

ಕರ್ನಾಟಕ ಸರ್ಕಾರ**ಸಂಸದೀಯ ವ್ಯವಹಾರಗಳ ಇಲಾಖೆ**

**ಮಾಹಿತಿ ಹಕ್ಕು ಅಧಿನಿಯಮ (ಕೇಂದ್ರ ಅಧಿನಿಯಮ 2005ರ 22)
ಇದರ 4ನೇ ಪ್ರಕರಣದ (1)ನೇ ಉಪ ಪ್ರಕರಣದ ಖಂಡ (ಬಿ) ಯ
ಅನುಸಾರವಾಗಿ ಕರ್ನಾಟಕ ಸರ್ಕಾರದ ಸಂಸದೀಯ ವ್ಯವಹಾರಗಳ
ಇಲಾಖೆಯ ಮಾಹಿತಿ (31.03.2017)**

ಸಂಖ್ಯೆ 33 ಆಡಳಿತ 2017

ಸಂಸದೀಯ ವ್ಯವಹಾರಗಳ ಇಲಾಖೆ

ಮಾಹಿತಿ ಹಕ್ಕು ಅಧಿನಿಯಮ
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ಮಾಹಿತಿ (31.03.2017)

ಸಂವ್ಯಾಜಿ 33 ಆಡಳಿತ 2017

GOVERNMENT OF KARNATAKA

No. DPAL 33 Adm 2017

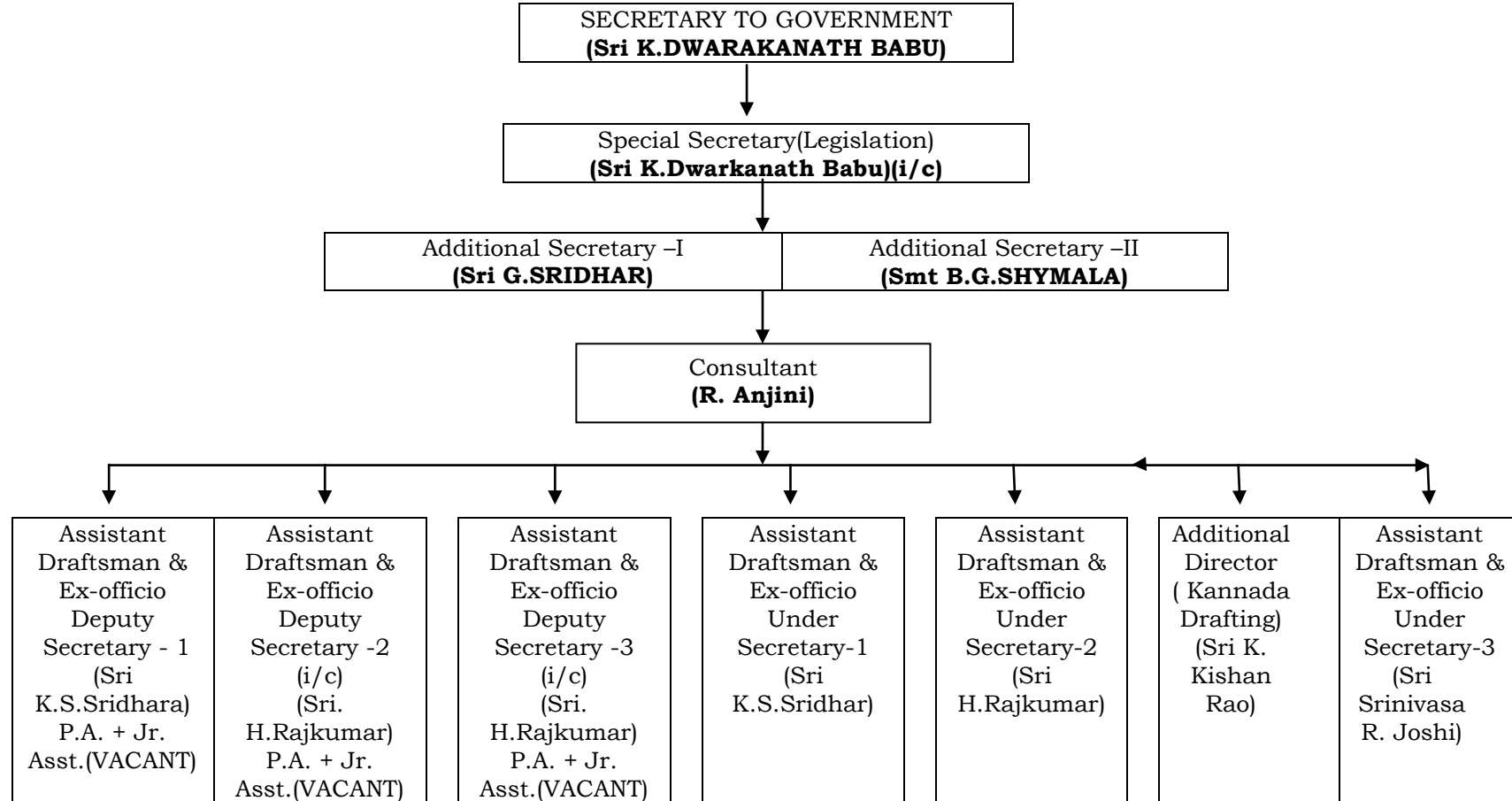
Karnataka Government Secretariat
Vidhana Soudha,
Bengaluru, dated:11.08.2017

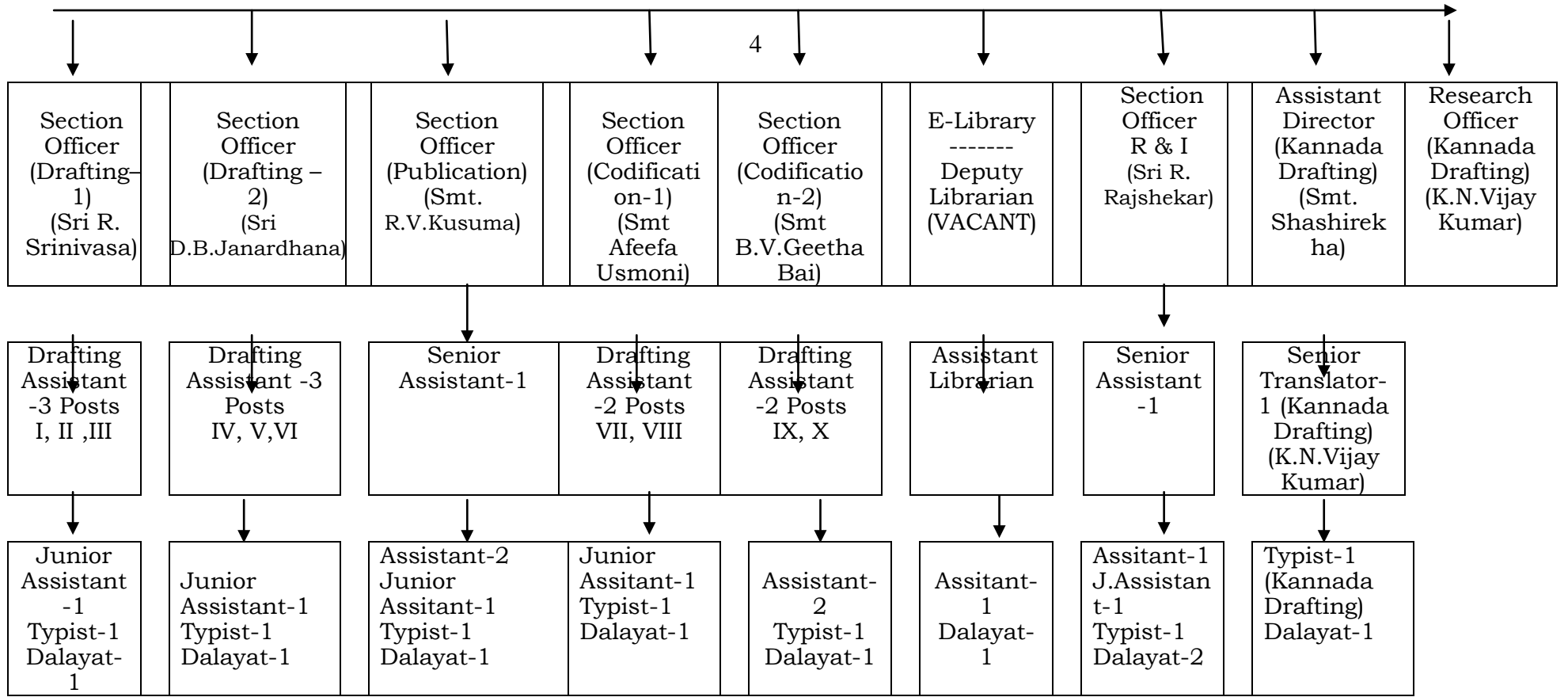
NOTIFICATION

In exercise of the powers conferred under Section 4(1)(b) of The Right to Information Act, 2005 (Central Act No. 22 of 2005), the detailed information relating to the Department of Parliamentary Affairs is published, as hereunder, for the information of general public.

I. ORGANIZATION CHART, FUNCTION AND DUTIES OF DEPARTMENT OF PARLIAMENTARY AFFAIRS

(a) ORGANIZATION CHART: (ಇಲಾಖೆಯ ರಚನೆ)





Stenographer-4: Typist-2

Work distribution of DEPARTMENT OF PARLIAMENTARY AFFAIRS
SECRETARY – SRI K.DWARAKANATH BABU

Special Secretary I/C - SECRETARY – SRI K.DWARAKANATH BABU W&CW, SW, MWD, A&H, FCS, Co-op, ITBT, HTD, Labour, Infrastructure, RDPR, LAW, RD, Backward Classes, Minority, DPAL, Codification & Publication, Web updation, Youth Parliament, DOT and Library.
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Additional Secretary –I Sri G.Sridhar O&M Matters, C&I, ITYS, Dis-investment, Kan & Cul, Energy, Housing, PD, AHF, PWD, FEE, FD, DPAR, HFW, ED, Computerization, Irrigation, UDD, Medical Education, Tourism, Mukyavahini, Nodal Officer of Mukyavahini., Secretary Scrutinizing Committee and Appellate Authority for RTI.				Additional Secretary –II Smt. B.G.Shyamala W&CW, SW, MWD, A&H, FCS, Co-op, ITBT, HTD, Labour, Infrastructure, RDPR, LAW, RD, Backward Classes, Minority, DPAL, Codification & Publication, Web updation, Youth Parliament, DOT, Library, Public Grievances and AMS Officer.							
Joint Secretary (Vacant) W&CW, SW, MWD, A&H, FCS, Co-op, ITBT, HTD, Labour, Infrastructure, RDPR, LAW, RD, C&I, DPAL, Codification & Publication, Web updation, Youth Parliament, DOT (LA/LC & Services matters), Library, Backward Classes and Minority.				Sri R.Anjini - Consultant ITYS, Dis-investment, Kan & Cul, Energy, Housing, PD, AHF, PWD, FEE, FD, DPAR, HFW, ED, Computerization, Irrigation, UDD, Medical Education, Tourism, LA & LC (Admn.), O & M Matters and Mukhyavahini,							
Under Secretary-1		Under Secretary-2		Under Secretary-3		Deputy Secretary--1		Deputy Secretary--2		Deputy Secretary--3	
Sri K.S.Sridhara		Sri H.Rajkumar		Sri Srinivas R.Joshi		Sri K.S.Sridhara (I/C)		Sri H.Rajkumar (I/C)		Sri H.Rajkumar (I/C)	
Co-operation, C&I, A&H, Planning Dept, FCS, UDD, Housing,		Irrigation, ITBT, Labour, Energy, DPAR, Disinvestment, AHF, RDPR,		DPAL, HTD, RD, LAW, PWD, FEE, Medical Education, HFW and Mukyavahini		SW, W&CW, ITY, K&C, Backward Classes, Minority, Tourism, Computerization, Codification 1 & 2 sections, Web-updation,		ED, FD, R&I, Administration (LA/LC), DOT (LA & LC and Service matters),		Infrastructure, Youth Parliament, Publication, Library,	
SO - D1 Sri Shrinivasa R		SO - D2 Sri D.B. Janardhana		SO – Codification-1 Smt. Afeefa Usmoni		SO-Codification-2 Smt. B.V. Geetha Bai		SO - Publication Smt. Kusuma R.V.		SO - R&I Sri R.Rajshekar	
RD, Agriculture and Horticulture, C&I, FEE, UDD, Housing, Energy, HFW Medical Education and Mukhyavahini,		AHF, ED, DPAR, SW, RDPR, FD, Minorities, Backward Classes DPAL (Samvyavi).		Codification Section, Youth Parliament, Web updation, Disinvestment ITY, Infrastructure, Co-operation, Labour		Rules –updation, Irrigation, H&T, PWD, FCS		Publication, Law, Planning and Statistics, Kannada and Culture, ITBT, Women & Child Welfare, Library.		R&I, AMS, FMS/LMS, DOT, Stationery Maintaining, LA/LC, Computerization, Service Matters, O&M Admn., and Other matters	
D.A		D.A		D.A		D.A		Sr.Asst.		Asst.	
Sri Hanumant.C (I/C)	Sri Manjunath	Sri Chandra Shekar (i/c)	Sri Hanumant.C (I/C)	Sri V;/enkataramaiah	Sri Chandra shekar	Sri Hanumant C.	Sri Venkataramaiah (I/C)	Smt Nagubai.M	Smt Shwetha S Biradar		
Kan & Cul, Irri, Energy, FD, DPAL (Samvavyi), Mukyavahini	Co-op., ITBT, W&CW, Planning, Statistics & Economics, ITY, Tourism	HFW, UDD, Housing, Commerce, FEE, Infrastructure	Labour, Agri and Horti., ED, PWD, Disinvestment	Information and Youth Service, SW, Backward Classes, Minorities, DPAR, RDPR, FCS, Youth Parliament	Home, RD, Law and Animal Husbandry	Codification (A to M) Web updation, OMC prepare all master copies,	Codification, (N to Z) Web updation, OMC prepare all master copies	Service matters, Admn.& Co-ordination work, DPAL Accounts	R&I Work, Stationery, DOT Service Matters, FMS & LMS, AMS, RTI, computerisation, LA/LC and Other Matters		

SPECIAL NOTE:

The allocation is without prejudice to the obligation of the officers and other staff to perform any other work specially assigned by the Secretary or any Senior officer.

(b) FUNCTION AND DUTIES : (ಇಲಾಖೆಯ ಕಾರ್ಯಗಳು ಮತ್ತು ಕರ್ತವ್ಯಗಳು)

1. Drafting section

(A) Legislation :-

- (i) Legislation, Drafting and Scrutiny of Bills, Advice in Legislative projects and legislative procedure and other Secretariat work connected with the enactment of a Bill into law.
- (ii) Scrutiny and revision of Subordinate Legislation, Viz., Statutory rules, Notifications, Orders and Bye-laws.
- (iii) Publication of Bills.
- (iv) Revision of Parliamentary Affairs and Legislation Department Compilations and printing and publication of Acts, Bills, Ordinances, Rules, and Orders.
- (v) Scrutiny of rules of procedure of the Legislature of the State.
- (vi) Notifications under Article 299 of the Constitution of India.

(B) Parliamentary affairs :-

- (i) Summoning and prorogation of the House of Legislature, dissolution of the Legislative Assembly.
- (ii) Planning and Co-ordination of Legislative and other official business in both Houses of Legislature.
- (iii) Allocation of Government time in the Houses of Legislature for discussion of motions given notice of by Members.
- (iv) Functioning of Informal Consultative Committee of Members of Legislature for various Departments.
- (v) Matters relating to both Houses of the Legislature Secretariat not delegated in G.O. No. LAW 67 LCR 79, dated: 29th September 1984.
- (vi) Advice to Departments of the Secretariat on procedural and other matters relating to the Legislature.
- (vii) Co-Ordination of action by Departments of the Secretariat on the recommendation of general application made by Committee of the Legislature.
- (viii) Removal of disqualification for membership of the Legislature.
- (ix) Matters connected with the powers, privileges and immunities of Members of the Legislature.

2. Codification Section (1 & 2).- This section,-

- (a) maintains 'Master Copies' of all Karnataka Acts in force;
- (b) attends to Codification work of all un-repealed Karnataka Acts; and
- (c) prepares repealing and amending Bills of Karnataka Acts
- (d) Codes and Manuals in respect of Departments under its Administrative control;
- (e) Codal Volumes and Web Updation.
- (f) Updating of state Acts
- (g) Prepares updated Acts in the form of C.D.

3. Publication section.- The Publication Section publishes,-

- (a) Annual Volumes of Karnataka Acts and Ordinance;
- (b) Kannada Translations of the Karnataka Acts under the Official Language Act 1963 (Karnataka Act 26 of 1963); 11 State Acts have been translated into Kannada and 6 State Acts have been published in book form.
- (c) Kannada Translations of the Central Acts under Authoritative Text (Central Law) Act 1973 (Central Act of 1973); 22 Central Acts have been translated into Kannada and published in book form.
- (d) Republication of Important Acts, Rules and notifications published in the Central Gazette for information of public in the Karnataka Gazette; and
- (e) Maintains statistical details of all departmental publications, in the State and Issue Register.

4. Receipt and Issue Section (R&I).- Processing and submission of administration files, AMS files and advising DOT and R&I, AMS, FMS & LMS, Stationery, computerization, LA/LC.

5. E.Library.- (a) The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, It is not maintained for public use;

(b) Library and reading room is maintained in DPAL only for MLA, MP, Ministers, IAS Officers and KAS officers. Public can obtain information regarding State and Central Acts through Website www.dpal.kar.nic.in.

II. POWERS AND DUTIES OF OFFICERS/EMPLOYEES OF DPAL:

(ಅಧಿಕಾರಿಗಳ ಮತ್ತು ನೌಕರರ ಅಧಿಕಾರ ಮತ್ತು ಕರ್ತವ್ಯಗಳು)

Secretary Establishment	
1. Secretary (Sri K.Dwarkanath Babu)	<ul style="list-style-type: none"> * Overall supervision of implementation of DPA Strategy. * Seeking financial assistance from Govt. of India for Youth Parliament Programme. * Processing of files from time to time for summoning and prorogation of the House of Legislature and dissolution of the Legislative Assembly and planning and co-ordination of legislative and other official business in both Houses of Legislature and also allocating the Govt. time in the Houses of Legislature for discussion of motions/ notices given by Members. * Giving advice to all departments of the Secretariat on procedural and other matters relating to Legislature. * Attending Cabinet and Legislature meetings.
2. Private Secretary to Secretary (Smt. M.K. Sandya)- 1	<p>Attending all works pertaining to Personal establishment of Secretary, DPA the work of subordinate officers and staff.</p> <p>Any other work entrusted by the higher officers</p>
3. Gazetted P.A-1 (Smt Shashikala.Datta.Bandigani)	<p>Attend to stenography work in Personal establishment of Secretary, DPA</p> <p>Any other work entrusted by the higher officer</p>
4. Senior Stenographer (VACANT)-1 (Kum.Ganagamma-Stenographer	<p>Attend to stenography work in Personal establishment of Secretary, DPA</p> <p>Any other work entrusted by the higher officer</p>
5.Junior Assistant (VACANT) – 1	<p>Attend to Tappal and other work in personal establishment of Secretary, DPA and other work in accordance with Secretariate manual</p>
6. Jamedar-2 (Smt. Chandramma) (VACANT)	<p>To perform day to day duties entrusted to her by her higher authorities.</p>

Special Secretary Establishment	
1. Special Secretary-1 (Legislation) (I/C) (Sri K.Dwarakanath Babu)(VACANT)	<ul style="list-style-type: none"> * Assisting Secretary to Govt. in the above mentioned works. * the work of subordinate officers and staff. * Attending the Legislature committee meeting and Cabinet sub-committee. * Processing of files related to legislation and submission to Secretary to Government

	<p>pertains to the department of Women and Child Welfare, Social Welfare, Minority Welfare Department, Agriculture and Horticulture, Food and Civil Services, Co-operation, Information Technology and Bio-Technology, Home and Transport, Labour, Infrastructure , Rural Development and Panchayat Raj, Law, Revenue, Backward Classes, Minority, Parliamentary Affairs and Legislation – Codification and Publication Section, Web updation, youth parliament, Department of Translation and Library.</p> <p>* Any other work entrusted by the Secretary.</p>
2. Stenographer - 1 (Kum. Gangamma)	Attend to stenography work in Personal establishment of Special Secretary, DPA
3. Junior Assistant - 1 (VACANT)	Attend to tappal and other work in accordance with Secretariat Manual.
4. Jamedar – 1 (Smt. Hemavathi B.S)	To perform day to day duties entrusted to her by his higher authorities.

Additional Secretary-1 Establishment

1. Additional Secretary-1 (Sri G.Sridhar)	<ul style="list-style-type: none"> * Assisting Secretary to Govt. in the above mentioned works. * Secretary to Scrutinizing Committee. * Appellate Authority for this Department in respect of Right to Information. * Secretary to Scrutinising Committee and Nodal Officer of Mukyavahini. * the work of subordinate officers and staff. * Attending functioning of information Consultative Committees of Members of Legislature for various departments and Cabinet sub committees. * Processing of files related to legislation and administrative issues and submission to concerned Secretary to * Attending DPC meeting and other C & R review Meetings * Processing of files related to legislation and submission to Secretary to Government pertains to the department of O&M matters,
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	<p>Commerce and Industries, ITYS, Dis-investment, Kan & Culture, Energy, Housing, Planning, Animal Husbandry and Fisheries, Public, Works Department, Forest, Ecology and Environment, Finance Department, DPAR, Health and Family Welfare, Education, Computerization, Irrigation, Urban Development Department, Medical Education, Tourism, Mukyavahini.</p> <p>* Any other work entrusted by the Secretary.</p>
2. Gazetted P.A. -1 (VACANT) (Sri Mushtaq Patel, Senior Stenographer)	Attend to stenography work in Personal establishment of Additional Secretary-1, DPA
3. Junior Assistant-1 (VACANT)	Attend to tappal and other work in accordance with Secretariat Manual
4. Jamedar-1 (VACANT) (Sri Narasimha Murthy – On Official Duty from Department of Translation)	To perform day to day duties entrusted to him by his higher authorities.

Additional Secretary-2 Establishment

1. Additional Secretary-1 (Smt. B.G. Shyamala)	<p>* Assisting Secretary to Government in the above mentioned works.</p> <p>* the work of subordinate officers and staff.</p> <p>* Attending functioning of information Consultative Committees of Members of Legislature for various departments and Cabinet sub committees.</p> <p>* Processing of files related to legislation and submission to Secretary to Government pertains to the department of Women and Child Welfare, Social Welfare, Minority Welfare Department, Agriculture and Horticulture, Food and Civil Services, Co-operation, Information Technology and Bio-Technology, Home and Transport, Labour, Infrastructure , Rural Development and Panchayat Raj, Law, Revenue, Backward Classes, Minority, Parliamentary Affairs and Legislation – Codification and Publication Section, Web updation, youth parliament, Department of Translation and Library, Public Grievances and AMS Officer.</p> <p>* Any other work entrusted by the Secretary.</p>
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2. Gazetted P.A. -1 (VACANT) (Kum. Netravathi B.S.)	Attend to stenography work in Personal establishment of Special Secretary-1, DPA
3. Junior Assistant-1 (Smt. S.M. Jayalakshmi)	Attend to tappal and other work in accordance with Secretariat Manual
4. Jamedar-1 (Smt. Fakroobi)	To perform day to day duties entrusted to her by his higher authorities.

Joint Secretary-1 Establishment

1. Joint Secretary-1 (VACANT)	<p>* Processing of files related to legislation and submission to Additional Secretary and Special Secretary to Government concerned to the department of Women and Children Welfare, Social Welfare, Minority Welfare department, Agriculture and Horticulture, Food and Civil Supplies, Co-operation, Information Technology and Bio-Technology, Home and Transport, Labour, Infrastructure, Rural Development and Panchayat Raj, Law, Revenue, Commerce and Industries, Backward Classes, Minority, Parliamentary Affairs and Legislation – Codification and Publication Section, Web pupation, Youth Parliament, Department of Translation and Library.</p> <p>* Supervising the work of subordinate officers and staff.</p> <p>* Attending the Legislature committee meeting, Cabinet sub-committee, DPC meeting and C & R rules Review meeting.</p> <p>* Any other work entrusted by the Secretary</p>
2. Stenographer-1 (VACANT)	Attend to stenography work in Personal establishment of Joint Secretary-1, DPA
3. Junior Assistant-1 (VACANT)	Attend to Tappal and other work in personal establishment of Joint Secretary-1, DPA and other work in accordance with Secretariat manual
4. Jamedar (VACANT)	To perform day to day duties entrusted to him by his higher authorities.

Joint Secretary-2 Establishment

Joint Secretary – 2 (VACANT) Consultant (Sri R.Anjini)	* Processing of files related to legislation and submission to Additional Secretary or Special Secretary to Government concerned to the department of Information and Tourism and Youth Service, Dis-investment, Kannada and Culture, Energy, Housing, Planning , Animal Husbandry and Fisheries, Public Works, Forest,
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	<p>Environment and Ecology, Finance, Personnel and Administrative Reforms, Health and Family Welfare , Education, Irrigation, Urban Development , Medical Education, Tourism Computerisation of Department of Parliamentary Affairs and Legislation, Mukyavahini and O & M matters.</p> <p>* Supervising the work of subordinate officers and staff.</p> <p>* Attending the Legislature committee meeting Cabinet, sub-committee, DPC meetings and C & R Rules Review Meeting</p> <p>* Any other work entrusted by the Secretary</p>
2.Stenographer -1 (Smt Bhagyamma.B)	Attend to stenography work in Personal establishment of Joint Secretary-2, DPA
3. Junior Assistant -1 (VACANT)	Attend to Tappal and other work in personal establishment of Joint Secretary-2, DPA and other work in accordance with Secretariat manual
4. Jamedar - 1 (Smt N.Kamamma)	To perform day to day duties entrusted to him by his higher authorities.

Deputy Secretary-1 Establishment

1.Deputy Secretary-1 (VACANT) (K.S. Sridhara (i/c)	<p>* the work of the subordinate officers and staff.</p> <p>* Assisting the officers of the Department in processing and submission of drafting files and advising pertains to the Department of Social Welfare, Women and Children Welfare, Information Tourism and Youth Service, Kannada and Culture, Backward Classes, Minority, Tourism, Computersiation, Codification 1 and 2 sections, Web-updation.</p> <p>*Any other work entrusted by the higher officers.</p>
2. Stentographer – 1 (VACANT)	Attend to stenography work in Personal establishment of Under Secretary-2, DPA
3.Junior Assistant – 1 (VACANT)	Attend to Tappal and other work in personal establishment of Deputy Secretary-1, DPA and other work in accordance with Secretariate manual.
4. Dalayat - 1 (VACANT)	To perform day to day duties entrusted to them by their higher authorities.

Deputy Secretary-2 Establishment

1. Deputy Secretary-2	* the work of the subordinate officers and staff of the
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(VACANT) (Sri H. Rajkumar) (i/c)	Department. * Assisting the officers of the Department in processing and submission of drafting files and advising pertains to the Department of Education, Finance Department, Receipt and Issue Section, Administration (LA/LC), Directorate of Translations (LA & LC and service matters). *Any other work entrusted by the higher officers.
2. Stenographer - 1 (VACANT)	Attend to stenography work in Personal establishment of Deputy Secretary-1, DPA
3. Junior Assistant - 1 (VACANT)	Attend to Tappal and other work in personal establishment of Deputy Secretary-1, DPA and other work in accordance with Secretariate manual
4. Dalayat - 1 (VACANT)	To perform day to day duties entrusted to him by his higher authorities.

Deputy Secretary-3 Establishment

1. Deputy Secretary-3 (VACANT) (Sri H. Rajkumar) (i/c)	* the work of the subordinate officers and staff of the Department. * Assisting the officers of the Department in processing and submission of drafting files and advising pertains to the Department of Infrastructure, Youth Parliament, Publication, Library. *Any other work entrusted by the higher officers.
2. Stenographer - 1 (VACANT)	Attend to stenography work in Personal establishment of Deputy Secretary-2, DPA
3. Junior Assistant - 1 (VACANT)	Attend to Tappal and other work in personal establishment of Deputy Secretary-2, DPA and other work in accordance with Secretariat manual
4. Dalayat - 1 (VACANT)	To perform day to day duties entrusted to them by their higher authorities.

Under Secretary-1 Establishment

1. Under Secretary-1 (Sri K.S. Sridhar)	* the work of the subordinate officers and staff. *Assisting the officers of the Department in processing and submission of files Co-operation, Commerce and Industries, Agricultural and Horticulture, Planning, Food and Civil Services, Urban Development, Housing. *Any other work entrusted by the higher officers.
2. Stenographer - 1 (Smt. G. Poornavani)	Attend to stenography work in Personal establishment of Under Secretary-1, DPA
3. Dalayat - 1 (VACANT)	To perform day to day duties entrusted to them by their higher authorities.

Under Secretary-2 Establishment	
1.Under Secretary -1 (Sri H.Rajkumar)	* the work of the subordinate officers and staff. *Assisting the officers of the Department in processing submission of files regarding Irrigation, Information Technology and Bio-technology, Labour, Energy, Personnel Administrative and Reforms, Disinvestment, Animal Husbandry and Fisheries and Rural Development and Panchayat Raj. *Any other work entrusted by the higher officers.
2. Stenographer – 1 (Smt Sucharitha.C, Senior Stenographer)	Attend to stenography work in Personal establishment of Under Secretary-2, DPA
3. Dalayat - 1 (VACANT)	To perform day to day duties entrusted to them by their higher authorities.

Under Secretary-3 Establishment	
1.Under Secretary -3 (Sri. Srinivas R. Joshi)	* the work of the subordinate officers and staff of the Department. *Assisting the officers of the Department in processing and submission of drafting files and advising pertains to the Department of DPAL, Home and Transport, Revenue, Law, PWD, Forest, Medical Education, HFW and Mukyavahini. *Any other work entrusted by the higher officers.
2. Stenographer – 1 (Smt. Shanya Kumari)	Attend to stenography work in Personal establishment of Deputy Secretary-3, DPA
3. Junior Assistant –1 VACANT	Attend to Tappal and other work in personal establishment of Deputy Secretary-3, DPA and other work in accordance with Secretariat manual
4.Dalayyat – 1 VACANT	To perform day to day duties entrusted to them by their higher authorities.

Drafting Section-1	
1.Section Officer - 1 (Sri Srinivasa R.)	*Assisting the officers of the Department in processing, submission of drafting files and advising to pertains to Revenue, Agriculture and Horticulture, Commerce and Industries, Forest, UDD, Environment and Ecology, Housing, Energy and HFW, Medical Education and Mukyavahini departments of the Secretariat on procedural and other matters relating to legislation. *Any other work entrusted by the higher officers.

2. Drafting Assistant-1 (VACANT) (Sri Chandrashekar, Translator-OOD from DOT)	*Assisting the officers of the Department in processing, submission of drafting files and advising pertains to Health and Family Welfare, UDD, Housing, C&I, Forest and Infrastructure and other matters relating to legislation. *Any other work entrusted by the higher officers.
3. Stenographer -1 (Smt. Divya Rani C)	Attend to stenography work in Drafting & Administration Section, DPA.
4. Junior Assistant-1 (VACANT)	Attend to Tappal and other work in Drafting Section-1, DPA . and other work in accordance with Secretariat manual
5. Typist-1 (VACANT)	Attend to typing work in Drafting Section
6. Dalayat-1 (Sri Narasimha)	To perform day to day duties entrusted to him by his higher authorities.

Drafting Section-2	
1. Section Officer-1 (Sri Janardhana.D.B)	*Assisting the officers of the Department in processing, submission of drafting files and advising pertains to Animal Husbandry and Fisheries, Education, Personnel Administration and Reforms, Social Welfare, Rural Development and Panchayat Raj, Finance, Minorities, Backward Classes DPAL (Samvyavi) departments of the Secretariat on procedural and other matters relating to legislation. *Any other work entrusted by the higher officers.
2. Drafting Assistant-2 (Sri. Hanumantha Chennanavar) (i/c)	*Assisting the officers of the Department in processing and submission of drafting files, advising Kannada & Culture, Irrigation, Energy, Finance, DPAL (SAMYAVYI) and Mukyavahini departments of the Secretariat on procedural and other matters relating to legislation. *Any other work entrusted by the higher officers.
3. Drafting Assistant -3 (VACANT) (Sri Venkataramaiah, Legal Assistant - deputation from the Department of Labour (E.S.I. Scheme Medical Services)	*Assisting the officers of the Department in processing, submission of drafting files and advising pertains to Information and Youth Service, Social Welfare, Backward Classes, Minorities, Personal and Administrative Reforms, Rural Development and Panchayat Raj, Food and Civil Supplies departments, Youth Parliament of the Secretariat on procedural and other matters relating to legislation and Youth Parliament. *Any other work entrusted by the higher officers.
4. Stenographer -1 (Smt. Deepa .D)	Attend to stenography work in Drafting & Administration Section, DPA.

5. Junior Assistant-1 (Smt. Naseema Adam Kaladagi)	Attend to Tappal and other work in Drafting Section-2, DPA and other work in accordance with Secretariate manual
7. Typist-1 (VACANT)	Attend to typing work in Drafting Section
8. Dalayat-1 (Sri. Ishrad)	To perform day to day duties entrusted to him by his higher authorities.

Publication Section	
1. Section Officer - 1 (Smt. R.V. Kusuma)	<p>* Assistant Public Information Officer of this Department under Right to Information.</p> <p>*Assisting the officers of the Department in processing , submission of files and advising pertains to Law, Planning, Kannada and Culture, Information Technology and Bio-Technology, Women and Children Welfare, Library and also submission of files regarding publication section, attending publication work of all un-repealed Karnataka Acts and Publication Section</p>
2. Drafting Assistant- (VACANT) -4 (Sri. Manjunath, Translator-OOD from DOT)	<p>*Assisting the officers of the Department in processing and submission of drafting files, advising co-operating, ITBT, Women and Child Welfare, Planning, Statistics and Economics, ITY, Tourism departments of the Secretariat on procedural and other matters relating to legislation.</p> <p>*Any other work entrusted by the higher officers.</p>
2. Senior Assistant-1 (Sri Mohan Das)	<p>* Attending the work of publication and codification section to maintain important Acts, rules and Notifications published in the Central Gazette for information of public in the Karnataka Gazette and maintain statistical details of all departmental publications, in the State and Issue Register.</p> <p>*Any other work entrusted by the higher officers.</p>
3. Assistant-1 (Sri. Shivamurthy)	<p>* To Prepare the Alphabetical Index of the State Acts and to distribute to the officers in the month of January of every year.</p> <p>* Matters regarding republication of State Acts.</p> <p>* Maintenance of Kannada Translation files of State Acts and maintenance of monthly report.</p> <p>*Any other work entrusted by the higher officers.</p>
4. Assistant-2 (Sri Shivappa)	Attending the work of Library, publication section to maintain important Acts, rules and Notifications published

	in the Central Gazette for information of public in the Karnataka Gazette and maintain statistical details of all departmental publications, in the State and Issue Register. *Any other work entrusted by the higher officers.
5. Junior Assistant-1 (Jayalakshamma)	Attend to Tappal and other work in Drafting Section-2, DPA and other work in accordance with Secretariate manual
6. Typist-1 (VACANT)	Attend to typing work in Publication Section
7. Dalayat (Smt. Umadevi)	To perform day to day duties entrusted to him by his higher authorities.

Codification Section-1

1. Section Officer - 1 (Smt. Afeefa Usmoni)	* Assistant Public Information Officer of this Department under Right to Information. *Assisting the officers of the Department in processing and submission of files regarding Codification Section, Web updation, Disinvestment ITY, Infrastructure, Youth Parliament, Co-operation, Labour codification section and maintains "Master Copies " of all Karnataka Acts in force, attending codification work of all un-repealed Karnataka Acts and prepares repealing and amending Bills of Karnataka Acts and Codification Section Admn, Web updation.
2. Drafting Assistant - 5 (Sri Hanumantha Channanavar)	*Assisting the officers to prepare entire copies of all the state Acts starting from English alphabet "A" to "M" , Web updation, OMC prepare all Master Copies, prepare codal volumes of the Acts and other duties entrusted by the higher officers of the section. *Any other work entrusted by the higher officers.
3. Drafting Assistant -6 (VACANT) (Sri Venkataramaiah, Legal Assistant – deputation from the Department of Labour (E.S.I. Scheme Medical Services)	*Assisting the officers to prepare entire copies of all the state Acts starting from English alphabet "N" to "Z" , Web updation, OMC prepare all Master Copies, prepare codal volumes of the Acts and other duties entrusted by the higher officers of the section. *Any other work entrusted by the higher officers.
4. Junior Assistant - 1 (VACANT)	Attend to Tappal and other work in Codification Section and other work in accordance with Secretariate manual
5. Typist-1 (VACANT) (Smt. Padmavathamma K.N, Stenographer)	Attend to typing work in Codification Section
6. Dalayat-1 (VACANT)	To perform day to day duties entrusted to him by his higher authorities.

Codification Section-2	
1. Section Officer -1 (Smt. Geetha Bai. B.V.)	* Assistant Public Information Officer of this Department under Right to Information. * Rules- updation, Irrigation, Home and Transport, PWD, FCS.
2. Drafting Assistant-7 (VACANT)	* Assisting the officers to update rules and other duties entrusted by the higher officers of the section * Any other work entrusted by the higher officers.
3. Drafting Assistant -8 (VACANT)	* Assisting the officers to update rules and other duties entrusted by the higher officers of the section * Any other work entrusted by the higher officers.
4. Junior Assistant-1 (Out sourcing) (VACANT)	Attend to Tappal and other work in Codification Section and other work in accordance with Secretariate manual
5. Typist-1 (Out sourcing) (VACANT)	Attend to typing work in Codification Section
6. Dalayat-1 (Out sourcing) (VACANT)	To perform day to day duties entrusted to him by his higher authorities.

Receipt and Issue Section (R&I)	
1. Section Officer - 1 (Sri R. Rajshekar)	* Attending to the Administrative matters and service matters of this Department and Directorate of Translation. * Assisting the officers of the Department in processing and submission of administration files, AMS files and advising Department of Translation, and R&I, AMS, FMS & LMS, Stationery, computerization, LA/LC, Service Matters and other matters. * Any other work entrusted by the higher officers.
2. Senior Assistant-1 (Smt Nagubai.M)	* Attending the work of Service matters, Admn. & Co-ordination work, DPA Accounts. * Any other work entrusted by the higher officers.
3. Assistant-1 (Smt. Swetha S Biradar)	Attending the work of R&I Work, Stationery, Department of Translation (Service matters), FMS & LMS, AMS, RTI, computerisation, LA/LC and Other Matters. * Any other work entrusted by the higher officers.
4. Junior Assistant-1 (VACANT)	Attend to receipt and issue work in DPA, R&I section and other work in accordance with Secretariat manual

5. Typist -1 (VACANT)	Attend to typing work in R&I Section
6. Dalayat-2 (Sri R. Nagaraj) (VACANT)	To perform day to day duties entrusted to him by his higher authorities.

Kannada Drafting Wing	
1. Additional Director-1 (Sri K.Kishan Rao)	*Translations of Legislative Bills and Ordinances and other matters from English to Kannada and Vice-versa. * Any other work entrusted by the Secretary.
2. Stenographer-1 Smt. Padmavathamma	Attend to stenography work in kannada Drafting section
3. Assistant Director-1 (Smt. Shashirekha)	*Translations of Legislative Bills and Ordinances and other matters from English to Kannada and Vice-versa. * Any other work entrusted by the Officer.
4. Reasearch Officer (Sri K.N.Vijay Kumar)	*Translations of Legislative Bills and Ordinances and other matters from English to Kannada and Vice-versa. * Any other work entrusted by the Officer.
5. Senior Translator (VACANT)	*Translations of Legislative Bills and Ordinances and other matters from English to Kannada and Vice-versa. * Any other work entrusted by the Officer.
6. Typist (VACANT)	Attend to typing work in Kannada Drafting Section
7. Dalayat (V. Jayanthi)	To perform day to day duties entrusted to him by his higher authorities.

E-Library	
1. Deputy Librarian -1 (VACANT)	Classifying, Accessioning for e- books and e-Journals, Service, Cataloguing, Periodical Maintaining, Charging & Discharging Section.
2. Assistant Librarian-1 (VACANT)	Classifying, Accessioning for e- books and e-Journals, Service, Cataloguing, Periodical Maintaining, Charging & Discharging Section.
3. Assistant (i/c)-1 (Sri Shivappa)	Attending the work of Library.
4. Dalayat-1 VACANT	To perform day to day duties entrusted to him by his higher authorities.

III. ಮೇಲ್ವಿಚಾರಣೆ ಮತ್ತು ಹೊಣೆಗಾರಿಕೆಯ ಮಾರ್ಗಗಳು ಸೇರಿದಂತೆ ತೀರ್ಮಾನ ತೆಗೆದುಕೊಳ್ಳುವ ಪ್ರಕ್ರಿಯೆಯಲ್ಲಿ ಅನುಸರಿಸಬೇಕಾದ ಕಾರ್ಯವಿಧಾನ:

ಸಚಿವಾಲಯ ಕೈಪಿಡಿಯನ್ವಯ ಮತ್ತು ಕರ್ನಾಟಕ ಸರ್ಕಾರ (ವ್ಯವಹಾರ ನಿರ್ವಹಣೆ) ನಿಯಮಗಳು, 1977ರನ್ವಯ ಕಾರ್ಯನಿರ್ವಹಿಸುವುದು ಹಾಗೂ ಕಾರ್ಯದರ್ಶಿಯವರ ಆದೇಶದಂತೆ ವಿಶೇಷ ಕ್ರಮಗಳನ್ನು ಕೈಗೊಳ್ಳುವುದು.

IV. ಕಾರ್ಯಗಳ ನಿರ್ವಹಣೆಗೆ ರೂಪಿಸಿರುವ ಸೂತ್ರಗಳು

ಕಾರ್ಯದರ್ಶಿ/ಅಪರ/ಜಂಟಿ/ಉಪ

ಕಾರ್ಯದರ್ಶಿ/ಅಧೀನ ಕಾರ್ಯದರ್ಶಿ
ಶಾಖಾಧಿಕಾರಿ.

: ಆದ್ಯತೆಯ ಮೇಲೆ ಕಾರ್ಯಗಳನ್ನು ನಿರ್ವಹಿಸುವುದು

ವಿಷಯ ನಿರ್ವಾಹಕರು

: ಕರ್ನಾಟಕ ಸರ್ಕಾರ ಸಚಿವಾಲಯದ ಕೈಪಿಡಿಯಂತೆ ಕಡತ/ಸ್ವೀಕೃತಿಗಳನ್ನು ಪರಿಶೀಲಿಸಿ ಮಂಡಿಸುವುದು.

ಕಿರಿಯ ಸಹಾಯಕರು

: ಕರ್ನಾಟಕ ಸರ್ಕಾರ ಸಚಿವಾಲಯದ ಕೈಪಿಡಿಯಂತೆ ಅವರಿಗೆ ವಹಿಸಿರುವ ಕೆಲಸಗಳನ್ನು ಆಯಾದಿನದಂದು ನಿರ್ವಹಿಸುವುದು. ಸ್ವೀಕೃತಿ ಹಾಗೂ ಕಡತಗಳನ್ನು ಸಂಬಂಧಪಟ್ಟವರಿಗೆ ಅಂದೇ ವಿತರಿಸುವುದು.ಕಡತ/ಸ್ವೀಕೃತಿಗಳ ಚಲನವಲನ ದಾಖಲಿಸುವುದು.

ದಲಾಯತ್

: ಕರ್ನಾಟಕ ಸರ್ಕಾರ ಸಚಿವಾಲಯದ ಕೈಪಿಡಿಯಂತೆ ಅವರಿಗೆ ವಹಿಸಿರುವ ಕೆಲಸಗಳನ್ನು ಆಯಾಯ ದಿನದಂದೇ ಕಾರ್ಯವನ್ನು ನಿರ್ವಹಿಸುವುದು.

V. ಇಲಾಖೆಯಲ್ಲಿನ ನೌಕರರು ಪ್ರಕಾರ್ಯಗಳ ನಿರ್ವಹಣೆಗೆ ನಡೆಸುತ್ತಿರುವ ಇಲಾಖೆಯಲ್ಲಿರುವ/ಇಲಾಖೆಯ ಅಧೀನದಲ್ಲಿರುವ ನಿಯಮಗಳು , ನಿಬಂಧನೆಗಳು, ಸೂಚನೆಗಳು,ಕೈಪಿಡಿಗಳು ಮತ್ತು ದಾಖಲೆಗಳು

- (1) ಕರ್ನಾಟಕ ಸರ್ಕಾರ ಸಚಿವಾಲಯ ಕೈಪಿಡಿ
- (2) ಕರ್ನಾಟಕ ಸರ್ಕಾರ ವ್ಯವಹಾರಗಳ ನಿರ್ವಹಣೆ ನಿಯಮಗಳು, 1977
- (3) ಕರ್ನಾಟಕ ಸರ್ಕಾರದ (ವಿಷಯ ಹಂಚಿಕೆ) ನಿಯಮಗಳು, 1977
- (4) ಕರ್ನಾಟಕ ನಾಗರೀಕ ಸೇವಾ ನಿಯಮಗಳು
- (5) ಕರ್ನಾಟಕ ನಾಗರೀಕ ಸೇವಾ ವರ್ಗೀಕರಣ (ನಿಯಂತ್ರಣ ಮತ್ತು ಅಪೀಲು ನಿಯಮಗಳು) 1957
- (6) ಕರ್ನಾಟಕ ಆರ್ಥಿಕ ಸಂಹಿತೆ

(7) ಕರ್ನಾಟಕ ಖಜಾನೆ ಸಂಹಿತೆ.

ಸಿಬ್ಬಂದಿ ಮತ್ತು ಆಡಳಿತ ಸುಧಾರಣೆ ಇಲಾಖೆ, ಆರ್ಥಿಕ ಇಲಾಖೆಯ ವಿವಿಧ ನಿಯಮಗಳು, ಸುತ್ತೋಲೆ, ಅಧಿಕೃತ ಜ್ಞಾಪನಾ ಹಾಗೂ ಸರ್ಕಾರದ ಕಾರ್ಯಕಾರಿ ಆದೇಶಗಳು.

VI. ಇಲಾಖೆಯ ಹೊಂದಿರುವ ಅಥವಾ ಇಲಾಖೆಯ ನಿಯಂತ್ರಣದಲ್ಲಿರುವ ದಸ್ತಾವೇಜುಗಳ ಪ್ರವರ್ಗಗಳ ವಿವರ ಪಟ್ಟಿ:

- (1) ಸಚಿವಾಲಯ ಕೈಪಿಡಿಯನ್ವಯ
- (2) ಅಧಿನಿಯಮಗಳ ಸ್ಟ್ಯಾಚ್ಯೂಟ್ ಪುಸ್ತಕ
- (3) ಆಧ್ಯಾದೇಶದ ಸ್ಟ್ಯಾಚ್ಯೂಟ್ ಪುಸ್ತಕ
- (4) ಸಂವ್ಯಾಜಿ 91 ಆಡಳಿತ 2007ರ ಸುತ್ತೋಲೆಯನ್ವಯ ನಿರ್ವಹಿಸಿರುವ ಎಲ್ಲಾ ರಿಜಿಸ್ಟರ್‌ಗಳು
- (5) ಹಾಜರಾತಿ ರಿಜಿಸ್ಟರ್‌ಗಳು
- (6) ಚಲನವಲನ ರಿಜಿಸ್ಟರ್‌ಗಳು
- (7) ವಿಳಾಸದ ರಿಜಿಸ್ಟರ್‌ಗಳು.

ಸಂಸದೀಯ ವ್ಯವಹಾರಗಳ ಇಲಾಖೆಯ ಪ್ರಕಟಣಾ ಶಾಖೆಯಲ್ಲಿ ಕರ್ನಾಟಕ ರಾಜ್ಯದಲ್ಲಿ ಜಾರಿಯಲ್ಲಿರುವ ಕಾನೂನುಗಳು ಸಾರ್ವಜನಿಕರಿಗೆ ಸುಲಭವಾಗಿ ಲಭ್ಯವಾಗುವಂತೆ ಅನುವಾಗಲು ಸಿ.ಡಿಯು ಇದ್ದು, ಸದರಿ ಸಿ.ಡಿಯು ಸರ್ಕಾರಿ ಮುದ್ರಣಾಲಯದ ಮಾರಟ ಮಳಿಗೆಯಲ್ಲಿ ಸಾರ್ವಜನಿಕರಿಗೆ ಲಭ್ಯವಿರುತ್ತದೆ.

2015ರವರೆಗೆ ಇಂದೀಕರಿಸಿದಂತಹ ಅಧಿನಿಯಮ, ಅಧ್ಯಾದೇಶ, ಅಧಿಸೂಚನೆ ಹಾಗೂ ಕೇಂದ್ರದ ನಿಯಮಗಳನ್ನು ವೆಬ್ ಸೈಟ್‌ನಲ್ಲಿ www.dpal.kar.nic.in ನಲ್ಲಿ ಅಳವಡಿಸಿದೆ.

ಅಧಿನಿಯಮಗಳು:1957ರಿಂದ 2017ರ ಮಾರ್ಚ್‌ರವರೆಗೆ

1957-35	1974-36	1990-19	2006-18
1958-32	1975-39	1991-38	2007-29
1959-20	1976-83	1992-19	2008-08
1960-18	1977-24	1993-24	2009-27
1961-37	1978-34	1994-46	2010-38
1962-35	1979-34	1995-32	2011-38
1964-45	1980-29	1996-20	2012-39
1965-26	1981-52	1997-29	2013- 67
1966-38	1982-37	1998-36	2014-39
1967-16	1983-24	1999-26	2015-44
1968-20	1984-41	2000-32	2016- 29
1969-33	1985-41	2001-35	ಮಾರ್ಚ್ 2017-17
1970-16	1986-49	2002-22	

1971-1	1987-40	2003-45	
1972-14	1988-16	2004-32	
1973-27	1989-26	2005-30	

ಆಧ್ಯಾದೇಶದ ಸ್ಟ್ಯಾಚ್ಯೂಟ್ ಪುಸ್ತಕ

ಆಧ್ಯಾದೇಶಗಳು: 1964ರಿಂದ 2017ರ ಮಾರ್ಚ್‌ವರೆಗೆ

1964-2	1979-26	1994-6	2009-8
1965-2	1980-18	1995-10	2010-2
1966-2	1981-21	1996-5	2011-2
1967-6	1982-10	1997-6	2012-3
1968-1	1983-15	1998-7	2013- 2
1969-9	1984-21	1999-8	2014-1
1970-6	1985-20	2000-9	2015- 0
1971-	1986-18	2001-9	2016-02
1972-4	1987-9	2002-6	2017-00
1973-9	1988-3	2003-10	
1974-16	1989-2	2004-5	
1975-34	1990-6	2005-3	
1976-38	1991-12	2006-5	
1977-16	1992-18	2007-1	
1978-16	1993-11	2008-5	

VII. ಇಲಾಖೆಯ ಕಾರ್ಯನೀತಿಯ ರಚನೆ ಅಥವಾ ಅದರ ಅನುಷ್ಠಾನಕ್ಕೆ ಸಂಬಂಧಿಸಿದಂತೆ ಸಾರ್ವಜನಿಕರೊಡನೆ ಸಮಾಲೋಚಿಸಲು ಅಥವಾ ಅವರ ಪ್ರಾತಿನಿಧ್ಯವಿರುವಂತೆ ಮಾಡಲು ಇರುವಂಥ ಯಾವುದೇ ವ್ಯವಸ್ಥೆಯ ವಿವರಗಳು.

ಭಾಷಾಂತರ ನಿರ್ದೇಶನಾಲಯ.- ಸಂಸದೀಯ ವ್ಯವಹಾರಗಳ ಇಲಾಖೆಯ ಆಡಳಿತ ವ್ಯಾಪ್ತಿಯಲ್ಲಿ ಬರುವ ಭಾಷಾಂತರ ನಿರ್ದೇಶನಾಲಯಕ್ಕೆ ಸಂಬಂಧಪಟ್ಟ ಮಾಹಿತಿಯನ್ನು <http://www.translations.kar.nic.in>. ವೆಬ್‌ಸೈಟ್‌ನಲ್ಲಿ ಆಳವಡಿಸಲಾಗಿದೆ.

VIII. ಅಧಿಕಾರಿಗಳ ಮತ್ತು ನೌಕರರ ನಿರ್ದೇಶಿಕೆಯನ್ನು (Directory of Officers and Employees):-

SL. No.	Name	Designation	Telephone
1.	Sri. K. Dwarakanath Babu	Secretary to Govt. DPAL,	22254445 (O) 22033387 (O) 28560514 (R) 9448290811 (M) 22353109(Fax) Secy-dpal@kar.gov.in
2.	Sri. K. Dwarakanath	Special Secretary to	22254079 (O)

	Babu	Government (Legislation)	22033866(O) 23640978 (R) 9449986859(M)
3.	Sri. G.Sridhar	Additional Secretary to Government - 1	22033242 (O) 22259534(O) 23643303(R) 9448012278(M)
4.	Smt B.G.Shymala	Additional Secretary to Government -2	22033665(o) 22205155(O) 23564682(R) 9449349477(M)
5.	Sri. R. Anjini	Consultant	22033807(O) 22384186(O) 23410313(R) 9535476474(M)
6.	(VACANT) Sri K.S.Sridhara	Deputy Secretary to Government-1 (i/c)	22033039(O) 22374972(O) 9663085438(M)
7.	(VACANT) Sri H. Rajkumar	Deputy Secretary to Government-2 (i/c)	22033039(O) 22374972(O) 9663085438(M)
8.	(VACANT) Sri H.Rajkumar	Deputy Secretary to Government-3 (i/c)	22033961(O) 9448519191 (M)
9.	Sri K. Kishan Rao	Additional Director (Kannada Drafting)	22033434 (O) 22353136 (O) 9538929792(M)
10.	Sri.K.S. Sridhara	Under Secretary-1	22033039(O) 22374972(O) 9663085438(M)
11.	Sri. H.Rajkumar	Under Secretary-2	22033961(O) 9448519191 (M)
12.	Sri. Srinivas R. Joshi	Under Secretary -3	22033395(O)
13.	Smt. Shashirekha.H.	Assistant Director (Kannada drafting)	22033695(O)
14.	Sri. R. Sreenivasa	Section Officer – Drafting - 1	22033808 (O)
15.	Sri. Janardhana D. B.	Section Officer – Drafting-2	22033664(O)
16.	Smt Afeefa Usmoni	Section Officer-Codification-1	22033206(O)
17.	Smt. B.V. Geetha Bai	Section Officer – Codification- 2	22033297(O)
18.	Smt. R.V. Kusuma	Section Officer – Publication	22033663 (O)
19.	Sri R. Rajshekar	Section Officer- R & I	22033141(O)
20.	Sri Vijay Kumar K.N	Research Officer (Kannada Drafting)	22033695(O)
21.	Smt. M.K. Sandhya	Personal Secretary (Grade-1) – Secretary Establishment	22254445 (O) 22033387 (O)
22.	Smt. Shashikala Datta Bandigani	Gazetted P.A. – Special Secretary (Parlimarty Affairs) establishment	22254079 (O) 22033866 (O)

23.	Smt. B.V.Geethabhai	Drafting Assistant – D2	22033297(O)
24.	Smt R.V. Kusuma	a) Drafting Assistant (b) Drafting Assistant (i/c) - D1 Section	22033663(O)
25.	Sri Hanumantha Channanavar	Drafting Assistant- Codification Drafting – 1 (i/c)	22033206(O)
26.	Sri Manjunath	Drafting Assistant - D1 Section	22033808(O)
27.	Sri Venkataramaiah	Drafting Assistant –D2 Codification – 1 (i/c)	22033664 (O)
28.	Sri Chandrashekar	Drafting Assistant –D1	22033808 (O)
29.	Sri Mustaq Patel	Senior Stenographer – Additional Secretary Establishment	22033232 (O) 22353136 (O)
30.	Smt Sucharitha.C	Senior Stenographer - Under Secretary Establishment-2	22033961(O)
31.	Smt Nagubai.M	Senior Assistant – R& I	22033141(O)
32.	Sri Mohan Das	Senior Assistant - Publication	22033663 (O)
33.	Kum. Gangamma	Stenographer-Secretary Establishment	22254445 (O) 22033387 (O)
34.	Sri Gajanana Suttara	Stenographer – R & I	22033141(O)
35.	Kum Nethravathi Sattigere	Stenographer – Addl. Secretary-2 establishment	22033665(O)
36.	Smt. Bhagyamma.B	Stenographer – Consultant	22033807(O)
37.	Smt Padmavathamma.K.N	Stenographer-Kannada Drafting	22033434 (O)
38.	Smt. Poornavani.G	Stenographer – Under Secretary - 1	22033039(O) 22374972(O)
39.	Smt. Shanya Kumari .G	Stenographer – R & I	22033141(O)
40.	Smt. Divya Rani .C	Stenographer – R & I	22033141(O)
41.	Smt. Deepa .D	Stenographer – R & I	22033141(O)
42.	Smt. Swetha S Biradar	Assistant – R & I	22033141(O)
43.	Sri. Shivamurthy	Assistant – Publication	22033663 (O)
44.	Sri Shivappa	Assistant-Publication	22033663(O)
45.	Smt Naseema Aadam Kaladagi	Junior Assistant – Drafting – 1	22033808(O)
46.	Smt Jayalakshmi	Junior Assistant – Additional Secretary-2 establishment	22033665 (O)
47.	Smt Jayalakshamma	Junior Assitant- Publication	22033663(O)

IX. ವಿನಿಮಯ/ನಿಬಂಧನೆಗಳಲ್ಲಿ ಉಪಬಂಧಿಸಿದಂತೆ, ಪರಿಹಾರ ಕ್ರಮವನ್ನು ಒಳಗೊಂಡಂತೆ ಅಧಿಕಾರಿಗಳು ನೌಕರರು ಪಡೆಯುತ್ತಿರುವ ಮಾಸಿಕ ವೇತನದ ವಿವರಗಳು:

ಕ್ರಮ ಸಂಖ್ಯೆ	ಹುದ್ದೆಯ ಹೆಸರು	ಒಟ್ಟು ಹುದ್ದೆಯ ಸಂಖ್ಯೆ	ಭರ್ತಿ ಮಾಡಲಾದ ಹುದ್ದೆಯ ಸಂಖ್ಯೆ	ಖಾಲಿ ಇರುವ ಹುದ್ದೆಗಳು	ವೇತನ ಶ್ರೇಣಿ
(1)	(2)	(3)	(4)	(5)	(6)
1.	ಸರ್ಕಾರದ ಕಾರ್ಯದರ್ಶಿ	1	1	-	56550-79800
2.	ಸರ್ಕಾರದ ವಿಶೇಷ ಕಾರ್ಯದರ್ಶಿಗಳು	1	-	-	56550-79800
3.	ಅಪರ ಪ್ರಾರೂಪಕಾರರು ಮತ್ತು ಪದನಿಮಿತ್ತ ಸರ್ಕಾರದ ಅಪರ ಕಾರ್ಯದರ್ಶಿಗಳು	2	2	-	52500-73000
4.	ಜಂಟಿ ಪ್ರಾರೂಪಕಾರರು ಮತ್ತು ಪದನಿಮಿತ್ತ ಸರ್ಕಾರದ ಜಂಟಿ ಕಾರ್ಯದರ್ಶಿಗಳು	2	2	-	48900-63600
5.	ಸಹಾಯಕ ಪ್ರಾರೂಪಕಾರರು ಮತ್ತು ಪದನಿಮಿತ್ತ ಸರ್ಕಾರದ ಉಪ ಕಾರ್ಯದರ್ಶಿಗಳು/ಅಧೀನ ಕಾರ್ಯದರ್ಶಿಗಳು	6	3	3	ಉ.ಕಾ 40050-56550 ಅ.ಕಾ 30400-50700
6.	ಅಪರ ನಿರ್ದೇಶಕರು ಕನ್ನಡ ಭಾಷಾಂತರ	1	1	-	40050-56550
7.	ಕಾರ್ಯದರ್ಶಿಯವರ ಆಪ್ತ ಕಾರ್ಯದರ್ಶಿ(ಗ್ರೇಡ್-2)	1	1	-	28100-50100
8.	ಸಹಾಯಕ ನಿರ್ದೇಶಕರು ಕನ್ನಡ ಭಾಷಾಂತರ	1	1	-	28100-50100
9.	ಶಾಖಾಧಿಕಾರಿಗಳು	6	6	-	22800-43200
10.	ಪತ್ರಾಂಕಿತ ಆಪ್ತ ಸಹಾಯಕರು	3	1	2	22800-43200
11.	ಸಂಶೋಧನಾಧಿಕಾರಿಗಳು	1	1	-	22800-43200
12.	ಹಿರಿಯ ಭಾಷಾಂತರಕಾರರು	1	-	-	21600-40050
13.	ಪ್ರಾರೂಪಣಾ ಸಹಾಯಕರು	10	1	9	20000-36300
14.	ಹಿರಿಯ ಸಹಾಯಕರು	2	2	-	20000-36300
15.	ಸಹಾಯಕರು	4	3	1	16000-29600

16.	ಹಿರಿಯ ಶೀಘ್ರಲಿಪಿಗಾರರು	2	2	-	20000-36300
17.	ಶೀಘ್ರಲಿಪಿಗಾರರು	13	9	4	16000-29600
18.	ಬೆರಳಚ್ಚುಗಾರರು	4	-	4	11600-21000
19.	ಕಿರಿಯ ಸಹಾಯಕರು	10	3	7	11600-21000
20.	ಜಮೇದಾರ್	4	3	1	11000-19000
21.	ದಲಾಯತ್	8	7	1	10400-16400

X. ಎಲ್ಲಾ ಯೋಜನೆಗಳ ವಿವರಗಳನ್ನು ಸೂಚಿಸುವ, ಪ್ರಸ್ತಾವಿತ ವೆಚ್ಚಗಳನ್ನು ಮತ್ತು ಮಾಡಲಾದ ಬಟವಾಡೆಗಳ ವರದಿಯನ್ನು ಸೂಚಿಸಿ; ಅದರ ಪ್ರತಿಯೊಂದು ಏಜೆನ್ಸಿಗೆ ಹಂಚಿಕೆ ಮಾಡಲಾದ ಆಯವ್ಯಯವನ್ನು;

(1) ಪೌಢ ಶಾಲಾ ವಿದ್ಯಾರ್ಥಿಗಳ ಯುವ ಸಂಸತ್ ಸ್ಪರ್ಧೆ ಯೋಜನೆ :

(1) ಈ ಇಲಾಖೆಯು ಪ್ರಜಾಪ್ರಭುತ್ವದ ಬುನಾದಿಯನ್ನು ಭದ್ರಪಡಿಸುವ ಹಾಗೂ ಭವಿಷ್ಯದಲ್ಲಿ ತಾಳ್ಮೆಯನ್ನು ಮೈಗೂಡಿಸುವ ಮತ್ತು ವಿದ್ಯಾರ್ಥಿಗಳಲ್ಲಿ ಸಂಸತ್ ಕಾರ್ಯಕಲಾಪದ ಬಗ್ಗೆ ಅರಿವು ಮೂಡಿಸುವ ಉದ್ದೇಶದಿಂದ ಭಾರತ ಸರ್ಕಾರದ ಸಂಸದೀಯ ವ್ಯವಹಾರಗಳ ಮಂತಾಲಯವು ಯುವ ಸಂಸತ್ ಸ್ಪರ್ಧೆಯಲ್ಲಿ ಭಾಗವಹಿಸಲು ಇಚ್ಛಿಸುವ ಎಲ್ಲಾ ಶಾಲಾ ವಿದ್ಯಾರ್ಥಿಗಳ ಜಿಲ್ಲಾ ಮಟ್ಟ ಹಾಗೂ ರಾಜ್ಯ ಮಟ್ಟದ ಯುವ ಸಂಸತ್ ಸ್ಪರ್ಧೆಯನ್ನು ಪ್ರತಿ ವರ್ಷ ಕರ್ನಾಟಕ ರಾಜ್ಯದಲ್ಲಿ ನಡೆಸಲು ಒಂದು ಯೋಜನೆಯನ್ನು ರೂಪಿಸಿದೆ. ಈ ಯೋಜನೆಯನ್ವಯ ರಾಜ್ಯ ಖಸರ್ಕಾರವು ಸಾರ್ವಜನಿಕ ಶಿಕ್ಷಣ ಇಲಾಖೆಯ ಸಹಯೋಗದೊಂದಿಗೆ ಪ್ರತಿ ಜಿಲ್ಲೆಯಲ್ಲಿ ಜಿಲ್ಲಾ ಮಟ್ಟದ ಯುವ ಸಂಸತ್ ಸ್ಪರ್ಧೆಯನ್ನು ನಡೆಸಿ ಸಂಸದೀಯ ವ್ಯವಹಾರಗಳ ಇಲಾಖೆಯ ಅಧಿಕಾರಿಗಳು ತೀರ್ಪುಗಾರರಾಗಿ, ಈ ಸ್ಪರ್ಧೆಯಲ್ಲಿ ಭಾಗವಹಿಸಿ ಅತ್ಯುನ್ನತ ಪ್ರದರ್ಶನ ನೀಡುವ ಮೊದಲ 5 ಜನ ವಿದ್ಯಾರ್ಥಿಗಳಿಗೆ ಬಹುಮಾನ ನೀಡಲು ಈ ಯೋಜನೆಯಲ್ಲಿ ರೂಪಿಸಲಾಗಿದೆ. ಈ ಸ್ಪರ್ಧೆಯಲ್ಲಿ ಮೊದಲ 2 ಬಹುಮಾನ ಪಡೆದ ವಿದ್ಯಾರ್ಥಿಗಳನ್ನು ಬೆಂಗಳೂರಿನಲ್ಲಿ ನಡೆಯುವ ರಾಜ್ಯ ಮಟ್ಟದ ಯುವ ಸಂಸತ್ ಸ್ಪರ್ಧೆಯಲ್ಲಿ ಭಾಗವಹಿಸುವ ಅವಕಾಶ ಕಲ್ಪಿಸಿದೆ.

(2) ಕರ್ನಾಟಕ ವಿಧಾನ ಸಭಾ ಸದಸ್ಯರು, ಕರ್ನಾಟಕ ವಿಧಾನಾತಿಪತಿ ಸದಸ್ಯರು ಮತ್ತು ಕರ್ನಾಟಕದಿಂದ ಚುನಾಯಿತರಾದ ಲೋಕಸಭಾ ಮತ್ತು ರಾಜ್ಯಸಭಾ ಸದಸ್ಯರು ಅಸ್ವಾಭಾವಿಕವಾಗಿ ಮರಣ ಹೊಂದಿದಾಗ ಅವರ ಕುಟುಂಬದವರಿಗೆ 5.00 ಲಕ್ಷ ರೂಪಾಯಿಗಳನ್ನು ಸರ್ಕಾರವು ಪರಿಹಾರ ನೀಡಲು ಅವಕಾಶವಿದೆ.

ಈ ಆದೇಶವು ದಿನಾಂಕ: 1-10-94 ರ ಅನಂತರ ಸಂಭವಿಸಿದ ಎಲ್ಲಾ ಅಸ್ವಾಭಾವಿಕ ಮರಣಗಳ ಸಂದರ್ಭದಲ್ಲಿ ಅನ್ವಯವಾಗುತ್ತದೆ. ಪರಿಹಾರವನ್ನು ಮಂಜೂರು ಮಾಡುವ ಅಧಿಕಾರವನ್ನು ಕಾರ್ಯದರ್ಶಿ, ಸಂಸದೀಯ ವ್ಯವಹಾರಗಳ ಇಲಾಖೆ ಇವರಿಗೆ ನೀಡಲಾಗಿದೆ.

ಸದರಿ ಬಾಬು ವೆಚ್ಚವನ್ನು ಲೆಕ್ಕ ಶೀರ್ಷಿಕೆ “2052- ಸಚಿವಾಲಯ ಸಾಮಾನ್ಯ ಸೇವೆಗಳು-00-090- ಸಚಿವಾಲಯ-0-08 ಅಸ್ವಾಭಾವಿಕವಾಗಿ ಮರಣ ಹೊಂದಿದ್ದು ಶಾಸಕರು ಮತ್ತು ಸಂಸತ್ ಸದಸ್ಯರ ಕುಟುಂಬಕ್ಕೆ ಪರಿಹಾರ (ಯೋಜನೇತರ) ಹೊಸ ಲೆಕ್ಕ ಶೀರ್ಷಿಕೆ” ಅಡಿಯಲ್ಲಿ ಭರಿಸಲಾಗುತ್ತದೆ.

XI. ಇಲಾಖೆಯ ನೀಡಿರುವ ರಿಯಾಯಿತಿಗಳನ್ನು, ಅನುಮತಿ ಪತ್ರಗಳನ್ನು ಅಥವಾ ಅಧಿಕಾರಿ ಪತ್ರಗಳನ್ನು, ಪಡೆಯುವವರ ವಿವರಗಳು

ಅನ್ವಯಿಸುವುದಿಲ್ಲ.

XII. ಅದರ ಬಳಿ ಲಭ್ಯವಿರುವ ಅಥವಾ ಅದು ಹೊಂದಿರುವ ವಿದ್ಯುನ್ಮಾನ ರೂಪಕ್ಕೆ ಪರಿವರ್ತಿಸಿರುವ, ಮಾಹಿತಿಗೆ ಸಂಬಂಧಿಸಿದ ವಿವರಗಳನ್ನು;

www.kar.nic.in/dpal ರಲ್ಲಿ ಲಭ್ಯ ರಾಜ್ಯದಲ್ಲಿ ಜಾರಿಯಲ್ಲಿರುವ ಎಲ್ಲಾ ಅಧಿನಿಯಮಗಳು ಅಧ್ಯಾದೇಶ ಉಚಿತವಾಗಿ ಸಾರ್ವಜನಿಕರಿಗೆ ವೀಕ್ಷಣೆಗಾಗಿ ಲಭ್ಯವಿರುತ್ತದೆ.

<http://www.translations.kar.nic.in> ರಲ್ಲಿ ಭಾಷಾಂತರ ನಿರ್ದೇಶನಾಲಯವು ಮಾಡಿರುವಂತಹ ಅಧಿನಿಯಮಗಳ ಕನ್ನಡ ಆವೃತ್ತಿಯನ್ನು ಪಡೆದುಕೊಳ್ಳಬಹುದಾಗಿದೆ.

XIII. ಸಾರ್ವಜನಿಕ ಉಪಯೋಗಕ್ಕಾಗಿ ಗ್ರಂಥಾಲಯವನ್ನು ಅಥವಾ ವಾಚನಾಲಯವನ್ನು ನಿರ್ವಹಿಸುತ್ತಿದ್ದಲ್ಲಿ ಅದರ ಕೆಲಸದ ಸಮಯವನ್ನೊಳಗೊಂಡಂತೆ ಮಾಹಿತಿ ಪಡೆಯಲು ಸಾರ್ವಜನಿಕರಿಗೆ ಲಭ್ಯವಿರುವ ಸೌಲಭ್ಯಗಳ ವಿವರಗಳನ್ನು;

ಈ ಇಲಾಖೆಯಲ್ಲಿ ಸಾರ್ವಜನಿಕ ಉಪಯೋಗಕ್ಕಾಗಿ ಗ್ರಂಥಾಲಯ ಅಥವಾ ವಾಚನಾಲಯವನ್ನು ನಿರ್ವಹಿಸಿರುವುದಿಲ್ಲ.

XIV. ಸಾರ್ವಜನಿಕ ಮಾಹಿತಿ ಅಧಿಕಾರಿಗಳ ಹೆಸರುಗಳು, ಪದನಾಮಗಳು ಮತ್ತು ಇತರ ವಿವರಗಳು

ಸಾರ್ವಜನಿಕ ಮಾಹಿತಿ ಅಧಿಕಾರಿ ಶ್ರೀ/ಶ್ರೀಮತಿ	ಸಹಾಯಕ ಮಾಹಿತಿ ಅಧಿಕಾರಿ ಶ್ರೀ/ಶ್ರೀಮತಿ	ಮೇಲ್ಮನವಿ ಪ್ರಾಧಿಕಾರ ಶ್ರೀ/ಶ್ರೀಮತಿ
ಕೆ.ಎಸ್.ಶ್ರೀಧರ, ಸಹಾಯಕ ಪ್ರಾರೂಪಕಾರ ಮತ್ತು	ಶ್ರೀನಿವಾಸ್ ಆರ್ ಶಾಖಾಧಿಕಾರಿ (ಪ್ರಾರೂಪಣಾ-1)	ಜಿ.ಶ್ರೀಧರ, ಅಪರ ಪ್ರಾರೂಪಕಾರ ಮತ್ತು

<p>ಪದನಿಮಿತ್ತ ಸರ್ಕಾರದ ಅಧೀನ ಕಾರ್ಯದರ್ಶಿ, ಸಂಸದೀಯ ವ್ಯವಹಾರಗಳ ಇಲಾಖೆ, ಕೊಠಡಿ ಸಂಖ್ಯೆ 137, ಮೊದಲನೇ ಮಹಡಿ, ವಿಧಾನ ಸೌಧ, ಬೆಂಗಳೂರು ದೂ.ಸಂ:22033039</p>	<p>ಸಂಸದೀಯ ವ್ಯವಹಾರಗಳ ಇಲಾಖೆ, ಕೊಠಡಿ ಸಂಖ್ಯೆ :139 ಒಂದನೇ ಮಹಡಿ, ವಿಧಾನ ಸೌಧ, ಬೆಂಗಳೂರು. ದೂ.ಸಂ:22033808</p>	<p>ಪದನಿಮಿತ್ತ ಸರ್ಕಾರದ ಅಪರ ಕಾರ್ಯದರ್ಶಿ ಸಂಸದೀಯ ವ್ಯವಹಾರಗಳ ಇಲಾಖೆ, ಕೊಠಡಿ ಸಂಖ್ಯೆ 142 ಒಂದನೇ ಮಹಡಿ, ವಿಧಾನ ಸೌಧ, ಬೆಂಗಳೂರು ದೂ.ಸಂ:22033242</p>
	<p>ಅಫೀಫಾ ಉಸ್ತೋನಿ ಶಾಖಾಧಿಕಾರಿ (ಕ್ರೋಢೀಕರಣ) ಸಂಸದೀಯ ವ್ಯವಹಾರಗಳ ಇಲಾಖೆ, ಕೊಠಡಿ ಸಂಖ್ಯೆ 13ಬಿ ನೆಲ ಮಹಡಿ, ವಿಧಾನ ಸೌಧ, ಬೆಂಗಳೂರು. ದೂ.ಸಂ:22033206</p>	
<p>ಹೆಚ್.ರಾಜ್ ಕುಮಾರ್, ಸಹಾಯಕ ಪ್ರಾರೂಪಕಾರ ಮತ್ತು ಪದನಿಮಿತ್ತ ಸರ್ಕಾರದ ಅಧೀನ ಕಾರ್ಯದರ್ಶಿ-2 ಸಂಸದೀಯ ವ್ಯವಹಾರಗಳ ಇಲಾಖೆ, ಕೊಠಡಿ ಸಂಖ್ಯೆ 14, ನೆಲ ಮಹಡಿ, ವಿಧಾನ ಸೌಧ, ಬೆಂಗಳೂರು ದೂ.ಸಂ:22033961</p>	<p>ಜನಾರ್ಧನ ಡಿ.ಬಿ. ಶಾಖಾಧಿಕಾರಿ (ಪ್ರಾರೂಪಣಾ-2) ಸಂಸದೀಯ ವ್ಯವಹಾರಗಳ ಇಲಾಖೆ, ಕೊಠಡಿ ಸಂಖ್ಯೆ 139, ಮೊದಲನೇ ಮಹಡಿ, ವಿಧಾನ ಸೌಧ, ಬೆಂಗಳೂರು. ದೂ.ಸಂ:22033664,</p>	
	<p>ಆರ್. ರಾಜಶೇಖರ್ ಶಾಖಾಧಿಕಾರಿ (ಸ್ವೀಮರ) ಸಂಸದೀಯ ವ್ಯವಹಾರಗಳ ಇಲಾಖೆ, ಕೊಠಡಿ ಸಂಖ್ಯೆ 139 ಒಂದನೇ ಮಹಡಿ, ವಿಧಾನ ಸೌಧ, ಬೆಂಗಳೂರು. ದೂ.ಸಂ:22033141</p>	
<p>ಶ್ರೀನಿವಾಸ್.ಆರ್.ಜೋಷಿ, ಸಹಾಯಕ ಪ್ರಾರೂಪಕಾರ ಮತ್ತು ಪದನಿಮಿತ್ತ ಸರ್ಕಾರದ ಅಧೀನ ಕಾರ್ಯದರ್ಶಿ-3, ಸಂಸದೀಯ ವ್ಯವಹಾರಗಳ ಇಲಾಖೆ, ಕೊಠಡಿ ಸಂಖ್ಯೆ 139, ಮೊದಲನೇ ಮಹಡಿ, ವಿಧಾನ ಸೌಧ, ಬೆಂಗಳೂರು ದೂ.ಸಂ:2203</p>	<p>ಆರ್.ವಿ.ಕುಸುಮ, ಶಾಖಾಧಿಕಾರಿ (ಪ್ರಕಟಣೆ) ಸಂಸದೀಯ ವ್ಯವಹಾರಗಳ ಇಲಾಖೆ, ಕೊಠಡಿ ಸಂಖ್ಯೆ 13ಬಿ ನೆಲ ಮಹಡಿ, ವಿಧಾನ ಸೌಧ, ಬೆಂಗಳೂರು. ದೂ.ಸಂ:22033663</p>	
	<p>ಬಿ.ವಿ.ಗೀತಬಾಯಿ, ಶಾಖಾಧಿಕಾರಿ (ಕ್ರೋಢೀಕರಣ-2)</p>	

	<p>ಸಂಸದೀಯ ವ್ಯವಹಾರಗಳ ಇಲಾಖೆ, ಕೊಠಡಿ ಸಂಖ್ಯೆ 13ಬಿ ನೆಲ ಮಹಡಿ, ವಿಧಾನ ಸೌಧ, ಬೆಂಗಳೂರು. ದೂ.ಸಂ:2203</p>	
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XV. ನಿಗದಿಪಡಿಸಲಾದ ಇತರೆ ಯಾವುದೇ ಮಾಹಿತಿಗಳು:

ಅನ್ವಯಿಸುವುದಿಲ್ಲ.

ಕರ್ನಾಟಕ ರಾಜ್ಯಪಾಲರ ಆಜ್ಞಾನುಸಾರ
ಮತ್ತು ಅವರ ಹೆಸರಿನಲ್ಲಿ

(ಹೆಚ್.ರಾಜ್‌ಕುಮಾರ್)
ಸಹಾಯಕ ಪಾರೂಪಕಾರ ಮತ್ತು ಪದನಿಮಿತ್ತ
ಸರ್ಕಾರದ ಅಧೀನ ಕಾರ್ಯದರ್ಶಿ,
ಸಂಸದೀಯ ವ್ಯವಹಾರಗಳ ಇಲಾಖೆ

WORK ALLOCATION

<p>Section Officer - 1 (Sri Srinivasa R.)</p>	<p>*Assisting the officers of the Department in processing, submission of drafting files and advising to pertains to Revenue, Agriculture and Horticulture, Commerce and Industries, Forest, UDD, Environment and Ecology, Housing, Energy and HFW, Medical Education and Mukyavahini departments of the Secretariat on procedural and other matters relating to legislation.</p> <p>*Any other work entrusted by the higher officers.</p>
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WORK ALLOCATION

Drafting Assistant
(VACANT)
(Sri
Chandrashekar,
Translator-OOD
from DOT)

*Assisting the officers of the Department in processing, submission of drafting files and advising pertains to Health and Family Welfare, UDD, Housing, C&I, Forest and Infrastructure and other matters relating to legislation.

*Any other work entrusted by the higher officers.