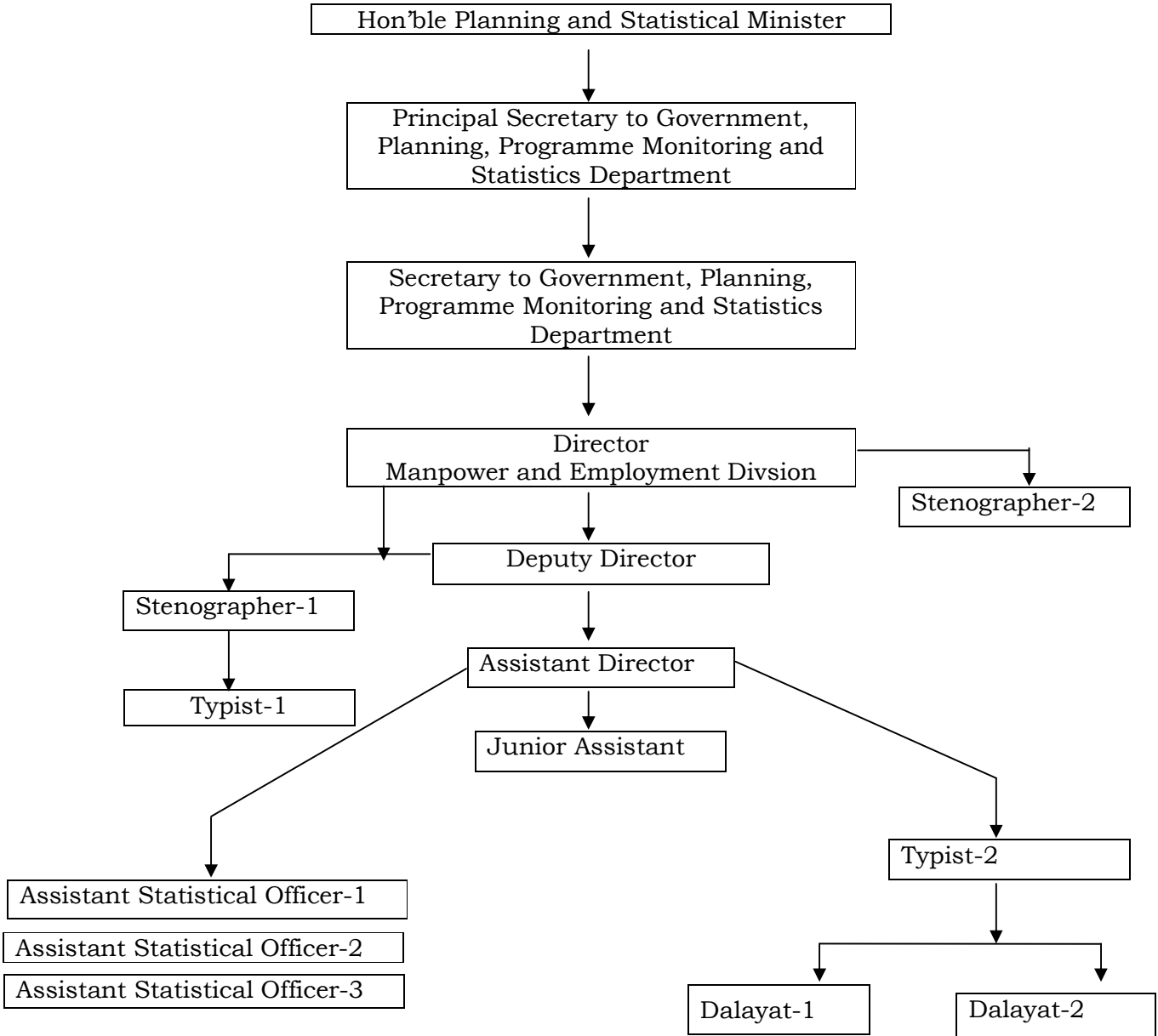


**As per RTI Act, 2005 under section 4**  
**Manpower and Employment Division**  
**Organizational Structure**

4(1)(b)(i)- Section/ Division Chart :



<b>Rule</b>	<b>Detail of RTI Act</b>	<b>Information</b>
4(1)(b)(i)	Section/Division Functions & Duties	<p>1. Nodal division of Health and Family Welfare, Medical Education, Kannada culture and Information, Labor, Tourism, Youth Services, Science and Technology, Education (Higher Education as well as primary and secondary Education).</p> <p>2. Preparation of Five year plan and annual plan of the nodal departments. Attend the nodal departments Finance Committee Meeting and Executive Committee Meeting.</p> <p>3. Preparation of Economic Survey Reports.</p> <p>4. Preparation of Quarterly and Annual Reports of Wage employment.</p> <p>5. Opinions for ongoing and new schemes of nodal departments</p> <p>6. Other works entrusted as per Principal Secretary/ Secretary Order.</p>
4(1)(b)(ii)	<b>Power and Duties of Officers and Employees</b>	
a)	Dalayath- 1	<p>1) Keep the office clean</p> <p>2) Distribution of letters and files to concerned departments and sections</p> <p>3) Other works entrusted as per Secretariat Hand Book.</p>
b)	Dalayath – 2 (Vacant)	<p>1) Keep the office clean</p> <p>2) Distribution of letters and files to concerned departments and sections</p> <p>3) Other works entrusted as per Secretariat Hand Book.</p>
c)	Junior Assistant (Vacant)	<p>1) Maintains registers /documents connected with receipts and issues.</p> <p>2) To keep track of the movement of letters and files.</p>

		3) To ensure dispatch of letters, attends to FMS/LMS works.
d)	Typist-1(Vacant)	1) To assist the Director, Deputy Director and other officers pertaining to the typing work of the division. 2) To perform the LMS/FMS work in the absence/Vacancy of Junior Assistant.
e)	Typist -2 (Vacant)	1. To assist the Director, Deputy Director and other officers pertaining to the typing work of the division. 2. To perform the LMS/FMS work in the absence/Vacancy of Junior Assistant.
f)	Stenographer-1 (Vacant)	Perform duty as Personal Assistant to Director
g)	Stenographer-2 (Vacant)	Perform duty as Personal Assistant to Director and division works.
h)	Assistant Statistical Officer - 1	1) To verify the nodal departments MMR reports and maintenance. 2) To verify the nodal departments Five year plan and Annual plan
i)	Assistant Statistical Officer - 2	1) To verify the nodal departments MMR reports and maintenance. 2) To verify the nodal departments Five year plan and Annual plan
j)	Assistant Statistical Officer - 3 (Vacant)	1) To verify the nodal departments MMR reports and maintenance. 2) To verify the nodal departments Five year plan and Annual plan
k)	Assistant Director	1) Maintenance of Opinion files and verification of nodal department files of Health and Family Welfare, Medical Education, Kannada culture and Information, Labor, Tourism, Youth Services, Science and Technology, Education (Higher Education as well as primary and secondary Education). 2) To assist in preparation of Economic Survey in Human Development 3) To collect the Wage employment reports from the respective departments. 4) To assist in preparing Annual Plan & Annual Report. 5) To perform the Administration work of the division. 6) To perform other works entrusted by the superiors.

l)	Deputy Director	<ol style="list-style-type: none"> <li>1. To verify and maintenance of the below nodal departments opinion files (ongoing &amp; new schemes) <ul style="list-style-type: none"> <li>• Health and Family Welfare</li> <li>• Medical Education</li> <li>• Primary and Secondary Education</li> <li>• Higher Education</li> <li>• Kannada, Culture and Information</li> <li>• Tourism</li> <li>• Youth Empowerment</li> <li>• Labor</li> <li>• Science and Technology</li> </ul> </li> <li>2. Preparation of Economic Survey Report.</li> <li>3. Preparation of progress report of the Wage Employment Generation and review of Live Registers of Employment Exchanges figures for every quarter.</li> <li>4. Collection of information required for preparation of Annual Plans, Economic Survey and other studies taken up by the division and to ensure consistency. Handles administrative issues. Assists higher officers.</li> </ol>
m)	Director	<ol style="list-style-type: none"> <li>1. As the head of division, oversees the activities relating to the formulation and implementation of plan programmes of Health and Family Welfare, Medical Education, Kannada culture and Information, Tourism, Labour, science and Technology, Education (Higher Education as well as primary and secondary Education departments) in formulation of Annual Plans.</li> <li>2. To attend the Finance Committee Meeting and Executive Committee Meetings of the nodal departments.</li> <li>3. The administration work of the division.</li> <li>4. Other works entrusted by the Principal Secretary/ Secretary of the Planning Department.</li> </ol>
4(1) (b) (iii)	Procedure followed in decision making by the Public Authority.	<p><b>Assistant and Assistant Statistical Officer :</b> Letters maintenance, Creation of new files and attending the files with notes.</p> <p><b>Assistant Director:</b> Submit the files from assistants, scrutinize and along with notes submit to Deputy Director / Director for further orders and actions.</p> <p><b>Deputy Director:</b> After receiving the files from the Assistant Director submit to Director with opinion and in asystematic manner.</p>

		<b>Director</b> : Detailed verification of the files which is received from the Deputy Director / Assistant Director / Assistant Statistical Officer and after verification gives opinion/ Concurrence and submit to the Principal Secretary/ Secretary for further needful action.
4(1)(b) (iv)	Details of norms / standards set by the public authority for the discharge of its functions/ delivery of services	<ol style="list-style-type: none"> <li>1) Secretariat Manual</li> <li>2) Direction / Note given by the Central Government and State Government.</li> <li>3) Maintenance of Letter and files respect to the order of preferences of Assistant and Assistant Statistical Officer, Assistant Director, Deputy Director and Director</li> <li>4) Consolidation of five year plan and annual plan with nodal departments of Health and Family Welfare, Medical Education, Kannada culture and Information, Labor, Tourism, Youth Services, Science and Technology, Education (Higher Education as well as primary and secondary Education).</li> <li>5) Monitoring the above nodal departments submit the reports to Principal Secretary/ Secretary of Planning Department.</li> <li>6) Collection of information required for preparation of Economic Survey.</li> <li>7) Preparation of Wage employment Quarterly and annual report.</li> <li>8) Opinion for nodal departments ongoing schemes and new schemes</li> </ol>
4(1)(b) (v)	Rules, Regulations followed by Employees/ Officers in discharging their duties	<ol style="list-style-type: none"> <li>1) Karnataka Civil Service Rules</li> <li>2) Karnataka Financial Code</li> <li>3) Office Procedure Manual</li> <li>4) Karnataka Budget Manual</li> <li>5) Manual of Contingent Expenditure</li> <li>6) Karnataka Secretariat Manual</li> <li>7) Karnataka Transaction of Business Rules</li> <li>8) Orders/Notifications/Circulars issued from time to time by the Planning, Programme Monitoring and Statistical Department, Finance Department, Department of Personnel Administration Reforms (DPAR)</li> </ol>

4(1)(b) (vi)	<b>Categories of documents held by the department under its control</b>	
<b>Section/ Division</b>	<b>File heading</b>	<b>Subject</b>
Manpower and Employment Division	M&E	1) Maintenance, verification and opinions of files of nodal departments of Health and Family Welfare, Medical Education, Kannada culture and Information, Labour, Tourism, Youth Services, Science and Technology, Education (Higher Education as well as primary and secondary Education). 2) Economic Survey Publications 3) Annual/Five Year Plan Documents 4) Annual Reports of Planning, Programme Monitoring and Statistics department
4(1) (b) (vii)	Arrangements to consultation of participation of public or its representative for formulation and implementation of policies.	Does not apply
4(1) (b) (viii)	Information of Boards, Councils, Committees and other bodies related to the Public Authority	Does not apply

<b>4(1) (b) (ix) &amp; (x)</b>	<b>Information on Officers and Employees working in the offices at different level contact numbers and their monthly pay</b>				
	<b>Sl. No.</b>	<b>Designation</b>	<b>Name</b>	<b>Telephone No.</b>	<b>Monthly Salary( in Rs.)</b>
	1	Director (I/c)	K. Narayana	2203 2192 22353864	-
	2	Deputy Director	Ramachandra Hegde	2203 2185	71088/- (36300-56850)
	3	Assistant Director (Deputed to SDP Division, Planning Dept)	Om Prakash Raju	-	47291/- (22800-43200)
	4	Assistant Statistical Officer-1	Smita Tengali	2203 2184	36376/- (20000-36300)
	5	Assistant Statistical Officer-2	Manjunath N	2203 2184	46115/- (20000-36300)
	6	Assistant Statistical Officer-3	Vacant	-	-
	7	Stenographer-1	Vacant	-	-
	8	Stenographer-2	Vacant	-	-
	9	Junior Assistant	Vacant	-	-
	10	Typist-1	Vacant	-	-
	11	Typist-2	Vacant		
	12	Dalayat-1	Krishna Bai	2203 2184	28790/- (11000-19000)
	13	Dalayat-2	Vacant		

<b>Rule</b>	<b>Detail of RTI Act</b>	<b>Information</b>
4(1) (b) (xi)	Information about the details of the plans, programmes and schemes undertaken by the public authority for each agency.	Does not apply
4(1) (b) (xii)	Activities/programmes/schemes being implemented by the public authority for which subsidy is provided.	Does not apply
4(1) (b) (xiii)	Details of information related to the various schemes of the department which are available in electronic formats. (Floppy, CD, VCD, Web Site, Internet etc.)	Less Paper Office (Sachivalaya Vahini) for letters and files movements/ maintenance

<b>Rule</b>	<b>Detail of RTI Act</b>	<b>Information</b>
4(1) (b) (iv)	Contact information about the Public Information Officers and Assistant Public Information Officers designated for various offices/Administrative units and Appellate Authority/Officer(s) for the public authority	<p><b>Public Information Officer</b> Sri. K.Narayana. Director (I/c), Manpower &amp; Employment Division, Planning, Programme Monitoring and Statistics Department. No.758, 7th Floor, 2nd Gate, M.S.Building, Dr.Ambedkar Veedhi, Bangalore-560 001. Ph:2203 2192/22353864</p> <p><b>Assistant Public Information Officer</b> Sri.Ramachandra Hegde Deputy Director, Manpower &amp; Employment Division, Planning, Programme Monitoring and Statistics Department. No.758, 7th Floor, 2nd Gate, M.S.Building, Dr.Ambedkar Veedhi, Bangalore-560 001. Ph:2203 2185</p> <p><b>Appellate Authority</b> Dr.B.Janakiram, Senior Director, Plan Finance Resources Division, Planning, Programme Monitoring and Statistics Department. No.758, 7th Floor, 2nd Gate, M.S.Building, Dr.Ambedkar Veedhi, Bangalore-560 001. Ph:22353867/ 2203 2194</p>

Date: 18.01.2018.

(K.Narayana)  
Director(I/c),  
Manpower & Employment Division,  
Planning, Programme Monitoring  
and Statistics Department