



**KARNATAKA PUBLIC SERVICE
COMMISSION**

HANDBOOK OF INFORMATION
UNDER THE RIGHT TO INFORMATION ACT, 2005

KARNATAKA PUBLIC SERVICE COMMISSION

No.Adm: 683/2015-16/PSC

Office of the Public Service Commission,
"Udyoga Soudha"
Bengaluru, Dated: 06-08-2015.

NOTIFICATION

In exercise of the powers conferred under Section 4(1)(b) of the Right of Information Act 2005, the detailed information relating to the Karnataka Public Service Commission is published, as hereunder, for the information of general public.

THE INFORMATION HAND BOOK UNDER THE RIGHT TO INFORMATION ACT, 2005.

Background of the Hand Book:-

This hand book is prepared in accordance with Section 4(1)(b) of the Right to Information Act, 2005 in order to enable the citizens to have easy access to the information as mandated in the Act.

Objective/purpose of the Hand Book:-

The focus of the Hand Book is to familiarize citizens about the various activities of K.P.S.C. and facilitate easy access to all information required to be published under Section 4(1) (b) of the Right to Information Act. This hand book is expected to enhance and strengthen interaction between the Karnataka Public Service Commission and information seeking citizens to fulfill the goals of transparency and accountability enshrined in the Right to Information Act, 2005.

Intended users of the Hand Book:-

Aspirants for posts in different cadres of State Administration, various other State Departments and personnel involved in State Administration.

Organisation of the information in the Hand Book:-

1. This Hand Book provides an overall view of the K.P.S.C, i.e., its Constitution, functions, duties and responsibilities etc.,
2. In this hand book the details of each wing of the K.P.S.C. is provided under various heads as required under Section 4 (1) (b) of the Right to Information Act, 2005.

Contact person for detailed information:-

Public Relation Officer, Karnataka Public Service Commission.
Phone No.080-30574901, 30574957

Objects/purpose of the Public Authority:-

The K.P.S.C. is a body constituted under Article 315 of the Constitution to discharge the duties and functions assigned under Article 320 of the Constitution.

Mission/Vision statement of the Public Authority:-

To carryout selection process for recruitment of eligible and competent candidates to various civil services and posts of the Karnataka State in an efficient and transparent manner within the time schedule in accordance with the Recruitment Rules.

Brief History of the Public Authority:-

As there was no legally constituted body prior to 1921 in the State to advise the Government and other appointing authorities in the matters of recruitment to the State Civil Services, the then Government of Mysore constituted a central agency for recruitment namely 'Central Recruitment Board' on 16.5.1921. Later this Public Service Commission came to be constituted under the provisions of the Constitution of India on 18.5.1951.

Functions of the Public Authority:-

1. To conduct examination for appointments to the services of the State under Article 320 (1) of the Constitution.
2. To conduct Departmental Examination for the state Government employees.
3. When consulted to advice on matters relating to promotions, disciplinary cases, under the Karnataka Public Service Commission (Consultation) Regulations 2000 and Rule 214 of the KCSR.
3. Conduct of Civil Services and other UPSC examinations in Bangalore on behalf of the UPSC.

Main activities/functions of the Public Authority:-

1. To conduct examination for appointments to the services of the State under Article 320 (1) of the Constitution.
2. To conduct Departmental Examinations for the State Government Employees.
3. When consulted to advice on matters relating to promotions, disciplinary cases, under the Karnataka Public Service Commission (Consultation) Regulations 2000 and Rule 214 of the KCSR.
4. Conduct of Civil Services and other UPSC Examinations in Bangalore on behalf of the UPSC.

Arrangements made for seeking public participation/contribution:-

1. The objections/complaints/petitions are received by the PRO, KPSC and redressal of grievances is carried out expeditiously.
2. Citizens e-mail their grievances and prompt replies are sent and action is taken to redress the grievances of the citizens.
3. The Commission puts up all relevant information in its Website <http://kpsc.kar.nic.in> for information of citizens.

Addresses of the main office and other offices at different levels:-

1. Central Office:

Karnataka Public Service Commission,
 'Udyoga Soudha',
 Bengaluru-560001.
 Phone No. 080-30574901, 30574957, 22268390
 Fax No: 080-22266481
 E-mail ID: kpsc-ka@nic.in
 Website: <http://kpsc.kar.nic.in>

2. Regional Offices:-

- a. Karnataka Public Service Commission,
 No.899, 3rd Main Road, 8th Cross,
 Saraswathipuram,
 Mysuru-570 009,
Phone No.0821-2545956
- b. Karnataka Public Service Commission,
 O/o Zilla Panchayath Old Building,
 DC Office Compound,
 Belagavi – 590 001.
Phone No.0831-2475345
- c. Karnataka Public Service Commission,
 No.18-B, 3rd Floor, Vikasa Bhavana,
 Mini Vidhana Soudha,
 Kalaburagi – 585 102.
Phone No.08472-227944
- d. Karnataka Public Service Commission,
 1st floor, Balraj Urs Road,
 Old DC office Complex,
 Shivamogga.
Phone No.08182-228099

Working hours of the office:-

Working Hours : From 10.00 AM to 5.30 PM
 Second Saturday in each month is a Holiday
 Lunch Hour : 1.30 PM to 2.15 PM

(i) The particulars of its organization, functions and duties:

The functions and duties of all sections of the Karnataka Public Service Commission are given in the website i.e., <http://kpsc.kar.nic.in> at "Sections of KPSC".

(a) The Commission

Karnataka Public Service Commission come into existence by virtue of a Constitutional mandate under Article 315 read with Article 316 of the Constitution of India. In other words, the Commission is a constitutional body.

The "**Commission**" comprises of a Chairman and 13 Members. The present incumbents and their monthly remunerations, as on 31st July 2015, are:-

1) Sri S.R.Rangamurthy	...	Member	Salary	₹1,92,183/-
2) Dr.M.Mahadeva	...	Member	Salary	₹1,92,183/-
3) Dr.H.V.Parshwanath	...	Member	Salary	₹1,52,866/-
4) Sri S.Dayashankar	...	Member	Salary	₹1,64,486/-
5) Dr.Mangala Sridhar	...	Member	Salary	Pay held over
6) Dr.H.D.Patil	...	Member	Salary	₹1,46,094/-
7) Smt Nagabai B Bulla	...	Member	Salary	₹1,92,183/-
8) Sri Raghunandan Ramanna	...	Member	Salary	₹1,92,183/-
9) Prof. H.Govindaiah	...	Member	Salary	₹1,83,986/-
10) Sri Michael Simon Baretto	...	Member	Salary	₹1,92,183/-

(b) The Secretary:

The Commission is assisted by the Secretary, who is an Officer from the I.A.S.Cadre deputed by Government. The present incumbent is Sri Manoj Kumar Meena, IAS. Secretary's monthly remuneration is ₹ 91,293/-.

The Secretary is the executive Head of the office of the Commission. Subject to the general or special directions of the Commission, he is responsible for carrying out all business pertaining to the office of the Commission except confidential matters. Secretary carries out decisions of the Commission and provides to the Commission or the Chairman as the case may be, all relevant facts relating to a case and tender necessary advice before or at the time of passing orders in a case. In case any course of action decided by Commission is contrary to the provisions of any rule or law or is at variance with the policy hitherto adopted by the Commission, it is the duty of the Secretary to draw the attention of the Commission or the Chairman, as the case may be, to the facts.

(c) Controller of Examinations:

On the basis of Sri P.C.Hota Committee report Government has created a new post of "Controller of Examinations". Controller of Examinations is the custodian of all the confidential matters of the Commission. The Controller of Examinations is entrusted with the direct charge of all the Confidential works pertaining to competitive examinations and Interview tests of KPSC and conduct of UPSC examination in Bangalore on behalf of the UPSC. Controller of Examinations is an IAS officer belonging to Senior Time Scale of IAS, deputed by the Government. At present Smt.V.V.Jyothsna, I.A.S. is working as Controller of Examinations. C.O.E.'s monthly remuneration is ₹ 67,967/-

The service conditions of the Chairman, Members and the staff of the Commission are governed under the Regulations called the Karnataka Public Service Commission (Conditions of Service) Regulations 1957, framed under Article 318 of the Constitution of India.

REGIONAL OFFICES AT BELGAUM, GULBARGA, MYSORE AND SHIMOGA

The Commission is having Regional Offices at Belagavi, Kalaburagi, Mysuru and Shivamogga.

- 1) Providing information regarding various competitive/ departmental examinations/ recruitments conducted by the Commission to the General Public.
- 2) Conducting various competitive/ departmental examinations in co-operation with the District Administration and Education Department.
- 3) Protocol arrangement for visiting Hon'ble Chairman and Members of the Commission and Hon'ble Chairman, Members and officers of other State Public Service Commissions.
- 4) Correspondence with various functionaries of other Government Departments regarding conduct of examinations.

(ii) The Powers and duties of its Officers and Employees

The Powers and duties of its officers and employees are indicated at Annexure-I

(iii) The Procedure followed in the decision making process, including channels of supervision and accountability:

The procedure followed in the decision making process is indicated at Annexure-II

(iv) The norms set by it for the discharge of its functions:

The norms set by the department for the discharge of its functions are indicated at Annexure-III

(v) The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions:

(a) Rules:-

- 1) The Karnataka Civil Services Rules, 1958.
- 2) The Karnataka Civil Services (CC & A) Rules 1957.
- 3) The Karnataka Government Servants (Seniority) Rules 1957
- 4) The Karnataka Civil Services (Conduct) Rules 1966.
- 5) The Karnataka Civil Services (Probation) Rules 1977
- 6) The Karnataka Civil Services (General Recruitment) Rules 1977
- 7) The Karnataka Civil Services (Regulation of Promotion, Pay and Pension) Rules 1978.

- 8) The Karnataka Civil Services (Performance Reports) Rules .
- 9) The Karnataka Public Service Commission (Conditions of Service) Regulations 1957
- 10) The Karnataka Civil Services (Medical Attendance) Rules 1963.
- 11) The Karnataka Public Service Commission (Consultation) Regulations, 2000.
- 12) The Karnataka Public Service Commission (Functions) Rules 1973
- 13) The Karnataka Recruitment of Gazetted Probationers (Appointment by Competitive Examination) Rules 1966.
- 14) The Karnataka Public Works Engineering Department Service (Recruitment of Assistant Executive Engineers Division-1 by competitive Examination) Rules 2007
- 15) The Karnataka Recruitment of Gazetted Probationers (Appointment by Competitive Examination) Rules and the Karnataka Government Secretariat Services (recruitment) (Amendment) Rules 2000
- 16) The Karnataka Civil Services (Direct Recruitment by competitive Examination and selection) (General) Rules 2006
- 17) The Karnataka Civil Services (Recruitment to the ministerial posts) Rules 1978
- 18) The Karnataka Civil Services (recruitment to the posts of Stenographers and Typists) Rules 1983
- 19) The Karnataka Education Department Services (Department of Public Instructions) (Recruitment) (Amendment) Rules 2006/GP Rules
- 20) The Karnataka Forest Department Services (Recruitment) (Amendment) Rules 2003/04
- 21) The Karnataka Public Service Commission (Conduct of service Examination) Rules 1965
- 22) Cadre and Recruitment Rules of the concerned Departments
- 23) Any Rules/Special Rules, if any, of the concerned Department, pertaining to Recruitment.
- 24) The KPSC (Conduct of business and additional functions) Act 1959.

(b) Instructions, manuals and others:

- 1) K.P.S.C Manual
- 2) The Karnataka Financial Code
- 3) The Karnataka Treasury Code
- 4) Budget Manual Vol I & II
- 5) The Manual of contingent expenditure
- 5) Reservation roster for SC,ST and other Backward classes, Ex service men, Women etc.,
- 7) The Executive orders, Official Memorandums, Circulars etc.,

(VI) A Statement of the categories of documents that are held by it or under its control

1. Service Registers
2. Annual Performance Reports
3. Assets and liabilities statements
4. Government orders, Notifications, Standing Orders, and similar instructions issued relating to Service matters.
5. T.A. Register
6. Pay disbursement Register
7. Cash disbursement Register

8. Cheque encash Register
9. Medical reimbursement Register
10. Cash remittance Registers
11. DD/Cheque remittance Register
12. Cash Receipt register
13. Treasury token book
14. Annual reports
15. Vacancy Register
16. Notification intimating the recruitment
17. Provisional Selection list
18. Final Selection list
19. Postal journals, eligibility list etc.,
20. Case files of all pending cases
21. Legsl Cell diary Registers
22. Merit/eligibility lists
23. Result sheets of Departmental Examinations, Notification etc.,

(VII) The particulars of any arrangements that exist for consultation with, or Representation by the members of the public in relation to formulation of its policy or implementation thereof:

Since, the Karnataka Public Service Commission conducting Examinations and Recruitments for appointments to the services of State in accordance with the existing Rules and regulations, consultation with the members of the public does not arise.

(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 advise, and so to whether meeting of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public:

No Boards, Councils, Committees and other bodies are constituted

(IX) A directory of its Officers and employees:

The directory of Officers and employees with their salary/monthly remuneration, as on 31st July 2015, is given below:

SL No.	Name	Desigantion	Gross Salary
(1)	(2)	(3)	(4)
1.	Manoj Kumar Meena, I.A.S	Secretary	91293
2.	V.V.Jyothsna, I.A.S.	Controller of Examinations	67967
3.	Hanumantharaju A	Deputy Secretary	65646
4.	Ramakrishnaiah	Deputy Secretary	67313
5.	Swamy B R	Deputy Secretary	67463
6.	Navamani R	Deputy Secretary	63979

(1)	(2)	(3)	(4)
7.	Shobha Basavaraju	System Analyst	78029
8.	Mahesh M Nadugeri	Senior Prorammer	61234
9.	Alamelamma V N	Assistant Secretary	48735
10.	Annapurna M	Asistant Secretary	46890
11.	Awari B A	Assistant Secretary	47490
12.	Gopikrishna P	Assistant Secretary	58026
13.	Kathyayini S	Assistant Secretary	46890
14.	Madhumalathi B	Assistant Secretary	47390
15.	Meena A	Assistant Secretary	47490
16.	Padmarekha K T	Assistant Secretary	49930
17.	Patil Y A	Assistant Secretary	47465
18.	Rangaswamy M R	Assistant Secretary	47465
19.	Teresa Hoover	Assistant Secretary	46965
20.	Latha H M	Junior Programmer	49930
21.	Banakar M B	Section Officer	47515
22.	Leelavathi C L	Section Officer	40564
23.	Mastaiah	Section Officer	46195
24.	Narasimha K	Section Officer	56598
25.	Parvathi M S	Section Officer	46120
26.	Reginold Soloman	Section Officer	46120
27.	Shashikumar R	Section Officer	39453
28.	Shekhar Naik	Junior Programmer	51200
29.	Shivashankarappa D	Section Officer	45620
30.	Vasantha Kumari B N	Section Officer	42861
31.	Kalyani A	Console Operator	46220
32.	Ramaprakash K Sarathi	Console Operator	41675
33.	Sharanappa M Adavalli	Console Operator	41975
34.	Aluvelamma B	Senior Assistant	40614
35.	Gokar Hussain	Senior Assistant	39503
36.	Huchaiah M	Senior Assistant	39118

(1)	(2)	(3)	(4)
37.	Krishna R	Senior Assistant	40614
38.	Lamani S T	Senior Assistant	40614
39.	Mamatha M P	Senior Assistant	36845
40.	Margaret A	Senior Assistant	45059
41.	Neelakantappa T	Senior Assistant	39103
42.	Neetha V	Senior Assistant	40614
43.	Prakash T	Senior Assistant	39703
44.	Puttalakshamma	Senior Assistant	39503
45.	Rajeshwari R	Senior Assistant	39503
46.	Rukmini Kenchannanavar	Senior Assistant	34740
47.	Sujatha H N	Senior Assistant	40614
48.	Venkataiah R S	Senior Assistant	45249
49.	Ashok Kumar B	Data Entry Operator	42951
50.	Gerard G	Data Entry Operator	42836
51.	Girija R	Data Entry Operator	42336
52.	Jayanthi C L	Data Entry Operator	46170
53.	Lakshminarayana A N	Data Entry Operator	46170
54.	Nagendra Murthy B R	Data Entry Operator	46170
55.	Ramesh K	Data Entry Operator	42951
56.	Vanaja R	Data Entry Operator	46170
57.	Srinivasa G	Assistant	37598
58.	Alice Hepsibha D	Assistant	37598
59.	Ananda Kumara A	Assistant	33863
60.	Annapurna	Assistant	27255
61.	Asha B	Stenographer	29349
62.	Bharathi H R	Assistant	28469
63.	Divya V	Assistant	28684
64.	Gangubai	Assistant	30906
65.	Gnanaranga M V	Assistant	31021
66.	Gowamma M	Assistant	34878
67.	Jagadeeshachar G V	Assistant	29398
68.	Jagannath C K	Assistant	29184
69.	Jayalakshmi B R	Stenographer	30178
70.	Kalpana N	Stenographer	29014
71.	Kamala Bai M	Assistant	30113
72.	Kamala N V	Assistant	30688
73.	Kodandaramaiah	Assistant	30113

(1)	(2)	(3)	(4)
74.	Krishna Murthy B J	Assistant	36695
75.	Latha G	Stenographer	29549
76.	Lokesh B	Assistant	29973
77.	Mahesh Kumar R J	Assistant	30348
78.	Mahesh Chandra H P	Assistant	30906
79.	Mallikarjun	Assistant	29184
80.	Manjula N	Assistant	30906
81.	Munegowda A.	Assistant	29973
82.	Nagalambika Devi C N	Assistant	41225
83.	Nagaraj V	Assistant	29334
84.	Nagaraja K T	Assistant	27830
85.	Nagendra	Assistant	29234
86.	Narayana swamy V	Assistant	27255
87.	Nataraja S K	Assistant	29184
88.	Nazia Kousar	Assistant	31406
89.	Novel Balamma J	Assistant	43448
90.	Poornima E	Data Entry Operator	34740
91.	Prabhakara G	Assistant	30906
92.	Prasanna C	Assistant	26485
93.	Raghavendra J	Assistant	31700
94.	Raghavendra	Stenographer	26015
95.	Raghavendra Rao	Assistant	31406
96.	Raghunath DV	Assistant	55175
97.	Rajanna	Assistant	31481
98.	Rajeshwari M S	Stenographer	30778
99.	Ramamurthy S	Assistant	45134
100.	Ramakrishna T	Assistant	29898
101.	Ravishankar B R	Assistant	29284
102.	Samyuktha D	Assistant	27255
103.	Sathish B	Assistant	31406
104.	Shankare gowda D C	Assistant	31481
105.	Shanthamma H K	Stenographer	29349
106.	Shashikala H B	Stenographer	31228
107.	Shivalingaswamy	Assistant	32250
108.	Shobha L	Assistant	29898
109.	Shobha R	Assistant	27755
110.	Sooryakumar T H	Stenographer	28734
111.	Suresh C	Assistant	27255
112.	Umesh TN	Assistant	27969

(1)	(2)	(3)	(4)
113.	Veena B R	Assistant	31356
114.	Venkatachalaiah M V	Assistant	29398
115.	Venkatesh B S	Assistant	30713
116.	Vidyashree	Stenographer	26785
117.	Vijaya Chamundeshwari	Assistant	29898
118.	Vindya P	Stenographer	26835
119.	Xavier Narendra Kumar	Assistant	31406
120.	Lakshmana S	Senior Driver	38183
121.	Mehaboob Ali	Driver	36128
122.	Poongothai R	Senior Typist	45269
123.	Shashi E	Senior Typist	33923
124.	Manjunatha	Driver	28629
125.	Rizwan Basha P F	Driver	29969
126.	Suvarna Kumari K	Senior Typist	32510
127.	Anitha T N	Junior Assistant	19997
128.	Anjanappa G H	Junior Assistant	22516
129.	Annamma	Junior Assistant	21064
130.	Bhagyamma M A	Junior Assistant	21814
131.	Chethan H C	Junior Assistant	19397
132.	Chitrlekha B	Junior Assistant	19397
133.	Devi Bai M	Junior Assistant	19000
134.	Gopal N	Junior Assistant	22131
135.	Hemalatha H	Typist	20723
136.	Irappa B Hondappanavar	Driver	23578
137.	Jayaram V	Driver	24133
138.	Joyce Mary A	Junior Assistant	19897
139.	Kavitha E	Junior Assistant	22516
140.	Kempaiah S N	Junior Assistant	21264
141.	Kempasiddaiah	Junior Assistant	22516
142.	Kiran H M	Junior Assistant	19897
143.	Lakshamma S	Junior Assistant	20588
144.	Lakshmikantha C	Junior Assistant	20191
145.	Leelavathi P B	Junior Assistant	19397
146.	Lokesha K	Junior Assistant	20691
147.	M Chandrashekhar	Junior Assistant	27805
148.	Mamatha D N	Junior Assistant	19000
149.	Manjulamma	Junior Assistant	19397

(1)	(2)	(3)	(4)
150.	Mariyappa T M	Junior Assistant	22016
151.	Meenakshi H M	Typist	19000
152.	Muniraju M	Driver	22625
153.	Nandini A Saraswathi	Junior Assistant	20588
154.	Nemiraju T P	Junior Assistant	22631
155.	Nirmala	Junior Assistant	20294
156.	Pallavi B K	Junior Assistant	20691
157.	Puttaraja N	Junior Assistant	20691
158.	Ramya M	Junior Assistant	19897
159.	Rangaraju R	Driver	23633
160.	Ravikumar CH	Junior Assistant	19794
161.	Saritha B C	Junior Assistant	20691
162.	Shashikumar S	Junior Assistant	20294
163.	Shashikumar Subbachari	Junior Assistant	19512
164.	Shilpa D V	Junior Assistant	19500
165.	Shivaraja kumar N B	Junior Assistant	19000
166.	Sudhir Maruthi Korvi	Junior Assistant	20691
167.	Suma B R.	Junior Assistant	19500
168.	Suresha S	Junior Assistant	20012
169.	Swaroop rani B C	Junior Assistant	19897
170.	Sowmya	Typist	19000
171.	Sowmya V	Typist	18500
172.	Yashodha B R	Typist	21223
173.	Yashodamma H R	Junior Assistant	19794
174.	Abraham A	Jamedar	29627
175.	Balaraju A	Jamedar	23348
176.	Bhadramma V	Jamedar	31627
177.	Hanumantharaya K	Jamedar	22316
178.	Lakshminarayana Swamy R	Jamedar	29748
179.	Leelavathi	Jamedar	23348
180.	Narasimaiah	Jamedar	24459
181.	Ramu K	Jamedar	23348
182.	Virupakshappa	Jamedar	30248
183.	Yellappa Y	Jamedar	31127
184.	Geetha V	Dalayat	20991
185.	Susheelamma V	Jamedar	21864
186.	Thangam J	Jamedar	22316

(1)	(2)	(3)	(4)
187.	Devaraju H	Dalayath	18030
188.	Gangamma	Dalayath	18530
189.	Govindaraju M S	Dalayath	18030
190.	Inayathulla	Dalayath	18530
191.	Mahadev Y	Dalayath	18530
192.	Nagarathnamma CH	Dalayath	18030
193.	Narasimha Murthy L	Dalayath	18348
194.	Putta B	Dalayath	18030
195.	Shabana Parveen	Dalayath	18530
196.	Vishala N P	Dalayath	18848
MYSURU REGIONAL OFFICE			
197.	M.Lakshmidevi	Assistant Secretary	44330
198.	V.Vasanthalakshmi	Assistant	32480
199.	N.Naga	Assistant	31588
200.	Shobha B.N.	Assistant	31588
201.	K.Ashwini	Stenographer	27439
202.	M.Nataraja	Junior Assistant	23034
203.	Basavaraaj	Jamedar	28793
SHIVAMOGGA REGIONAL OFFICE			
204.	Mohammed llyaz	Assistant	25214
205.	K.M.Thammanna	Assistant	23615
BELGAVI REGIONAL OFFICE			
206.	Anand H.Talawar	Assistant Secretary	41370
207.	Rajeshwari G.Patil	Assistant	24839
208.	Shaheen J.Jamadar	Typist	21644
209.	V.Rajaram	Dalayath	18044
KALABURAGI REGIONAL OFFICE			
210.	D Krishna	Assistant Secretary	41070
211.	K.S.Kuberaiah	Senior Assistant	35204
212.	Amaresh	Assistant	23965

(X) The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations:

The statement of remuneration received by the officers and employees is given at Sl.No.(IX) above.

(XI) The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made:

No plan schemes are formulated in Karnataka Public Service commission. Hence, no separate budget allotment is made. However, budget allotted to this office for the year 2015-16 is given hereunder:-

BUDGET ALLOTMENT FOR THE YEAR 2015-16

(Rs. in Lakhs)

HEAD OF ACCOUNT	BUDGET ALLOTTED
Chairman and Members	
Pay-Officers	33-00
Dearness Allowance	12-00
Other Allowance	16-00
Reimbursement of Medical Expenses	3-00
Travel Expenses	14-00
Total-01	78-00
Secretariat	
Pay-Officers	143-00
Pay - Staff	397-00
Interim Relief	--
Dearness Allowance	191-00
Other Allowance	187-00
Subsidiary Expenses	30-00
Medical Allowance	3-00
Reimbursement of Medical Expenses	15-00
Travel Expenses	9-00
General Expenses	105-00
Telephone Charges	11-00
Building Expenses	21-00
Scholarships & Incentives	290-00
Machinery & Equipments	20-00
Transport Expenses	104-00
Examination Expenses	1500-00
Total-02	3026-00

(XII) The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes:

Not applicable

(XIII) Particulars of recipients of concessions, permits or authorisations granted by it:

Not applicable

(XIV) Details in respect of the information, available to or held by it, reduced in an electronic form:

Candidates may visit Commission's website or Information center or Regional Offices for information regarding recruitment and examinations conducted by this office. Information provided through e-mail also.

(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 library or reading room is maintained for public use. However, candidates may visit Commission's website or Information center or Regional Offices for information regarding recruitment and examinations conducted by this office. Further, candidates may get information regarding examinations/recruitments by sending e-mails also.

(XIV) The names, designations and other particulars of the Public Information Officers:

Sl.No.	Name and Designation of Public Information Officer	Branches	Phone Number
(1)	(2)	(3)	(4)
1	Reginold Solomon Assistant Secretary(I/C)	Administration-1 & 2,	080-30574942
2	M.R.Rangaswamy Assistant Secretary	Accounts-1 & 2	080-30574932
3	Mahesh M.Nadugeri Senior Programmer	Computer Centre	080-30574914
4	K.T.Padmarekha Assistant Secretary	Examination Branch -3	080-30565801
5	V.N.Alamelamma Assistant Secretary	Recruitment Branch-2 & 3 and Information Centre	080-30574952
6	Y.A.Patil Assistant Secretary	Examination Branch -1	080-30574949
7	B.Madhumalathi, Assistant Secretary	Consultation Branch	080-30574950

(1)	(2)	(3)	(4)
8	D.Krishna Assistant Secretary	Examination Branch -2	080-30565804
10	S.Kathyayini Assistant Secretary	Departmental Examination Branches 1 to 4	080-30574910
11	B.A.Awari Assistant Secretary	Information Cell & Clearance Branch	080-30574956
12	P.Gopi Krishna Assistant Secretary	Legal Cell	080-30565805
13	A.Meena Assistant Secretary	Confidential Branch-1	080-30575150
14	T.Neelakantappa Section Officer (I/c)	Confidential Branch-2	080-30574948
15	M.S.Parvathi Section Officer	Confidential Branch-3	080-30574929
16	Teresa Hoover Assistant Secretary	Recruitment Branch – 1 & 4	080-30574959
17	M.Lakshmidevi Assistant Secretary	Regional Office, Mysuru	0821-2545956
18	Anand H.Talawar Assistant Secretary	Regional Office, Belagavi	0831-2475345
19	D.Krishna Assistant Secretary	Regional Office, Shivamogga	08182-228099
20	D.Krishna Assistant Secretary	Regional Office, Kalaburagi	08472-227944

Due to retirement, promotion and transfer of above mentioned PIOs, separate notification will be issued by deputing some other PIOs and the same will be published in this folder.

ANNEXURE-I

The powers and duties of Officers and Employees of the Karnataka Public Service Commission are as follows:-

Group 'D'	To keep the office neat and tidy. To deliver the files/ tappals to other sections/ departments as per the instructions contained in the K.P.S.C. Manual
Junior Assistant	In charge of the work of diarising and organizing, movements, distribution of receipts/ files in section.
Typist/Stenographer	In charge of the typing work in the Section. Typing and Stenography work entrusted by Assistant Secretary/ Section Officer.
Case Workers (Sr. Assistant/ Assistant)	To attend to the job of case working as per the duties cast on them in the K.P.S.C. Manual.
P.A	In charge of receipt of tappals/files. Typing and Stenography work entrusted by concerned Officers.
Section Officer	In charge of the whole section. Scrutiny of files submitted by the caseworker as per the procedure prescribed in the K.P.S.C. Manual
Assistant Secretary	Scrutiny of files submitted by the Section Officer. Issuing letters on behalf of the Commission.
Deputy Secretary	Third Senior most officer in charge of the department, will report to Secretary on important matters
Joint Secretary	Second Senior most officer in charge of the department, will report to Secretary on important matters
Controller of Examinations	In charge of all the confidential matters pertaining to competitive examinations and Interview/Personality tests.
Secretary	Head of the organization and acts, in his capacity as Head of the Department.

COMPUTER CENTRE

System Analyst	Analysis & Designing the system, preparation of System Requirement, Specification, assisting the Secretary/ Controller of Examinations in all technical matters, taking decisions in technical matters: Any other work assigned by the Secretary/ Controller of Examinations from time to time.
Senior Programmer	Assisting the System Analyst in designing, preparation and data flow diagram, preparation of flow chart. System integration, testing and implementation and System Administration. Any other work assigned by the Superiors, from time to time
Junior Programmer	Writing program as per the flow diagram, testing the program, assisting Senior Programmer in preparation of data flow diagram and flow chart. Any other work assigned by the Superiors, from time to time
Console Operator	Printing, taking back-up, System Maintenance, preparation of letters, sending and receiving E-mails, Software and Hardware installations, data entry, Co-ordinating in System maintenance . Any other work assigned by the Superiors, from time to time
Data Entry Operator	Data entry, work processing, sending and receiving E-mails Any other work assigned by the Superiors, from time to time

ANNEXURE-II**The procedure followed in the decision making process.**

Case Worker	Opening of a new file on receipt of a proposal or processing the receipt in the existing file.
Section Officer	Will scrutinize the proposal with all relevant facts and mark the file to Assistant Secretary with course of action to be adopted.
Assistant 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, or take appropriate decision under the delegated powers
Deputy Secretary/ Joint Secretary	Will review the case with an overall view and submits the file to the Secretary for approval of the ultimate course to be adopted on the proposal that is under consideration, or take appropriate decision under the delegated powers.
Controller of Examinations	Will decide on the course of action to be taken related to Confidential natured works.
Secretary	Will decide on the course of action to be taken on a proposal under the delegated powers.

ANNEXURE-III**The norms set by the Department for the discharge of its function:**

Group 'D'	Carrying out the functions entrusted on him on the same day
Junior Assistant	Carrying out the functions entrusted to him on the same day
Case Workers	Up to 5 days for submission of files/ tappals (as per KPSC manual)

Section Officer Assistant Secretary Deputy Secretary Joint Secretary Controller of Examinations Secretary	} to attend to the work on priority
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(L.S.KUKKEN)

Special Officer(ADM),

Karnataka Public Service Commission.