

Annexure-1

GOVERNMENT OF KARNATAKA

Name of the Public Authority : *Science & Technology wing of
IT,BT & Science & Technology
Department, M.S.Building,
Bangalore-01.*

MANUAL

*Containing Informations in respect of 17 items under section 4(1)(b) of
the right to information Act 2005.*



4(1)(b)(i):- The Functions and duties of Science and Technology wing are listed below:

1) The Department of Science and Technology promotes, the applications of S&T inputs in the developmental process of the State with special reference to Rural Development and promote science popularization activities aimed at inculcating scientific spirit and technological awareness among the people. The S&T Department also acts as a Nodal Department for reaching S&T to other depts for the benefit of the common man. The objectives are being achieved in co-ordination with the major organizations like Karnataka State Council for Science and Technology (KSCST), Karnataka Rajya Vignan Parishat (KRVP), Bangalore Association for Science Education (BASE) through Jawaharlal Nehru Planetarium (JNP), KSN Drought Monitoring Cell (KSNDMC) and Science and Technology Academy in the following phases.

- I. Project generation phase:** An analysis of the development process leads to identification of where S&T can contribute. Activities like informal discussions, seminars, conferences and workshops involving development departments, relevant professional experts and non-governmental organizations lead to formulations of projects with clear objectives.
- II. R&D Phase:** Problems identified above are scrutinized for obtaining a match with the S&T options.
- III. Field testing and demonstrations Phase:** Technologies evolved through R&D are tried out on the field and modified according to the technology users acceptance.
- IV. Dissemination Phase:** The implementable technologies generated are transferred to various agencies for active dissemination with the S&T organizations.

2) In order to popularise Science and Technology, and to create an awareness among the students and the people, specially in rural areas, the department of Science and Technology is assisting the scientific bodies like KRVP, KSCST, BASE (JNP) KSNDMC & Science and Technology Academy.

- 3) Apart from releasing of grant-in-aid to the above named scientific bodies, the Department of Science and Technology is intending to establish Science City at Bangalore.
- 4) To establish Regional/Sub Regional Science Centre at the identified places like Dharwad, Mangalore etc with the assistance of Government of India and to establish districts science centers in each districts of Karnataka.
- 5) To implement Science and Technology Policy in Karnataka .

4(1)(b)(ii):- The powers and duties of officers and employees

Dalayath : To keep the office neat and tidy. To deliver the files/ tappals to other sections/departments & do all other duties as per the instructions contained in the Secretariat Manual & incharge officers.

Driver : To do the duties of driving as per the instructions of the concerned officer and to keep the Government vehicle in good condition and do other duties as per the standing instructions.

Junior Assistant: In charge of the work of Dairying, movements, distribution of receipts/files in the Section and do all other duties as per secretariat manual & as per instructions of incharge officers.

Typist : In charge of the typing work.

P.A/Stenographer: In charge of receipt of tappals/files ,Typing and Stenography, work entrusted by the concerned officer and do all other duties as per Secretariat Manual.

Assistant : To attend to the work of case working as per the duties cast on him in the Secretariat Manual and do all other duties entrusted by the higher officers in respect of KRVP, JNP,Exhibition, Training, Seminars etc.

Sr.Assistant : To attend to the work of case working as per the duties cast on her in the Secretariat Manual and all other duties entrusted by the higher officers in respect of KSCST, KSNDMC,Science City, Regional/Sub Regional Science Centres, Matters in

respect of subject committee, LA/LC/Parliamentary/Rajya Sabha Questions, Science & technology Academy etc.

Desk Officer : In charge of the whole Section. Scrutiny of files submitted by the Case Worker and submission of files to the higher officer as per the Procedure and do all other duties as per Secretariat Manual.

Under Secretary : Branch officer in charge of the whole Section. Scrutiny of files submitted by the lower **officer** Officials issue of Govt. Orders/letters/Circulars/Notifications etc., on behalf of the Government as per the Secretariat Manual.

Scientific Officer –I: 1) To contact the Research and other Development organizations in order to establish various development schemes and to use new technologies in the developmental organizations of the State.

2) To implement and spread the schemes of Research and Development organizations in the field.

Scientific Officer-II :1) To create model projects for popularising science & Technology

2) To promote science popularisation activities.

Deputy Secy. : Second Senior most officer in charge of the Department, will report to Principal Secretary/ Secretary in important matters & carry out all other duties as per Secretariat Manual.

Director(Technical): 1) To advise the department in all technical matters for popularising Science and Technology among the common people.

2) To assistance the department for establishing various Science Centres.

3) To act as Member Secretary of the Science and Technolog Academy.

Director (KSNDMC) : Over all Supervision and other connected works of the KSNDMC.

Principal Secretary/ Secretary: is the official head of the Department Subject to the general or special directions of a Minister-in-charge and to the Business Rules. He is responsible for the disposal of all business pertaining to the Department (vide Rules 7 and 30 of the Karnataka Government (Transaction of Business) Rules, 1977) & carry out all other duties of as per secretariat Manual.

4(1)(b)(iii):- The procedure followed in the decision making process, including channels of supervision and accountability.

Case Workers : Opening of new files on receipt of a proposal
Sr.Asst/Assistant Or

Processing the receipt in the existing file.

Desk 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. Then submit the files to the Deputy Secretary wherever necessary.

Scientific Officer –I: 1) To contact the Research and other Development organizations in order to establish various development schemes and to use new technologies in the development organizations/departments of the State.

2) To implement and spread the schemes of Research and Development organizations in the field.

Scientific Officer-II : 1) To create model projects for popularising the science.

2) To promote science popularisation activities.

Deputy Secy : Second Senior most officer in charge of the Department, will report to the Principal Secretary/Secretary in important matters.

Director(Technical): 1) To advise the department in all technical matters for popularizing Science and Technology among the common people.

2) To assistance the department for establishing various Science Centres.

3) To act as Member Secretary of the Science and Technolog Academy.

Director (KSNDMC) : Over all Supervision & all other connected works of KSNDMC.

Principal Secretary/ Secretary : Head of the organization and acts upon the advise/directions of the Chief Minister/Minister of S&T Department in the Capacity of Head of the Department. Ultimate official authority on behalf of the Department.

4(1)(b)(iv):- The norms set for the discharge of functions:

Dalayath : Carrying out the functions and all other duties entrusted to him as per Secretariat Manual.

Junior Asst. : Carrying out the functions entrusted to him as per Secretariat Manual.

Case Workers : They have to submit the files and receipts within the time limit prescribed in the Secretariat Manual and other standing instructions, circulars etc.

Section Officer

Under Secretary

Scientific Officer

Dy. Secretary

Director (Tech)&(KSNDMC)

Principal Secretary

To attend to the work on priority as per the various Acts, Rules, Regulations, Standing Instructions etc.

4(1)(b)(v):- The Rules, Regulations, Instructions, manuals and records, held by it or under its control or used by the employees for discharging functions.

- 1) The Karnataka Government Transaction of Business Rules-1977
- 2) The Karnataka Government allocation of Business Rules-1977
- 3) Secretariat Manual
- 4) Karnataka Civil Service Rules
- 5) Karnataka Financial Code
- 6) Karnataka Treasure Code
- 7) Manual of Contingency Expenditure
- 8) Delegation of Financial Power issued by Finance Department
- 9) Karnataka State Council for Science and Technology Memorandum of Association and Rules and Regulations
- 10) Karnataka Rajya Vignana Parishat Memorandum of Association and Rules and Regulations
- 11) Bangalore Association for Science Education Memorandum of Association and Rules and Regulations
- 12) Drought Monitoring Cell Memorandum of Association and Rules and Regulations
- 13) Government orders/notification in respect of Science and Technology Academy.

4(1)(b)(vi):- A statement of the categories of the documents that are held by are under its control

- 1) Records pertaining to specific projects/programmes
- 2) Annual reports regarding activities of the Department
- 3) Weekly/Monthly, file disposal records
- 4) Files pertaining to day to day business of the Department and all other documents.

4(1)(b)(vii):-The particulars of any arrangements that exists for consultation with or representation by the members of the public in relation to the formulation of its policy or implementation thereof;

This department consults Karnataka Science and Technology Academy which has been established under the chairmanship of former ISRO Chairman Sri.U.R.Rao, having 21 members selected from the field of Science, Industries and other Government department heads, to implement various projects of the department.

Consultations are also being made with the four autonomous bodies that are;

- 1) Karnataka State Council for Science and Technology
 - 2) Karnataka Rajya Vignana Parishat
 - 3) Jawaharlal Nehru Planetarium (BASE)
 - 4) KSNDMC
- For carrying out other functions of the department.

This department also receives suggestions by the members of public and examine as per the existing Rules and Regulations.

4(1)(b) (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;

| Sl.No. | Committees/Councils/General Bodies | Headed by |
|--------|---|--|
| 1. | Governing Council of Karnataka State Council for Science and Technology | Hon'ble Chief Minister of Karnataka as a President. |
| 2. | Executive Committee of Karnataka State Council for Science and technology | Director of Indian Institute of Science as a President. |
| 3. | General Body of Karnataka Rajya Vignana Parishath | Dr.S.J.Nagalotimatt as a President |
| 4. | Executive Committee of Karnataka Rajaya Viganana Parishath | Dr.S.J.Nagalotimatt as a President. |
| 5. | General Body of the KSNDMC | Chief Secretary to Government of Karnataka as a President. |
| 6. | Executive Committee of the KSNDMC | Principal Secretary/Secretary of Science and Technology as a Chairman. |
| 7. | Governing Council of Bangalore Association for Science Education | Dr.U.R.Rao Ex-Chairman of ISRO as a Chairman |
| 8. | Karnataka State Science & Technology Academy | Dr.U.R.Rao, Ex-Chairman,ISRO as a President |

The meetings of the above said bodies/Committees are not open to the public and hence minutes of the meetings of the above said bodies/committees are not accessible for public.

4(1)(b)(ix): A Directory of Officers/Employees.

| Sl.No. | Post | Name | Telephone No O) | Residence | Mobile |
|--------|---------------------------------------|----------------------------------|-----------------|-----------|------------|
| 1 | Prl. Secretary | Sri Ashok Kumar C Manoli, IAS | 22280562 | | 9980139409 |
| 2 | Director (Technical) | Dr.Honnegowda | 25634988 | - | 9844008993 |
| 3. | Director, KSNDMC | Sri.V.S.Prakash | 22215613 | 25538228 | 9844166965 |
| 4. | Deputy Secretary,S&T | Sri.S.R.Patil | 22353956 | 25289933 | |
| 5. | Scientific Officer-1 | Sri.Abdul Azeez | 22353981 | | |
| 6. | Scientific Officer-2 | Vacant | | | |
| 7. | Under Secretary | Sri.S.V.Sathyarayanamurthy | 22032763 | | |
| 8. | Desk Officer | Sri.B.Shivarudraswamy | 22032750 | | |
| 9. | Senior Assistant | Smt.G.Vijaya | 22032750 | | |
| 10. | Assistant | Papanna | 22032750 | | |
| 11. | First Division Assistant(Accounts) | Vacant | | | |
| 12. | Stenographer | Smt.N.Radha | 22032013 | | |
| 13. | Stenographer | Smt.J.K.Gayathri | 22353981 | | |
| 14. | Stenographer | VACANT | | | |
| 15. | Junior Assistant-1 | Sri.Ravi | 22353956 | | |
| 16. | Junior Assistant-2 | vacant | | | |
| 17. | Typist | vacant | | | |
| 18. | Driver | VACANT | | | |
| 19. | Jamedar | VACANT | 22353981 | | |
| 20. | Jamedar | Sri.Kurshid Ahmed | 22032750 | | |
| 21. | Dalayyat | Vacant | | | |

4(1)(b)(x): The Monthly Remuneration received by each Officers and Employees.

| Sl.No. | Post | Name | Remuneration |
|---------------|--------------------------|-------------------------------|---------------------|
| 1. | Prl. Secretary | Sri Ashok Kumar C Manoli, IAS | Rs.1,02,200/- |
| 2. | Director (Technical) | Dr.Honnegowda | Rs.48,586/- |
| 3. | Director (KSNDMC) | Sri.V.S.Prakash | Rs.47,503/- |
| 4. | Deputy Secretary | Smt Vishalakshamma | Rs.29,430/- |
| 5. | Scientific Officer | vacant | Rs.23,423/- |
| 6. | Under Secretary | Sri Boralingaiah | Rs.20,987/- |
| 7. | Desk Officer | Sri Ananthakumar | Rs.20,850/- |
| 8. | Senior Assistant | Smt.Nagamma | Rs.17,360/- |
| 9. | Assistant | Sri.Papanna | Rs.13,229/- |
| 10. | Stenographer | vacant | |
| 11. | Stenographer | Smt.Gayathri.J.K. | Rs.22,046/- |
| 12. | Stenographer | Smt.. Vinutha | Rs.12,064/- |
| 13. | First Division Assistant | Vacant | |
| 14. | Junior Assistant-1 | Vacant | |
| 15. | Junior Assistant-2 | Vacant | Rs.5,725/- |
| 16. | Typist | Vacant | |
| 17. | Dirver | Vacant | |
| 18. | Jamedar | Vacant | |
| 19. | Dalayat | Sri.Kurshid Ahmed | Rs.9,400/- |
| 20. | Dalayat- 3 posts | Vacant | |

4(1)(b)(xi): The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursement made:

| Sl.No. | Name of the Institute | Head of Account | Budget (Rs.in lakhs) |
|--------|---|---|----------------------|
| 1. | Karnataka State Council for Science and Technology, Karnataka Rajya Vigyanana Parishath, Jawaharalal Nehru Plantorium and other scientific body | 3425-60-200-0-01 GIA to other Scientific Bodies | 340.00 |
| 2. | Inidan Institute of science | 3425-60-200-0-01(104) NP | 1.00 |
| 3. | Dharwad Regional Science Centre | 3425-60-600-0-01 | 0 |
| 4. | Science & Technology Schemes | 3425-60-200-0-16 | 500.00 |
| 5 | Support to Nanotechnology | 3425-60-200-0-19 | 300.00 |
| 6 | District Science Centres | 3425-60-200-0-20 | 100.00 |
| 7 | KSN Drought Monitoring Cell | 3455-00-200-0-01 | 70.00 |
| | Total | | 1311.00 |

II. NEW SCHEMES:

| | | |
|--|--------------------|---------|
| Regional Science Centres at Mangalore, Mysore and Sub-regional Science Center at Haveri, Raichur etc. Science and Technology Academy | | 1000-00 |
| | Grand Total | 1251-00 |

4(1)(b)(xii) : The manner of execution of subsidy programmes, including the amount allocated and the details of beneficiaries of such programmes .

No subsidy programmes are available in this Department.

4(1)(b)(xiii) :Particular of recipients of concessions permits or authorisations granted.

-Nil-

4(1)(b)(xiv) :Details in respect of the information available to or held by it reduced in an electronic form.

(A) Information in Electronics form in respect of Science & Technology Wing of Information Technology, Bio-Technology & Science & Technology Department are available at the **website:www.bangaloreit.in**

(B) Details about the following organisations coming under this Department and their projects and programmes are available at the websites mentioned against them.

The facilities of E-mail available in respect of each of the following organisation are mentioned against them.

| Sl.No. | Name of the Organisation | Available Website | E-mail facility |
|--------|--|--|-------------------|
| 1. | Karnataka State Council for Science & Technology | www.KSCST.org | kscst@vsnl.net |
| 2. | Karnataka Rajya Vignana Parishat | www.KRVP.org . | krvpbgl@vsnl.net |
| 3. | Jawaharlal Nehru Planetarium(BASE) | www.taralaya.org . | taralaya@vsnl.com |
| 4. | Drought Monitoring Cell | DMC.KAR.NIC.IN | dmc@bgl.vsnl.in. |

4(1)(b)(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:

No separate library is maintained by the Science & Technology Wing. However Secretariat library each at Vidhana soudha and M.S.Building are available for its members from 10.00 A.M. to 5.30 P.M. on all working days.

Further the following organisation coming under this Department have got the facilities mentioned against them.

K.S.C.S.T. :- A library is available for the use of public specifically for academic students and community in between 9.00 a.m. to 5.30 p.m. from Monday to Friday except General Holidays.

- 1) **K.R.V.P.** :- Library facilities are available during the working hours of working days and also video visuals, video clippings, etc. on science issues are available to the public.
- 2) **J.N.P.** :- The library with science books is available for restricted use of staff and students who have enrolled for week end. Limited facilities are provided for reference by teachers and lecturers of schools and colleges.

3) **D.M.C.** :- A library is available for common public during office hours of working days.

4(1)(b)(xvi) : **The names, designation and other particulars of the Public Information Officers.**

So far as the Science & Technology wing is concerned the details are as follows:

Public Information Officer:-Smt. Vishalakshamma , Deputy Secretary to
Government, IT,BT & S&T Dept
Science & Technology Department,(S&T
wing) M.S.Building, Bangalore-1.
Phone Nos:-(o) 22353956 & 22032756
® 25289933

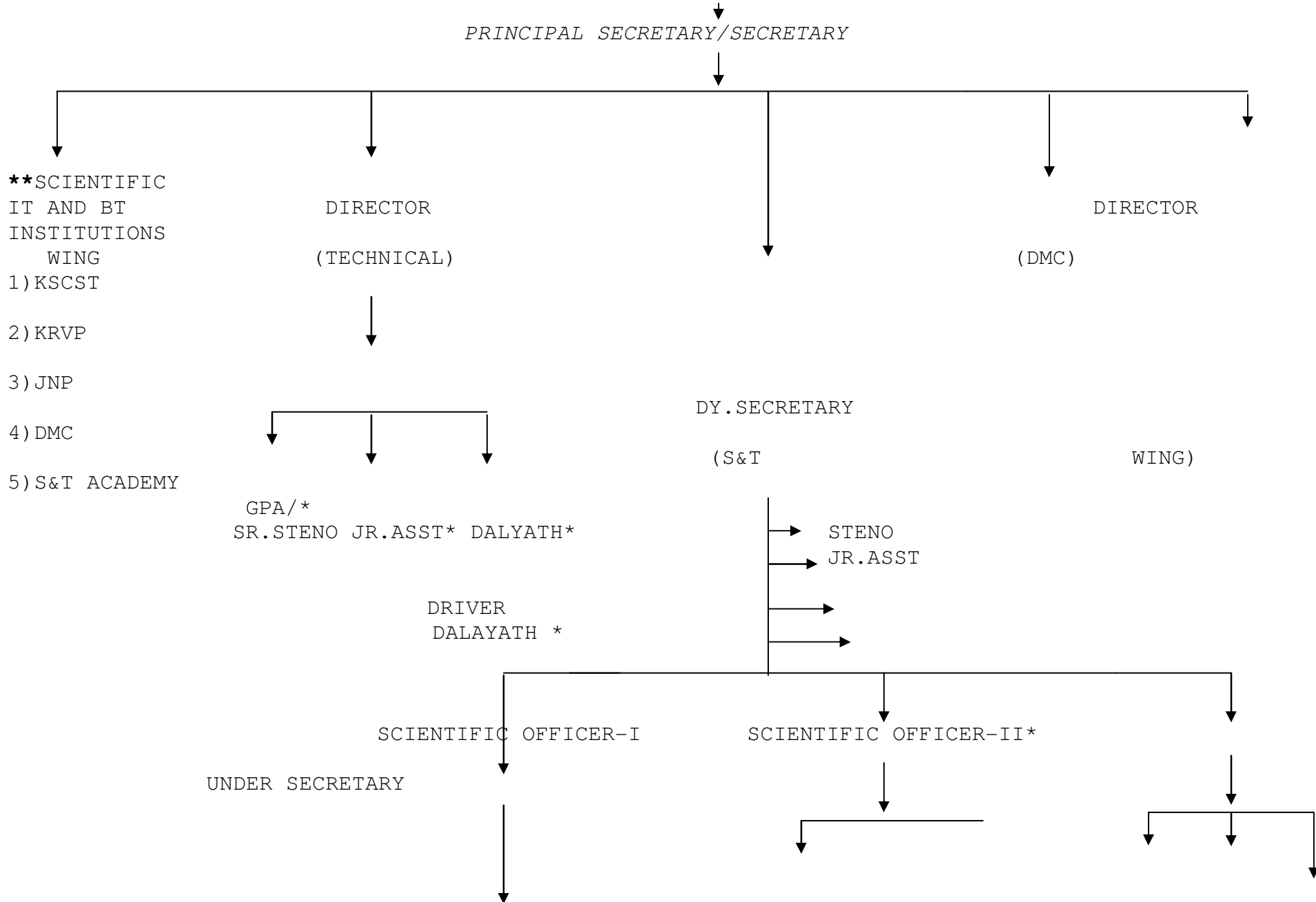
Asst.Public Information Officer:Sri. K . Boralingaiah,Under
Secretary to Government,IT,BT & S&T
Dept. (S&T Wing), M.S.Building,
Bangalore-1. Phone No. 22032763

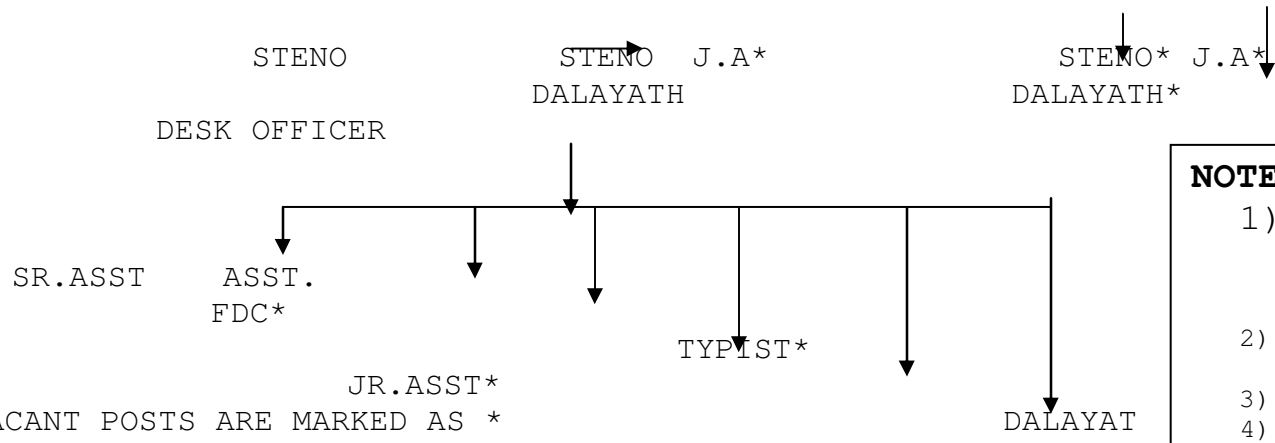
4(1)(b)(xvii) :Such other information as may be prescribed.

- Nil -

(K.Boralingaiah)
Under Secretary to Government,
Information Technology, Bio Technology and
Science & Technology Department.

ORGANISATION CHART OF SCIENCE & TECHNOLOGY WING OF INFORMATION TECHNOLOGY, BIOTECHNOLOGY AND SCIENCE AND TECHNOLOGY DEPARTMENT
Hon'ble Minister for Science & Technology Department





NOTE: VACANT POSTS ARE MARKED AS *