

Publication under Section 4(1) (b) of the Right to Information Act, 2005 - Internal
Financial Advisor and Ex-officio Deputy Secretary to Government, Rural
Development and Panchayat Raj Department
(I F A – 1 & 2 Sections)

Manuals	Answers
i) The particulars of its organizations, functions and duties;	<p>Internal Financial Advisor and Ex-officer Deputy Secretary to Government i.e.; I.F.A., Rural Development and Panchayat Raj Department comprises of the following :</p> <p>(a) Personal Staff of IFA (No. of sanctioned posts)</p> <ol style="list-style-type: none"> 1. P.A. 1 (Vacant) 2. Group 'D' employee 1 <p>(b) IFA - '1' Section (Budget and Accounts Section) (No. of sanctioned posts)</p> <ol style="list-style-type: none"> 1. Assistant Controller 1 (Vacant) 2. Finance officer 2 (1- Vacant) 3. Accounts Superintendent 3 (1- Vacant) 4. FDAC 10 (5-Vacant) <p>(c) IFA-'2' Section (Opinion Section)</p> <ol style="list-style-type: none"> 1. Section Officer 1 2. Senior Assistant 1 3. Assistant 2 4. Junior Assistant Vacant 5. Typist 1 6. Group 'D' Jamedhar 2
ii) The powers and duties of its officers and employees;	<p>The Deputy Secretary and IFA will discharge the duties and responsibilities as envisaged vide Order No: DPAR 416, SGO 82, Dated: 6.08.1982 Order No: DPAR SGO 87, Bangalore, Dated: 11 July, 1988. The IFA Wing tender the opinion /advise/concurrence relating to the files received from Administrative section of RDPR in respect of the following:</p> <ol style="list-style-type: none"> 1. Finance 2. Budget 3. KCSR 4. KFC 5. KTC 6. KPR Act/ Manual 7. KTP Act 8. Service Matters 9. Plan and Non- plan Schemes 10. HRMS and DSS- <p>Under Secretary- Post not sanctioned. Duties and responsibilities of the IFA Section '1' and '2'- (List attached Case worker wise)</p>
iii) The procedure followed in the decision making process, including channels of supervision	<p>a. As soon as the receipt is received from the Junior Assistant, the case worker will scrutinize and enter in his worksheet and sort them according to their rating. A receipt will be brought on to a current file relating to the subject on which a file already exists, if not he will open a new file. According to the importance of the</p>

and accountability;	<p>b. case, he will put up a note consisting of brief resume of its background history. The Accounts Officer will see all incoming tappal and pass it on to the staff attached to them for taking necessary action regarding diarizing, adding them on to existing files/opening new files and noting movements. He will indicate priority where necessary, for putting up papers. He will also put up important references to higher authorities at the state, where it is considered to bring it to their notice.</p> <p>c. The Accounts Officer will after obtaining files from their staff, examine the papers along with relevant material and taking into consideration the existing policy, precedents, standing orders, determine the line of action.</p> <p>d. If the line of action proposed is with his competence, he will proceed to record minimum noting and issue appropriate replies or orders.</p>
iv) the norms set by it for the discharge of its function;	-----
v) the rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;	Finance, Budget Manual, KCSR, KFC, KTC, KPR Act/ Manual, KTCP Act, Service Matters, Plan and Non- plan Schemes, HRMS and DSS, Annual Budget Documents and general delegation of financial powers.
vi) a statement of the category of documents that are held by it or under its control;	Receipts/ file registers, Performance budget, Budget Documents, MPIC (Non- plan) Expenditure, Flagship Monthly report of Centrally Sponsored Schemes.
vii) the particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or administration thereof;	Receipts/ file registers, Performance budget, Budget Documents, MPIC (Non- plan) Expenditure, Flagship Monthly report of Centrally Sponsored Schemes.
viii) a statement of boards, councils, committees and other bodies consisting of two or more persons constituted as its part or the purpose of its advise and as to whether meetings are accessible for public;	PRI Committee in respect of Audit Paras.
ix) a directory of its officers and employees;	I.F.A and Ex- Ex-officio Dy. Secretary to Government, RDPR- 22032544, 22353928 Accounts Officer, IFA - '1' Section- 22032340 Section Officer, IFA - '2' Section-22032136

<p>x) the monthly remuneration received by each of officers and employees including system of compensation as provided in its regulations;</p>	<p><u>IFA Establishment:</u></p> <table border="1" data-bbox="496 338 1433 524"> <thead> <tr> <th>Sl.No</th> <th>Name & Designation</th> <th>Basic</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Shri Shreekrishna N. Bugatyagol, I.F.A and Ex-officio Dy. Secretary to Government, Rural Development and Panchayat Raj Department</td> <td>48900</td> </tr> </tbody> </table> <p><u>IFA - '1' Section:</u></p> <table border="1" data-bbox="496 613 1433 927"> <thead> <tr> <th>Sl.No</th> <th>Name & Designation</th> <th>Basic</th> </tr> </thead> <tbody> <tr><td>1</td><td>Shri S. Prakash, Finance Officer</td><td>30400</td></tr> <tr><td>2</td><td>Jayatheertha Achar, Accounts Superintendent</td><td>22800</td></tr> <tr><td>3</td><td>Kum Sujatha M.N, Accounts Superintendent</td><td>22200</td></tr> <tr><td>4</td><td>Smt Rathna. G.S, Superintendent</td><td>30200</td></tr> <tr><td>5</td><td>Gaja Lakshmi.A, FDA</td><td>16000</td></tr> <tr><td>6</td><td>Sandeep .Tejesvi. T ., FDA</td><td>15250</td></tr> <tr><td>7</td><td>Vijetha.K.B, FDA</td><td>14800</td></tr> <tr><td>8</td><td>Chandra Mouli, FDA</td><td>14450</td></tr> <tr><td>9</td><td>Shree Lakshmi P.T, FDA</td><td>14450</td></tr> </tbody> </table> <p><u>IFA - '2' Section:</u></p> <table border="1" data-bbox="496 1016 1433 1267"> <thead> <tr> <th>Sl.No</th> <th>Name & Designation</th> <th>Basic</th> </tr> </thead> <tbody> <tr><td>1</td><td>Smt Rose Mary.A, Section Officer</td><td>27400</td></tr> <tr><td>2</td><td>Shri B.N Anand , Senior Assisstant</td><td>22200</td></tr> <tr><td>3</td><td>Smt Shree Vani, Assistant</td><td>16000</td></tr> <tr><td>4</td><td>Smt Shashikala, Assistant</td><td>16000</td></tr> <tr><td>5</td><td>Smt. K.N. Uma, Typist</td><td>21000</td></tr> <tr><td>6</td><td>Smt Surya Bai, Jamedhar</td><td>18550</td></tr> <tr><td>7</td><td>Shri Mahalingappa, Jamedhar</td><td>17200</td></tr> </tbody> </table>	Sl.No	Name & Designation	Basic	1	Shri Shreekrishna N. Bugatyagol, I.F.A and Ex-officio Dy. Secretary to Government, Rural Development and Panchayat Raj Department	48900	Sl.No	Name & Designation	Basic	1	Shri S. Prakash, Finance Officer	30400	2	Jayatheertha Achar, Accounts Superintendent	22800	3	Kum Sujatha M.N, Accounts Superintendent	22200	4	Smt Rathna. G.S, Superintendent	30200	5	Gaja Lakshmi.A, FDA	16000	6	Sandeep .Tejesvi. T ., FDA	15250	7	Vijetha.K.B, FDA	14800	8	Chandra Mouli, FDA	14450	9	Shree Lakshmi P.T, FDA	14450	Sl.No	Name & Designation	Basic	1	Smt Rose Mary.A, Section Officer	27400	2	Shri B.N Anand , Senior Assisstant	22200	3	Smt Shree Vani, Assistant	16000	4	Smt Shashikala, Assistant	16000	5	Smt. K.N. Uma, Typist	21000	6	Smt Surya Bai, Jamedhar	18550	7	Shri Mahalingappa, Jamedhar	17200
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<p>xi) the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditure and reports on disbursements made:</p>	<p style="text-align: right;">(Rs. In lakhs)</p> <table border="1" data-bbox="496 1330 1433 1514"> <thead> <tr> <th rowspan="2">Department</th> <th colspan="3">Allocation</th> </tr> <tr> <th>Plan</th> <th>Non-plan</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Rural Development and Panchayat Raj Department</td> <td>509528.19</td> <td>198841.85</td> <td>708370.04</td> </tr> </tbody> </table>	Department	Allocation			Plan	Non-plan	Total	Rural Development and Panchayat Raj Department	509528.19	198841.85	708370.04																																																	
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