

DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS (ADMINISTRATIVE REFORMS)

The Department of Personnel & Administrative Reforms (Administrative Reforms) deals with all matters concerning the process of Administration with a view to increase efficiency and bring in improvement in the quality of work in every sphere of administration.

- To provide management consultancy services to the various Secretariat Departments and Heads of Field Departments.
- To promote and develop the role of management in Government.
- To disseminate information on administrative practices and modern management systems.
- Application of new technologies for efficient Governance.
- State Training Policy.
- Research in Personnel Administration.

The following divisions are working under DPAR (AR):

- Inspection Section
- Work study Section
- Training Section
- Political Pension A & B Sections.
- Receipt, Inward & Co-ordination Section

Besides, the following institutions come under the administrative control of DPAR (AR).

- The Administrative Training Institute, Mysore.
- District Training Institutes.
- The Karnataka Government Secretariat Training Institute, Bangalore.
- Non-Resident India Forum, Karnataka.
- Centre for Good Governance and Innovations.

TRAINING SECTION:

State Training Policy on the model of national Training Policy has been implemented in the State. Every Officer/Staff has to undergo compulsorily 3 training programmes in entire service. Except for administrative reasons, if an Officer/Staff fails to attend the training, an amount of Rs.1000/- will be recovered from him as penalty. Training programmes are drawn according to the needs of the Departments and Officers/Staff are being deputed for the training accordingly.

Under the control of DPAR (AR), Administrative Training Institute, Mysore, District Training Institutes and Karnataka Government Secretariat Training Institutes are functioning. Training are being imparted on the subjects like Service matters, Departmental enquiries, Court Matters, RTI, Administrative Kannada, legislative matters, Capacity Building, Stress Management, Attitudinal Changes, Translation through Distant Education, Pilot training on excellence in Governance through Enable Excellence Institute. Etc., have been conducted.

The training wing of DPAR-AR deals with the establishment and training matters of the Administrative Training Institute, Mysore, District Training Institutes and Karnataka Government Secretariat Training Institute, Bangalore. It functions as nodal agency for deputation of Government Servants of various departments (other than All India Service Officers, Heads of Departments and Karnataka Government Secretariat Officers and Officials) for attending training courses abroad. It also compiles the annual report of Department of Personnel and Administrative Reforms, performance report with budget information of DPAR-AR, Prepares Honorable Governor's Speech, handles matters of deputation of Karnataka Government Secretariat Officers for training programmes within India, revision of Karnataka Government Secretariat Manual of Office Procedure, providing tri-lateral file headings to Secretariat Departments and up-dating the book-let of tri-lateral file heading.

Sanction/Handling of Challenge fund & District Innovation fund for the Government Department and other organization who bring up effective plan for Good Governance.

DPAR (AR) Training Section has implemented "SARVOTTAM SEVA PRASHASHTHI" from the year 2013-14 to honour the Government Employees from Group 'A' to Group 'D' who have contributed extraordinary

work and innovative ideas in the Government Service. State Government has initiated 3 awards i.e., State Award, District Award and Departmental Award. DPAR (AR) training section has successfully honoured 12 state awards to the selected candidates for the year 2018-19 on 26th January 2019 by His Excellency Governor of Karnataka. 2 departmental awards were given. Districtwise prize cash was released.

4(1)b(v): The Rules, Regulations, instructions, manuals records held by Training section or under its control or used by its employees for discharging of functions:

- 1.Karnataka Government Secretariat Manual of Officer Procedure 2005 (Revised)
- 2.National Training Policy
- 3.KCSR. CCA Rules. KFC & KTC

4(1) b (VI): Statement of categories of Documents that are held by it or under its control:

Sl. No.	Trilateral File Heading	Subject	Sr.Asst, Smt.
1	E.A.THA/ AAR (e.aa.su) AAR (e aa.su)	<ul style="list-style-type: none"> • ATI & DTI matters • Good Governance • MMR • M.Pic • RFD • Civil Services Day • LA/LC Qns and Answers • Uploading Budget releases to TNMC 	Vimalakshi.B
2.	AAR (e aa su)	<ul style="list-style-type: none"> • Sarvotthama Prashasti • Annual report/ • Performance report • RTI Annual report to Karnataka Information Commission • RTI 4(1) (a) (1) (b) matter publishing • RTI application under act 2005 • Non Residents Of India Forum. Karnataka matters • Southern Zonal Council 	H.R. Gayathri Devi

		<p>maaters</p> <ul style="list-style-type: none"> • Kadatha Sheershike (Trilateral Index) • Karnataka Government Secretariat Mannual of Office Procedure 2005 (Revised) • Karnataka Government Secretariat Training Institute matters • Miscellaneous matters • Uploading Budget releases to TNMC 	
3.	<p>E V THA</p> <p>E.AA.SU</p> <p>E. BHA.THA</p>	<ul style="list-style-type: none"> • Deputation of Government Servants of Various Departments [other than All India Service Officers, Heads of Departments and Karnataka Government Secretariat Officers and Officials] for attending training courses abroad. • Challenge Fund • District Innovative Fund • Prime Minister award • Governor Speech • Inter State Council (Punchi Commission) • Uploading Budget realeases to TNMC 	M. Lalitha

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

Sl. No.	Post	Name	Telephone No.
1.	Under Secretary		08022032655

Number of Staff:-

The strength of staff of Training section is as follows.

Sl. No.	Designation	No. of Posts
1	Under Secretary to Govt.	1
2	Section Officer	1
3	Senior Assistant	3
4	Stenographer	1
5	Junior Assistant	1
5	Typist	1
6	Dalay at	1

Work Study Section:

1. By studying the work load and work weightage, depending upon the work weightage of a department a work-study report is prepared including creation of posts, cancellation, redeployment, absorption, etc.
2. A meeting of all District in-charge Secretaries was held on 06-05-2017 under the chairmanship of Hon. Chief Minister, action is being taken on the proceedings of the meeting.
3. To review the progress made in Good governance in various districts of the state, implementation of developmental programmes, review of progress of projects, and on other development works conferences of additional chief secretaries/Principal secretaries/secretaries/ all Heads of departments/regional commissioners/deputy commissioners and the CEOs of Zilla Panchayats were held on 27-06-2016 & 28-06-2016 followed by on 30-01-2017 & 31-01-2017 under the chairmanship of Hon chief Minister, action is being initiated as per the proceedings of the said meetings.
4. On 20-10-2016 and 06-12-2016 a meeting of all the secretaries was held under the chairmanship of chief secretary. Further on 20-10-2016 a video conference was arranged with Deputy Commissioners and CEOs of Zilla Panchayats. As per the proceedings of the said meetings compliance report is being sought.
5. A video conference was convened on 18-04-2017 on the drought situation between all departmental Secretaries/ District in-charge Secretaries and Deputy commissioners of all districts and CEOs of all

districts under the chairmanship of Hon Chief Minister. Action is being taken on the proceedings of said conference.

6. A meeting on the strengthening /tracking and simplification State Government programmes committee is held on 15-03-2017 under the chairmanship of Hon. Law, parliamentary affairs and small irrigation Minister, MLAs and officers of the committee; decisions are taken to simplify the projects /programmes of departments. This matter will further continue.
7. Action is taken to depute officers to both the houses during Legislative Assembly session.
8. The management of the pending proposals of state Governments at the Centre.
9. Action is taken to submit opinion/work-study report to regularize the posts by conducting work study at DPAR (Personnel), IT department, infrastructure development department, DPA (Accounts-IRLA), Home department and finance department of Secretariat.
10. In a meeting chaired by Additional Chief Secretary, the meeting of State Joint Consultative Committee comprising officers and president and members of State Government employees' association decisions aBy studying the work load and work weightage, depending upon the work weightage of a department a work-study report is prepared including creation of posts, cancellation, redeployment, absorption, etc.

Number of Staff:-

The strength of staff of Work Study section is as follows.

Sl. No.	Designation	No. of Posts
1	Under Secretary to Govt.	1
2	Section Officer	1
3	Senior Assistant	1
4	Assistant	2
5	Stenographer	1
5	Junior Assistant	1
6	Typist	1
7	Dalayat	1

Political pension 'A' & 'B' sections:

The Karnataka state swatantra sainik samman honorarium scheme, 1969 has come into effect in order to sanction state honorarium to the freedom fighters, who have suffered imprisonment/remained underground in connection with freedom struggle in Karnataka state, as per government order no GAD 94 PFS 68, dated 21st February 1969, as per this scheme, those who participated in the following movements are sanctioned honorarium:

1. Forest Movement
 2. Quit India Movement 1942
 3. Freedom Movement 1947
 4. Mysore Chalo Movement
 5. Hyderabad Liberation Movement
- A total number of 9250 people in the state are receiving the honorarium and family honorary given to state freedom fighters.
 - Similarly Goa honorarium has been sanctioned/granted to 1018 activists who participated in the Goa liberation movement.
 - Honorarium and family honorarium paid to the State Freedom Fighters has been enhance from Rs 6000/- to Rs 8000/- to be effective from 17.06.2014.
 - Honorarium of Goa state and family honorarium given to the state liberation movement freedom fighters of Goa has been enhance from Rs 2000/- to Rs 3000/- to be effective from 17.06.2014.
 - Hon'ble chief minister has announced the honorary to the state freedom fighters , which is enhance from Rs 8000/- to Rs 10,000/- in the budget of 2017-18.
 - Hon'ble chief minister has announced the honorary to the state of Goa freedom fighters, which is enhance from Rs 3000/- to Rs 4000/- in the budget of 2017-18.
 - In the year 2017-18 grants for the funeral of the deceased freedom fighters under the head of account 2235-60-107-0-01-059(non plan) of the total of Rs 9.00 lakh (Rs 25,000/-per each district) by retaining a grant of Rs 1.50 lakh at the Government level, the remaining grant of Rs.7.50 lakh has been distributed to all the Deputy commissioners for the cremation expenses of deceased freedom fighters as per order dated 08-08-2016. The family members of state freedom fighters are eligible to receive Rs.4000/- towards funeral expenses.

Number of Staff:-

The strength of staff of Political Pension sections is as follows.

Sl. No.	Designation	No. of Posts
1	Under Secretary to Govt.	1
2	Section Officer	2
3	Senior Assistant	3
4	Assistant	2
5	Stenographer	1
5	Junior Assistant	1
6	Typist	1
7	Dalay at	1

INSPECTION SECTION:

The inspection wing of DPAR (AR) has conducted following inspection for the year 2016-17.

Sl. No.	Details	No. of offices in which inspections are conducted
1	Detailed Inspection (Heads of Department/Secretariat Department)	07
2	Surprise Attendance Inspection (Secretariat Department/Other Departments)	05

2. It is requested that Record Officers of each department by being present at the record room and inspecting the files to take suitable steps to either preserve /destroy them. By this way the saving the preserved files in the revised enrolment software and this will be convenient for reference in the departmental routine.

3. It is requested to update the A.M.S. list of all the working staff in all the secretariat departments and to delete those employees not working in those departments.

4. As per the requests for training for upload at DPAR(AR) software made by many departments regarding the file disposal statistics of all the field

departments of the state, in the letter dated 24-03-2017 NIC is requested to provide the training. ,

5. Those departments coming under more than one Minister is requested provide their portfolio based file disposal statistics to be presented before the Hon Cabinet.

6. The statistics relating secretariat departments file disposal is provided to the meeting to be held under the chairmanship of chief secretary to Government.

Number of Staff:-

The strength of staff of Inspection section is as follows.

Sl. No.	Designation	No. of Posts
1	Under Secretary to Govt.	1
2	Section Officer	1
3	Senior Assistant	2
4	Assistant	1
5	Stenographer	1
5	Junior Assistant	1
6	Typist	1
7	Dalayat	1

Receipts, Inward and Co-ordination Section:

Handling Receipts through e-office.

Sl. No.	Designation	No. of Posts
1	Under Secretary to Govt.	1
2	Section Officer	1
3	Senior Assistant	2
4	Assistant	1
5	Junior Assistant	1

ADMINISTRATIVE TRAINING INSTITUTE , MYSURU (ATI):

Administrative Training Institute (ATI) founded in the year 1967 has come a long way in capacity building and training of Government Officers. The Institute was established the aim of imparting training to Gazatted Probationary Officers. The role of the institute has grown many folds facilitating training of functionaries at Induction, Functional, Managerial and Job Oriented training programmes. The State Training Policy has been accepted by the Government on 07.10.2011. With the funding received from the 12th Finance Commission the Institute has constructed a new hostel complex with state of the art training infrastructure.

The Institute houses two fully furnished Hostel complexes. A new hostel complex consisting of 164 rooms (AC & Non AC, Single & Double Occupancy), 11 Training Rooms with AC, 01 Conference Hall, Kitchen and Dining Hall. All rooms are equipped with computers and have internet connectivity. The campus has a Sports Complex with Gym, Badminton and Tennis facility.

There are 29 District Training Institutes functioning at District Head Quarters (Except Udipi). The District Training Institutes train the Group 'C' and 'D' officials of the District. The DTIs also function as the venue for conducting off-campus programmes of the ATI, SIUD and the ANSSIRD.

Various programmes in different categories have been conducted successfully. The Administrative Training Institute (ATI) also gets financial assistance from the DoPT (Training Division), Government of India for the training courses approved by it. The Institute also organizes training courses on department specific subjects on payment basis. The Institute has also conducted various training programmes from the budget/fund received by the State Government thereby contributing in the skill development of the Government Officers.

MISSION:VISION:OBJECTIVES

The Vision and Mission adopted by the Administrative Training Institute as envisaged below:

VISION

To Emerge as a Centre of Excellence in
Capacity Building and Human Resource
Development for Government Officers

MISSION

1. To “Transform the Functionaries involved in the process of Governance by building their capacity and enhancing their competence to respond to needs of people”.
2. To systematically move towards need based training and learning.
3. To offer a wide range of high quality training and capacity building services.
4. To develop effective methods, so as to change the attitude of the employees towards efficient service delivery.
5. To have commitment to bridge the gap between expectation and performance of Government employees through innovative methods based on expertise and research.

The main objective of the Institute is to impart training to Group ‘A’ and ‘B’ Officers of the State Government. The ATI apart from conducting “Common Foundation Course” for Gazetted Probationers of the State, also imparts training in various other areas.

KARNATAKA GOVERNMENT SECRETARIAT TRAINING INSTITUTE, BENGALURU (KGSTI):

Karnataka Government Secretariat Training Institute is conducting service oriented training programs for the Officers/Staff of Secretariat. Institute has conducted 52 training programmes upto 31-01-2017 in which 1614 officers/staff of Secretariat were participated. Implementation of kannada in administration has been emphasized in all the training programs and lectures on the same subject were held in such programs. The training has been given to the officers/staff of the secretariat in the training programs are “Secretariat Office Procedure, Service matters, Procedure of handling court cases, cabinet note preparation, legislature procedures, KCSR, KCS (CCA Rules), Karnataka Government Allocation of Business and Transaction of Business Rules, Departmental Enquiry Procedures, RTI Act 2005, Stress Management, Time Management and several other personality development programs.

In the year 2017-18. a sum Rs.113.00 lakhs has been allotted to this Institute under the head of account 2070-00-003-3-03. Secretariat Training Institute has proposed to conduct an effective administrative oriented 62 training programs for the Officers/Staff of Secretariat. It is proposed to conduct practical oriented training on Service Matters. KCSR. Business Rules. KTC, KFC. KCE. Court Matters, Capacity Building. Legislative Matters. Karnataka Secretariat Manual. Departmental Enquiry. Preparation of Annual Budget. Right to Information Act. Sakala. Cyber Crimes. Kannada in Administration. It is also proposed to hold a training program especially for the employees who are going to retire during the year to enlighten them about pensionery benefits and to deal with post retirement life. One month long term Foundation course / Induction training programme to 300 assistants and Junior Assistant. appointment under direct recruitment is being imparted and will be given in 3 batches.

NON-RESIDENT INDIAN FORUM, KARNATAKA (NRI):

Sl. No.	Name of the Scheme	Amount (Rs. in Lakhs)
I	<p>Creating a network of Non-Resident Kannadigas and organization</p> <p>a) Creation of a data base of NRK`s</p> <ul style="list-style-type: none">• A cloud based website will be developed• Facilities like shared galleries, shared videos, shared events etc.• Provide online sharing of their (NRK) visa issues, experiences etc.• Payment for service providers/ experts etc. <p>b) Non-Resident Kannadiga (NRK) card</p> <ul style="list-style-type: none">• Tie up with insurance companies to avail accident cover upto Rs.2.00 lakhs and more during their visit to motherland. <p>c) Sensitize NRK`s through media / print media / flex / printing materials etc.</p>	30.00
II	<p>Connecting NRK`s and engaging them in social and developmental projects</p> <p>a) Promotion of Kannada and Karnataka`s festivities among NRKs</p> <ul style="list-style-type: none">• In association with Kannada Development Authority and Kannada & Culture Department will develop self learning materials and host it on the website. <p>b) Promotion of Art and Culture of Karnataka</p> <ul style="list-style-type: none">• Exchange programmes in Karnataka & vice versa in association with Department of Kannada & Cultural <p>c) Special tourism package for NRK`s in association with the department of Tourism, GoK.</p> <p>d) "Namma Ooru – Namma Nadu" initiatives of NRK`s</p> <ul style="list-style-type: none">• Adoption of schools, hospitals etc – in association with Department of Public Instruction.	12.00

III	<p>Connecting NRK`s Organisations across the globe</p> <p>a) Encourage Kannada Kootas all over the world</p> <ul style="list-style-type: none"> • Encourage to form Kannada Kootas and promote and preserve kannada language and culture) <p>b) Participation in Pravasi Bharathiya Divas</p> <p>c) NRK of the year – award in association with Department of Tourism</p> <p>d) Travelling expenses / study tour of Dy.Chairman / Members / Officers of NRI Forum</p> <p>e) Travelling expenses / study tour of Dy.Chairman / Members / Officers of NRI Forum</p>	69.00
IV	<p>Facilitation of NRIs / NRKs investments in Karnataka</p> <p>a) “Sister City” arrangements</p> <ul style="list-style-type: none"> • In association of Kannada Kootas many more sister City arrangements will be encouraged to share aspects of art, culture, industry etc and to emulate best practices in various other fields. <p>b) Promotion of economic and knowledge engagement of NRIs/NRKs in association with departments of IT/BT, Industries, Tourism, GoK.</p> <ul style="list-style-type: none"> • First point of facilitation for business and investment related information for NRI s/ NRK`s and bring in updates on Government`s Policies, facilitates B2B & B2G meetings and participation in investors meet. 	0.50
V	<p>Facilitation of knowledge transfer by NRKs</p> <p>a) Encourage cross border entrepreneurship</p> <ul style="list-style-type: none"> • Encourage cross border entrepreneurship through workshops, symposiums, etc.. for NRI/NRK`s to actively promote transfer of knowledge and technology to Karnataka. 	20.00
VI	<p>Facilitation of General Welfare issues of NRI/NRK`s</p> <p>a) Encourage Kannadigas to take up overseas employment:</p> <ul style="list-style-type: none"> • To take up employment opportunities abroad for Karnataka youths • Skill upgradation • Pre-departure orientation programs for various categories of workers learning abroad from Karnataka • Sensitize aspirants in attestation of education certificates, Apostle attestation, conduct orientation programs, getting ECR from Protector of Emigration (PoE) office through the e-Migrate system etc. <p>b) NRK`s support service centre:</p> <ul style="list-style-type: none"> • Facilitate support services to workers • Monitoring complaints /grievances 	68.50

	<ul style="list-style-type: none"> • Collection and dissemination of information on matters relating to emigration: a Knowledge Centre & Counseling Center. <p>c) Legal Aid Centre:</p> <ul style="list-style-type: none"> • Empanel counsels and advisors to facilitate NRKs in various legal, property and commercial disputes. <p>d) Welfare services to migrant workers:</p> <ul style="list-style-type: none"> • To meet the expenditure for airlifting the mortals • Financial assistance for duped workers runaway house maids, victims of accidents, any emergency assistance. <p>e) Welfare services to NRK's returning home:</p> <ul style="list-style-type: none"> • Assistance to NRK's who relocate permanently • Facilitate help in change of residential status, taxation implication. 	
	Total	200.00