

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

- 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
Vacant Department and financial code.
- 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\ | } To attend to the work on priority and immediate basis |
| Joint Secretary | |
| Principal Secretary/ | } |
| Secretary | |

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 Mannual |
| 3. | Delegation of Financial Powers issued by Finance Department/and Administrative power delegated by DPAR |
| 4. | The Millennium InformationTechnology Policy |
| 5. | The Millennium Bio-Technology Policy |
| 6. | Information Technology Act-2000 |
| 7. | Information Technology(Karnataka) Rules, 2004 |

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 | M.V.Krishna Murthy | 22262450 22032469 | | |
| 5. | Financial Advisor | Vacant | 22262450 | | |
| 6. | Section Officer | Vacant | 22262450/ 22032451/ 22032473 | | |
| 7. | Pvt Secy (Gr.II) | H.Manjunatha | 22280562 22374314 22032434 | 6596 1851 | 99454 85050 |

| | | | | | |
|-----|------------------|---|--|----------------------|------------|
| 8. | Assistant | Gopal Roa.S | 22032451 | | |
| 9 | Assistant | Kamakshi | 22032451 | | |
| 8. | Junior Assistant | 1. Anantha Krishna Padakannaya 2. Mohan Raju | 22262450/ 22032451/ 22032473 | - | - |
| 8. | Stenographer | 1. Vijaya. N 2. Arati N G | 22262450 22280562 22374314 22032449 | 23206276 25293506 | - |
| 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 | M.V.Krishna Murthy | 24,762/- |
| 5. | Section Officer | Vacant | |
| 6. | GPA | H.Manjunath | 25,922/- |
| 7. | Junior Asst. | 1. Anantha Krishna Padakannaya 2. Mohan Raju | 8,563/- 8,422/- |
| 8. | Stenographer | 1. Vijaya. N 2. Arati N G | 12,741/- 14,321/- |
| 9 | Assistant | S Gopal Rao | 14,600/- |
| 10 | Assistant | V A Kamakshi | 14,171/- |
| 9. | Driver | Anand | 14,765/- |

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

4 1(b) (xi)**Budget Allocation 2007-08 as on 31.03.2008**

| | <u>Budget Allotted</u> | <u>Expenditure incurred</u> | <u>Balance</u> | |
|---|------------------------|-----------------------------|-----------------|---|
| 1. Information Technology Promotion and Development | Rs. 603.58 lakhs | Rs. 603.58 lakhs | - | |
| 2. KSRSAC | Rs. 220.00 lakhs | Rs. 220.00 lakhs | | |
| 3. Mahiti Bond (Debt. Servicing) | Rs.5940.00 lakhs | Rs 5500.26 lakhs | Rs 439.73 lakhs | - |
| 4. KITVIN Fund | Rs 500.00 lakhs | - | Rs.439.73 lakhs | |
| 5. Biotech Park | Rs.200.00 lakhs | - | - | |

4 1(b)(xiv)

Information about Information Technology and Biotechnology Department activities may be seen in Website-

“ 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

M.V.Krishna Murthy
Under Secretary to Govt
I.T.B.T. Wing

Phone :Office –22280562
22374314
22032434
Home - 26683534

22280563 (O)

22032469 (O)