.Handigola	22262450/ 22032451/ 22032473	----	9880148651
7.	Pvt Secy (Gr.II)	B.S.Srinivasa	22280562 22374314 22032434	26606883	9845089589
8.	Assistant	Vacant	22032451		
9	Assistant	Shanta Kumari	22032451		9686590309
8.	Junior Assistant	1.Vacant 2. Mohan Raju	22262450/ 22032451/	-	-
8.	Stenographer	1. Vijaya. N 2. Yusuf Kudachi	22262450 22280562 22032449	23206276	-
10.	Driver	Anand	22262450	25200892	9945030438

**4 1(b)(x) Statement of Monthly remuneration**

Sl.No.	Post	Name	Remuneration/Gross Salary (in Rs)
1.	Principal Secretary	Ashok Kumar C.Manoli, I.A.S.,	1.20, 200/-
2.	Deputy Secretary	S.Indumathi	30,918/-
3.	OSD	Jeetendra Singh, K.A.S.,	34,108/-
4	Under Secretary	Vacant	24,762/-
5.	Section Officer	Lalitha H.Handigola	24,800/-
6.	GPA	B.S.Srinivas	30,350/-
7.	Junior Asst.	1. Mohan Raju	11,075/-
8.	Stenographer	1.Vijaya. N 2. Yusuf Kuduchi	16,954/- 14,960/-

9	Assistant	Shanta Kumari	14,500/-
10	Assistant	Vacant	--
9.	Driver	Anand	14,116/-

Remuneration includes pay and allowances as admissible as per the Rules.

**4 1(b) (xi)** **Budget Allocation 2010-11**  
**Expenditure as on 31.12.2010**

Sl. No.	Major Heads/Minor Heads of Development	Budget allotted during 2010-11	Expenditure incurred
1	2	3	4
1	3451-00-090-2-01 IT Promotion and Development - 059 - other expenses	1000.00	679,02,500
2	3451-00-090-2-08 Karnataka State Remote Sensing Centre - 059 - other expenses	350.00	117,50,000
3.	5465-01-190-1-09-Mahithi Bond - 240-plan	325.00	233,52,487
4	5465-0-01-190-1-09 Biotech Park - 059 - Other expenses	1000.00	--
5	5465-01-190-1-12 Aryabhata IT Park - Hubli - 059 - other expenses	100.00	--
6	3451-00-090-2-23 Rural BPOs - 059 - other expenses	800.00	200,00.000
7	5465-01-190-1-13 Equity in KEONICS for Tier-II cities - IT development - 059 other expenses	100.00	100,00.000
8	3451-00-090-2-22 Institute of Bio Informatics and Applied Biotechnology (IBAB), 100- Financial Assistance / Relief.	500.00	200,00.000
9	3451-00-090-2-05-101 [Plan] -Expansion of current campus of IIITB in Electronics City, Bangalore. **	300.00	200,00.000
10	3451-00-090-2-24 Bio-Technology Policy -059-Other Expenses	1000.00	--
11	3451-00-090-2-25 Semi Conductor Policy -059- Other Expenses	1000.00	-
	<b>Total</b>	<b>6475.00</b>	<b>1730,04,987</b>

**4 1(b)(xiv)** Information about Information Technology and Biotechnology Department activities may be seen in Website-  
“ [www.bangaloreitbt.in](http://www.bangaloreitbt.in)”

**4 1(b)(xvi) The names, designations and other particulars of the public information officers:-**

**(a) Appellate Authority**      **(b)Public Information Officer**      **(c) Assistant Public Information Officer**

Sri. Ashok Kumar C.Manoli, I.A.S.  
Principal Secretary to Government

Smt.S.Indumathi  
Dy Secy to Govt.,  
I.T.B.T. Wing

-----  
Under Secretary to Govt  
I.T.B.T. Wing

Phone :Office –22280562  
22374314  
22032434  
Home - 26683534

22280563 (O)

22032469 (O)