



GOVERNMENT OF KARNATAKA

DEPARTMENT OF CABINET AFFAIRS AND  
DEPT. OF PERSONNEL & ADMINISTRATIVE REFORMS

# ANNUAL REPORT

1994-95

GOVERNMENT OF KARNATAKA

DEPARTMENT OF CABINET AFFAIRS

AND

DEPARTMENT OF PERSONNEL AND

ADMINISTRATIVE REFORMS

A N N U A L R E P O R T

F O R

1994 - 1995

## INTRODUCTION

The Department of Cabinet Affairs and the Department of Personnel and Administrative Reforms mainly deals with -

- a) The Personnel Management of the State Government and ensures implementation of policies relating to Personnel Management in various Departments; and provides advice and guidance in all service matters.
- b) Various aspects concerning the improvements in administration with a view to increasing work efficiency and suggesting measures for improvement in the quality of work in every sphere of administration.

## FUNCTIONS

Functions comprise three broad groups as under:

### I. NODAL FUNCTIONS:-

- 1) Formulation of personnel policies on matters relating to recruitment, promotion and conditions of service.
- 2) Reservation for SC/ST and other Backward Classes in service.
- 3) Morale in services including administrative discipline and vigilance.
- 4) Staff Welfare.
- 5) Training.
- 6) Research in Personnel Administration.

### II. SUBSTANTIVE FUNCTIONS:-

- 1) Controlling and regulating I.A.S. the State Services like K.A.S. and the State Secretariat Services.
- 2) Personnel Management.



- 3) Handling Departmental Inquiry cases against Officers working under the administrative control of D.P.A.R.
- 4) Formulation of training policies and training programmes in the field of Public Administration.

III. ADMINISTRATIVE MATTERS CONNECTED WITH:

- 1) Karnataka Public Service Commission
- 2) Karnataka Lokayukta
- 3) Recruitment Committee.
- 4) Administrative Training Institute, Mysore.
- 5) District Training Institutes (18)
- 6) Karnataka Government Secretariat Training Institute, Bangalore.
- 7) Karnataka Administrative Tribunal.
- 8) Karnataka High Court.

IV. ADMINISTRATIVE REFORMS:

- 1) To provide management consultancy service to the Secretariat Departments and Heads of Departments.

- 2) To promote and develop management efforts in the Government.
- 3) To disseminate information on administrative practices and modern management system.

#### V. ELECTIONS:

1) The biennial elections were held for Rajya Sabha and Legislative Council on 17.2.1994 and 9.6.1994 respectively. The biennial elections to Legislative Council in respect of 6 graduates and teachers constituencies were held on 15.6.1994 and the general elections to Legislative Assembly were held on 25.11.1994 and 1.12.1994.

#### ELECTORATE:

2) The work of Special Revision of Electoral Rolls of the State was conducted taking 1.1.1994 as the qualifying date and the Electoral Rolls have been finally published on 12.8.1994.

Action is being taken for issuing Identity Cards with photographs to all the Voters in Karnataka as directed by the Election Commission of India.

3) A portion of the expenditure incurred on election establishment was reimbursed by Government of India.

#### VI. LIBRARY:

The Secretariat Library Committee consisting of 15 members has been newly formed under the Chairmanship of the Additional Chief Secretary. During the current year total 2,201 Books were purchased. The total number of Library members was 2900 and the total number of books in the Library is 93650 in the year 1994.

Various steps are being taken for converting the Secretariat Library into an Information Centre.

VII. KARNATAKA STATE BUREAU OF PUBLIC  
ENTERPRISES:

1. K.S.B.P.E. was established in 1980 as a nodal organisation to service the Public Enterprises Supervisory Board and the Public Sector Enterprises. The main functions of the K.S.B.P.E. are;

- 1) To prepare annual reports on the working of the State PSEs for presentation to the State Legislature and such other reports as Government may call for.
  - 2) To service the Supervisory Board.
  - 3) To Co-ordinate the work relating to the examination of the PSEs by Legislature Committee.
  - 4) To Co-ordinate management training for the workmen of middle and managerial cadre of PSEs.
2. The applicability of the Sick Industrial Companies (Special Provisions) Act, 1985 to the various sick and potentially



sick companies is being examined by the KSEPE and the various Departments are being advised to take necessary follow-up action in the matter.

## TRAINING OF EMPLOYEES OF PUBLIC SECTOR

### UNDERTAKINGS;

3. Training is being imparted to the Employees of PSEs at various level in topics of relevance for management, covering efficiency, financial, personnel, productivity, corporate planning etc. These training programmes have been organised in collaboration with specialised and reputed institutes.

4. The Karnataka State Bureau of Public Enterprises has been assisting the two Committees of Legislature i.e., the public Enterprises Committee and the Account Committee in their work relating to the work before the legislature and it has taken steps to see that the PSEs furnish

acceptable replies to all the observations of the Accountant General. The clearance of old objections due to the efforts of KSBPE has been considerably cleared.

5. Meetings were held under the Chairmanship of the Chief Secretary for the early completion of the annual accounts pending.

#### VIII. THE ADMINISTRATIVE TRAINING INSTITUTE MYSORE:

The Administrative Training Institute Mysore and District Training Institutes have been established respectively in order to train Officers in Government service belonging to various cadres and to meet the demands of training of Group-C and D employees of various departments of the Government. During 1994-95, the Administrative Training Institute, has so far conducted 55 various programmes and imparted training to 1133 Officers. Similarly the District Training Institutes

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have conducted 254 training workshops by training 7666 personnel. The Government is seriously considering the proposal of opening District Training Institute at Bidar and Chikmagalur District during the current year.

2. An institution called Abdul Nazeer Sab State Rural Development Institution was established to arrange training programme to Officers implementing the Rural Development Schemes and to the elected representatives under the European Economic Community Programme.

3. Steps are being taken for upgrading Mysore, Bangalore, Gulbarga and Dharwar District Training Institutions of the State during the year 1995 for the purpose of imparting training to 'B' Group Officers at the Divisional Level by decentralising the training programme conducted at the Administrative Training Institutes and in view of lessening the

work load of the Administrative Training Institute.

4. Out of the grants of Rs.1,00,20,000 sanctioned to the Administrative Training Institute for the current year, Rs. 36,56,916-00 have been spent so far. Out of the grants Rs.1,37,50,000-00 sanctioned to the District Training Institutes, Rs.59,95,928-00 have been spent so far.

5. It is contemplated for affiliation of all District Training Institutes through tele-conferencing in the Panchayath Raj and Rural Development Trainings. In this connection it is contemplated to provide S.T.D.facilities and T.V.s with Dish Antenna system to all the District Training Institutes. A HUDCO Foundation has been established under the HUDCO financial assistance from the year 1994-95.

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IX. TRAINING WING:-

1) The Training Wing of the Department of Personnel and Administrative Reforms looks after the administration of Administrative Training Institute, Mysore and other 18 District Training Institutes. Besides considering matters pertaining to training it functions as a nodal agency for getting proposals from various departments, processing and sanctioning the deputation of Government employees to various training courses abroad. Besides, it considers the quarterly, half yearly and annual Inspection Reports of the Secretariat Departments.

2) Section Officers in 194 Sections, Under Secretaries in 194 Sections and Deputy Secretaries in 137 Sections have conducted quarterly, half yearly and yearly inspection in the Karnataka Government Secretariat during 1994-95.

3) In order to speed up the pace of disposal of files and to bring down pendency of files in the Secretariat Departments and

in the Officers of the Head of Departments, Deputy Commissioners of Districts and their Sub-ordinate Offices and to oversee its progress, reports on disposal of files are being reviewed by the State Cabinet every month regularly.

4) The number of files pending in the Karnataka Government Secretariat at the end of December 1993 were 1,01,740 and another 243722 new files have been opened between 1.1.1994 and 31.12.1994 making a total of 3,45,462 files. Out of this, 2,46,680 files have been finally disposed off, leaving a balance of 98782 files.

5) Apart from this, the following sixteen Departments have been selected to monitor the file disposal of these Departments from the taluk level to the Heads of Departments level through the assistance of the computer facility of the National Informatic Centre of which all Departments except a few departments are making use of the computer facility of the National Informatic Centre effectively.

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X. PUBLIC GRIEVANCES ORGANISATION:

1) The object of the formation of Public Grievances Organisation was to deal with the grievance petitions received from the public for redressal. The grievances of the public published in the daily news papers are also being looked into by this wing.

2) During 1994 as many as 40,224 petitions were received in the Public Grievances Wing. Out of this, 17,952 were pertaining to grievances and 22,192 petitions pertained to non-grievances petitions and they were filed.

3) In 1994 reports were called for in 3305 cases of which compliance reports have been received in 2243 cases and 862 cases were pending for want of compliance reports. To inculcate a sense of awareness among Government Servants about redressing the Public Grievances Organisation are being deputed to visit the Government Offices.

XI. INSPECTION WING:-

During the year 1994-95 i.e. by the end of February 1995 the Inspection Wing of Department of Personnel and Administrative Reforms have made inspections of 71 Government Offices at District level and surprise inspections of 102 Government offices have been conducted to check the punctuality in attendance of the Government employees.

XII. GENERAL:-

1. The State Hospitality Organisation is working under the Administrative control of Department of Personnel and Administrative Reforms (Protocol). Kumara Krupa Guest House, Bangalore, Balabroodie VVIP Guest House, Bangalore, Government House, Mysore, Gandhi Nilaya, Wandi Hills, Karnataka Government Guest House, Ooty and Karnataka Bhavan, New Delhi are included under this. This Organisation is extending

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boarding facilities including accommodation, transport etc., for the VIPs/visiting dignitaries/ and the State Guests. It extends continuous hospitality in a way that the status and reputation of the State is not tarnished.

2. A total number of 862 State Guests visited the State during the period ending December 1994. Further, 2312 Guests were provided facilities on payment basis during the year under report.

XIII. KARNATAKA GOVERNMENT SECRETARIAT  
TRAINING INSTITUTE, BANGALORE.

The Secretariat Training Institute is imparting training to the Staff of Karnataka Government Secretariat, Non-Gazetted Superintendents of the Field Departments and Members of the Staff of Karnataka Legislature Secretariat like training courses on Service Matters

and day to day Government transactions. During the year 1994 i.e. till the end of December, the Institute has successfully conducted 17 training courses and 548 members have been trained.

#### XIV. ADMINISTRATIVE WING:-

In the Karnataka Government Secretariat, the cadre strength of Section Officers is 358, presently there are 349 Section Officers. The Cadre strength of Senior Assistants and Assistants is 363 and 615 respectively. The Cadre strength of Junior Assistants is 571 and at present 468 Junior Assistants are functioning. There are also 401 Stenographers and 175 Typists working in the Secretariat.

#### XV. WORK STUDY WING:-

The Administrative Reforms Division (Work Study) in the Department of Personnel and Administrative Reforms has condu-

cted several work studies of Government Offices and suggested measures for administrative improvements. Reports/Opinions in 45 cases have been furnished and the remaining 29 proposals are in different stages of processing.

#### XVI. POLITICAL PENSION:-

As per the Karnataka State Freedom Fighters Honourarium Scheme, 1969, State honourarium has been sanctioned to Karnataka State Freedom Fighters and Political Sufferers. During the year 1994 out of 5212 cases pertaining to this, 2550 cases have been disposed off.

#### XVII. SERVICE RULES:-

1. Recruitment: New Rules called "The Karnataka Civil Services (Recruitment to the District Cadres) Rules, 1994"

has been issued. Under these rules selection of candidates to District cadres would be made by the KPSG at the District level.

2. Karnataka Public Service Commission:

With a view to strengthen the functioning of Karnataka Public Service Commission, divisional offices have been opened in Gulbarga, Belgaum and Mysore Cities. A Legal Cell and a Research and Reforms Unit have been opened at the Commission.

3. Appointment on Compassionate Ground:

The age limit prescribed under the Karnataka Civil Services (General Recruitment) Rules, 1977 for appointment of a dependent member of the family of a Government servant who dies while in Government service on compassionate grounds has been increased as follows:



- (a) In respect of a member of Scheduled Caste/Scheduled Tribe / Backward Class Group-A who is appointed on compassionate ground the age limit is enhanced upto 45 years.
- (b) In respect of a member of Backward Class Group-B,C,D the age limit is increased upto 43 yrs.
- (c) In respect of others the age limit is enhanced upto 40 yrs.

Besides, provision is made for the appointment of a widowed daughter or a divorced daughter or a married daughter of the deceased Government servant on compassionate grounds.

4. Regarding filling up of Back-log Vacancies:-

Order has been issued in the appointments made on or after 1-1-1984, the

back-log of district recruitment of SC/ST identified in the cadres of typists and stenos be filled up by making another special attempt.

XVIII. LINGUISTIC AND RELIGIOUS  
MINORITIES SECTION:-

1. The Karnataka State Minorities Commission Act, 1994 has come into force on 3-10-1994. An amount of Rs.20.00 lakhs was released for the current year to the Minorities Commission for social, economic and educational surveys. The survey work conducted in this regard has been completed and now the computerisation work is going on. The meeting of Nodal Officers of 5 States of South India and the National Minori-

ties Commission was held on 6-3-1995 at Bangalore for implementation and review of the 15 points programme of the Prime Minister.

2. The Karnataka Government Secretariat Employees Joint Consultative Committee consisting of five Government representatives and six representatives of employees was reconstituted on 23-6-1994 and the Member Secretary has been appointed in the first meeting of the said committee.

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