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## KARNATAKA OF GOVERNMENT

NO: STI 56 EST 2019

Secretariat Training Institute, 8<sup>th</sup> floor,  
Vishweshwariah Mini Tower,  
Dr.AmbedkarVeedhi, Bangalore dated:30/08/2019

### NOTIFICATION

Publishing the information as per Section 4(1)(b) of Right to Information Act, 2005,

1	<b>Name of the Institution, Address and Telephone No.</b>	Karnataka Government Secretariat Training Institute, 8 <sup>th</sup> floor, Vishweshwariah Mini Tower Dr.B.R.AmbedkarVeedhi, Bangalore. <ul style="list-style-type: none"><li>• Telephone No:080-22867188, 080-22861788</li><li>• e-mail;i2010@gmail.com</li><li>• websit:kgsti.kar.nic.in</li></ul>
2	<b>Place of Working:</b>	Bangalore, as above
3	<b>Establishment and purpose:</b>	<ul style="list-style-type: none"><li>• The Secretariat Training Institute was established in the year 1978</li><li>• Conducting training programs to the officers &amp; officials of the Secretariat on the subjects pertaining to government service, to improve their efficiency, skill and knowledge.</li></ul>
4	<b>Activities of Institute:</b>	<ul style="list-style-type: none"><li>• Foundation courses for newly recruited Section Officers, Assistants, Junior Assistants, Stenographers and Typists of Karnataka Government Secretariat.</li><li>• Short term, orientation and refresher courses are conducted to all in-service officer and officials of the Karnataka Government Secretariat, Karnataka Legislature and Karnataka Public Service Commission.</li><li>• Training programs to improve the efficiency among officers/officials</li><li>• If needed workshops, seminars will be conducted to officials of other grades.</li></ul>
5	<b>Management Committee :</b>	A management Committee under the Chairmanship of the Additional Chief Secretary to Government of Karnataka, has been constituted. All the training and the development works are implemented only after approval of the said committee. The committee consists of following members; <ol style="list-style-type: none"><li>1. The Addl. Chief Secretary, DPAR((AR)(Member)</li><li>2. The Director General, Administrative Training Institute, Mysore.(Member)</li></ol>

		3. The Deputy Secretary to Government, DPAR(AR)(Member)
		4. The Deputy Secretary to Government, Finance Department(B&R)(Member)
		5. The Director, KGSTI- (Member Secretary)
<b>6.</b>	<b>Worked as Directors in Secretariat Training Institute:</b>	
	<b>Name Shriyuths</b>	<b>From</b>
		<b>To</b>
01	B.SubbaRao	04-03-1978
02	B.N.VenkataRao(I/c)	01-03-1979
03	C.Nanjappa	01-05-1979
04	L.B.Manikatti(I/c)	01-07-1979
05	M.G.Kadali	30-07-1979
06	R.K.Deshapande	04-04-1980
07	L.S.Jagirdar	03-07-1982
08	Dr.Shivanna	05-08-1982
09	Mohamad Mustafa(I/c)	01-11-1982
10	V.V.Mastiholimath	01-12-1982
11	P.Venkatappa	01-12-1987
12	K.B.Shrinivasaiah	22-01-1988
13	M.M.Nayak(I/c)	24-01-1989
14	N.Kshetrapal(I/c)	21-09-1990
15	Neelakantarya(I/c)	01-12-1989
16	N.Kshetrapal(I/c)	01-06-1990
17	S.Jamadar	01-10-1990
18	K.N.NarashimhaKaranth	04-03-1991
19	N.S.Sathwik	08-09-1994
20	K.Raghupathi	01-03-1996
21	M.S.ShrinivasaBabu	11-01-2000
22	K.Raghupathi(I/c)	25-01-2001
23	H.S. Venkateshiah	09-05-2001
24	M.Umesh	05-04-2006
25	M.E.Shivalingamurthy	31-08-2012
26	Renukaprasad	61-08-2012
27	H.S.Honnegowda(I/c)	31-06-2013
28	VadagaveBasavaraju	15-07-2013
29	K.Boralingiah	30-10-2013
30	H.S.Honnegowda(I/c)	09-09-2014
31	K.S.Shridhar	26-02-2015
32	R.Chandrashekar	01-01-2017

33	Ashok.D.Bagojikoppa	01-02-2017	till today
<b>7</b>	<b>Details of Officers and Officials working in the Institute (with pay scale)</b>		
	<b>Post</b>	<b>No .</b>	<b>Name Sri/Smt</b>
	<b>Payscale</b>		
1	Director	01	Ashok.D.Bagojikoppa
	Rs.74,400-1,09,600		Rs.80,100/-
2	Deputy Director(Adm)	01	Vacant
	Rs.52,650-97,100		-----
3	Deputy Director(Trng)	01	UmmeKausar
	Rs.52,650-97,100		Rs.53,900/-
4	Senior Assistant	01	Ravindra.M.
	Rs.37,900-70,850		Rs.55,350/-
5	Assistant	01	BharathDube
	Rs. 30,350-58,250		Rs.31,850/-
6	Junior Assistant	01	Dharshan.Y.
	Rs. 21,400-42,000		Rs.22,950/-
7	Stenographer	01	Shwetha.S.
	Rs. 30,350-58250		Rs.33,450/-
8	Typist	01	Vacant
	Rs. 21,400-42,000		-----
10	Group-D	03	Vacant-4
	Rs. 17,000-28950		(Out Source)
<b>8</b>	<b>Details of Training Programmes:</b>		
01	Secretariat Manual		
02	Office Proceedure		
03	Maintenance of Records		
04	Karnataka Civil Service Rules 1958		
05	K.C.S.R (Seniority) Rules 1957		
06	K.C.S.R. (Probationary) Rules 1977		
07	K.C.S.R. (Conduct) Rules 1966		
08	K.C.S.R. (Business Management) Rules 1977		
09	K.C.S.R. (Pay Scale)		
10	K.C.S.R. (Leave Rules)		
11	Court Matters		
12	K.C.S.R. (C.C.A.) 1957		
13	Karnataka Lokayuktha Act, Indian Penal Code And Prevention of Corruption Act 1988		
14	Proper use of grants from the central government / annual budget preparation		
15	K.T.P.P. Act		
16	KFC		
17	Subsidy / MCA / Karnataka Treasury Code		
18	Income Tax (TDS) / Treasury Network / State Budget-Accounting		
19	Digital Cashless transactions,		
20	CAG reports		

	21	Right to Information Act 2005							
	22	Sakala							
	23	Preparation of the Cabinet Note							
	24	Disability Act 1995							
	25	The Panchayat Raj Act							
	26	Medical Attendance Regulations 1966							
	27	Land Acquisition Process							
	28	Prevention of Sexual Exploitation at Workplace Act 2013 - Sexual Rights / Women's Rights and Facilities,							
	29	Karnataka Public Service Commission (Consultation) Regulations, 2000							
	30	Karnataka Public Service Commission (Works) Regulations, 1973							
	31	Constitution / Declaration Procedures / Models of India Legislative Determination							
	32	LALC and Other Issues, Assurance / Committees							
	33	Stress Management / Personality Development,							
	34	Public relations contact management							
	35	Capacity Building / life skills,							
	36	Time management, unmanageable skills							
	37	Group Behavior, Leadership and Confusion,							
	38	Good health and mindfulness / active thinking action							
	39	Communication Arts and Language Use							
	40	Kannada language in the administrative language. Linguistic typography and word experiment							
	41	One month foundation training for people with direct recruitees.							
<b>9</b>	<b>Under which rules the Institute is functioning:</b>								
	01	State Training Policy							
	02	Karnataka Civil Service Rules							
	03	Karnataka Government Secretariat Manual							
	04	Karnataka Financial Code							
	05	Karnataka Treasury Code							
	06	Contingent Expenditure							
	07	The orders issued by the Department of Personnel & Administrative Reforms(Administrative Reforms)							
<b>10</b>	<b>Head of Account for the Institution: 2070-00-003-3-03</b>								
	<b>Budget Allotted during the years (Rupees in lakhs)</b>								
	<b>2011-2012</b>	<b>2012-2013</b>	<b>2013-2014</b>	<b>2014-2015</b>	<b>2015-2016</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>
	56.93	54/86	83.72	89.92	91.00	89.00	113.00	111.00	111.00
<b>11</b>	<b>Number of training programs conducted during the years</b>								
	<b>2013-2014</b>	<b>2014-2015</b>	<b>2015-2016</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>			

	48	66	48	60	62	64
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Approved Training Programs for First and 2nd Trimester for 2019-20- 24. Training Programs Conducted - (End of July) - 16

## **12. Total Teaching Rooms and Place:**

**There are 2 teaching rooms and located in the places mentioned below;**

1. 1<sup>st</sup> Room: 8<sup>th</sup> Floor, Vishweshwaraiah Mini tower, Dr.Ambedkar Road, Bangalore-001.
2. 2<sup>nd</sup> Room: 3<sup>rd</sup> Floor, Podiyam Block, Vishweshwaraiah Totwer, Dr.Ambedkar Road, Bangalore-560 001.

## **13. Library available in the Institute:**

**Institute have the following books in Library :**

1. Karnataka Secretariat Manual
2. Modals of official Manual.Secretary Manual
3. Secretary Manual
4. Conduct Rules 1966
5. Seniority Rules 1957
6. General Recruitment Rules 1977
7. K.C.S.R.(CCA) Rules 1957
8. Constitution of India
9. Karnataka Government Transaction of Business Rules 1977
- 10.Karnataka Government Classification 1977
- 11.Administrative Kannada Dictionary
- 12.Karnataka Litigation Rules
- 13.English and Kannada Dictionary
- 14.Executive Control of Administrative and Office related Books.
- 15.Right to Information Act, 2005.
- 16.Sakaala Service Act-2011
- 17.Sum Annual Report of Department of Personnel Administrative Reforms.
- 18.Karnataka Civil Service Rules - 1957

## **14. Information Available in Electronic Form [Section 4 (1) (b) x (iv)]**