

Annexure-1

Name of the Public Authority: Managing Director,
Information Communication Technology Society –ICT Society,
BMTC-Central Offices Building, 2nd
Floor, "A" Block,
K H Road, ShanthiNagar,
Bangalore-560027
Ph:080-22274400

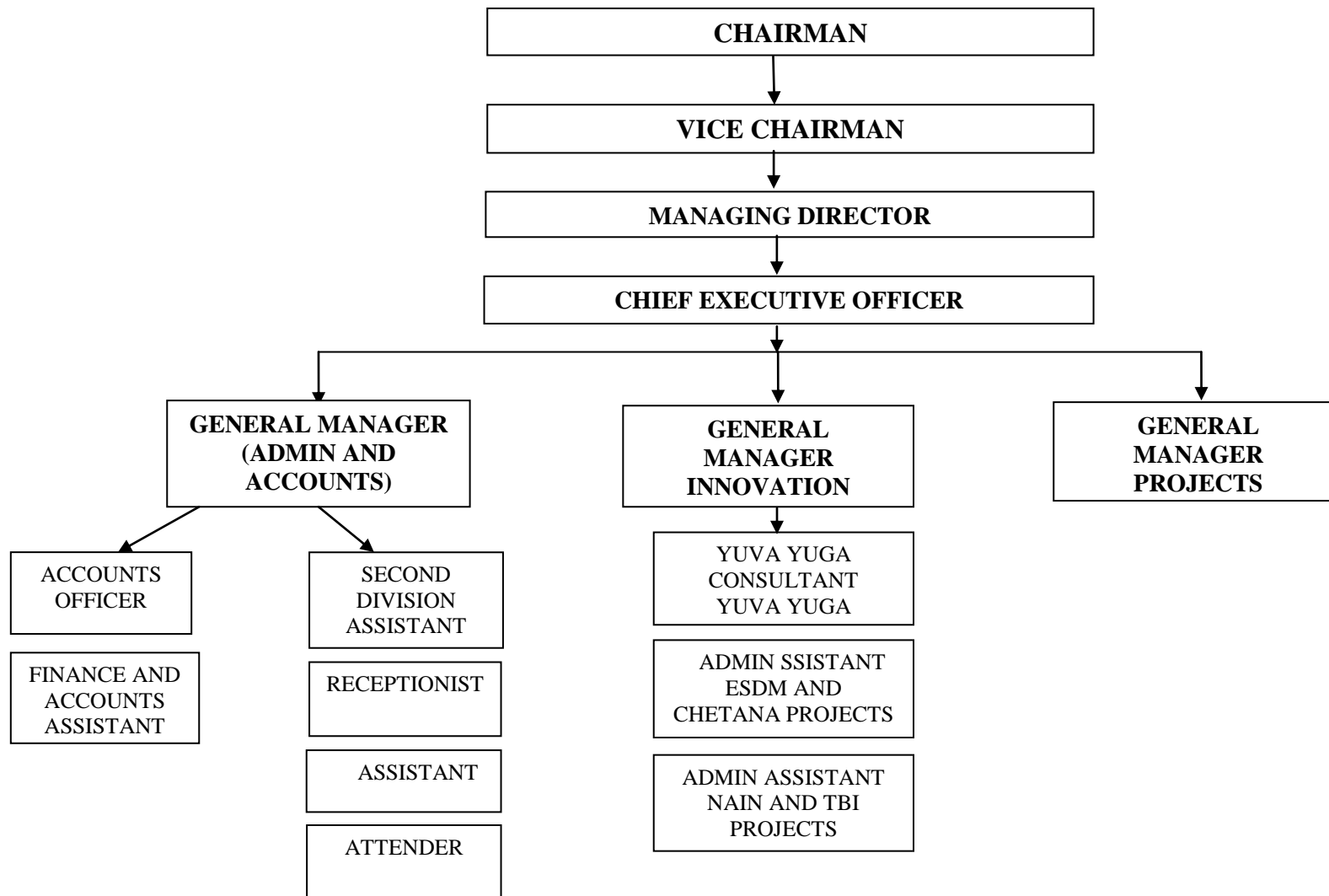
MANUAL

Containing Information under section 4(1)(b) of the Right to Information Act 2005.

4(1)(b)(i).ORGANZATION & FUNCTION:

Organization Chart of Information Communication Technology Society (ICTS).

ORGANIZATION CHART



4(1)(b)(ii). Powers and Duties of Officers/Officials:

Attender/Assistant	To keep the office neat. To deliver the files, Tapals to secretary's/Chairman/MD/CEO-ICT Society Office, and other departments as per the instructions given by the GM's.
Second Division Assistant [SDA]	* To Assist CEO, General Mangers and other Officials. * To monitor file movement, Maintenance of stock registers etc. * Maintenance of register & files, writing of Cheques. * To take care of store room. * In Charge of receipt of Tapals.
Receptionist	Attending Telephone Calls, Receiving visitors & Typing work, Co-ordination work for various projects.
Finance & Admin Assistant	* To attend the case working. * To assist Accounts Officer, GM-Admin & Accounts in all Admin, Accounts & Financial matters, Establishment matters.
Yuva Yuga Consultant	Processing the files related to Yuva Yuga projects & other Projects and submission of files to General Managers & CEO accordingly. Co-ordination work for various projects.
Admin Assistant 1	Processing the files related to ESDM , Chetana project & other projects and submission of files to General Managers & CEO accordingly. Co-ordination work for various projects.
Admin Assistant 2	Processing the files related to NAIN project,TBI Project & other Projects and submission of files to General Managers & CEO accordingly. Co-ordination work for various projects.
Accounts Officer	* Pre-auditing of all files before payment, attending all Financial, accounting & administration matters, Attending Statutory audit, AG's Audit, Tax related matters –Submission of files to GM-Admin & Accounts. * Preparation of quarterly TDS & E-filing.
General Manager -Admin & Accounts	* All matters pertaining to Administration, Accounts and Financial matters * Monitoring of Accounts & Administration Section. * Preparation of Income & Expenditure account Balance sheet along with schedules, filing of Income Tax returns, scrutiny assessment. * All matters relating to RTI, LA & LC questions. * All matters relating to Government grants. * Submission of Utilization Certificates to Government.

General Manager -Projects	In charge of Rural Wi-Fi Project.
General Manager -Innovation	Matters pertaining to ESDM, Chetana, Yuva Yuga project.
Chief Executive Officers	In charge of Implementation of Projects & ICTS.
Managing Director	Overall In charge & Head of ICTS.
Chairman	Policy & Decision making related to ICTS activities.

4(1)(b)(iii). The procedure followed in the decision making process, including channels of supervision and accountability:

Case workers	Opening of a new file receipt of a proposal and initial examination and Submission to GM's. OR Processing the receipt in the existing file and initial examination and Submission to GM's.
GM-Projects /GM-Admin & Accounts/GM-Innovation	Submitting files for approval/decision of CEO.
Chief Executive Officer	Submitting files for approval / decision of MD.
Managing Director	Decision making as per guidelines.
Chairman	Policy & Decision making related to ICTS activities.

4(1)(b)(iv). Norms set for the discharge of functions:

Attender/ Assistant:	Carrying the functions entrusted to him in the same day
SDA/FDA :	Carrying the functions entrusted to him in the same day
Accounts Officer, Admin Assistant -1, Admin Assistant 2 & Yuva Yuga	Up to 5 days for submission of files/tappals.
General Manager- Projects :	To attend to the work on priority and immediate basis
General Manager -Admin & Accounts :	
General Manager - Innovation:	
Chief Executive Officer :	
Managing D :	
Chairman :	

4(1)(b)(v).The Rules, Regulations, instructions, manuals records held by it or under its employees for Discharging its function:

1	Delegation of Financial Powers issued by Managing Director.
2	Yuva Yuga Guidelines for Yuva Yuga Training Program.
3	New Age Incubation Network Operational Guidelines.
4	Technology Business Incubator Operational Guidelines.

4(1)(b)(vi). Statements of the categories of the documents that are held by are under its control:

- 1) Records pertaining to specific projects/programme.
- 2) Files pertaining to day-to-day business of the Society and all other documents.
- 3) Maintaining of Accounts using Accounting software.

4(1)(b)(vii)&(viii).A Statement of the boards, councils, committees and others bodies consisting of two or more persons constituted as its part or for the purpose of its advise, and as to whether meetings of those boards, councils. Committees and other bodies are open to the public, or the minutes of such meetings are accessible for public:

Committees/Council		Head by
1] Governing Council of ICT Society	-	Chairman: Principal Secretary to Government Dept. of IT, BT and S&T.
2] Yuva Yuga Steering Committee	-	Principal Secretary to Government Dept. of IT, BT and S&T.
3] NAIN Steering Committee	-	Principal Secretary to Government Dept. of IT, BT and S&T.
4] State Expert Advisory Committee -Technology Business Incubator	-	Principal Secretary to Government Dept. of IT, BT and S&T.

Meeting of the above committees/Councils, are not open to Public, Minutes are also not accessible to the public.

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

Sl. No.	Post/Designation	Name	Telephone No.
1.	Chairman	Shri. Gaurav Gupta, IAS	+9180-22280562
2.	Managing Director	Smt.Salma K Fahim, IAS	+9180-22230109
3.	Chief Executive Officer	Dr.A Maulishree	+9180-22274400
4.	General Manager-Admin &	Shri. R Shashikiran	+9180-22274400
5.	General Manager- Projects	Shri.N.R Manjunath	+9180-22274400
6.	General Manager-Innovation	Smt.Vijay Laxmi	+9180-22274400
7.	Accounts Officer	Shri. Prabhu T R	+9180-22274400
8.	Yuva Yuga Consultant	Smt. Shubha.S	+9180-22274400
9.	Admin Assistant (ESDM & Chetana Project)	Shri.Mohan Kumar D	+9180-22274400
10.	Admin Assistant-(NAIN & TBI	Kum.Inchara S	+9180-22274400
11.	Finance & Admin Assistant	Shri.Lakshmi Niranjan T M	+9180-22274400
12.	Second Division Assistant	Shri.Nanjundaswamy N	+9180-22274400
13.	Assistant	Kum.Gayathri	+9180-22274400
14.	Attender	Shri.Kemparama R	+9180-22274400

4(1) (b)(x).Statement of Monthly Remuneration :**Statement of Monthly Remuneration of Permanent officers/Employees**

Sl.No	Post/Designation	Name of the officer	Remuneration
1.	Chairman	Shri. Gaurav Gupta, IAS	Drawn @ Secretariat
2.	Managing Director	Smt.Salma K Fahim, IAS	Drawn @ D-IT & BT

4(1)(b)(xi).Budget Allocation for the year 2017-18 :**[Rs.in Lakhs]**

Sl. No.	HOA: Policies/Schemes	Head of Account	Amount
1	Yuva Yuga Training Programme	Amount received from KBITS (Hardware Policy)	1080.97
2	Rural Wi-Fi	Amount received from KBITS(ICT Policy)	300.00
3	Rural Wi-FI	3451-00-090-2-39-Rural Wi-Fi Other Expenditure [059]	3990.00
4	Chetana Programme–Empowerment of girl students with emerging Technologies.	3451-00-090-2-01- IT Policy Other Expenditure [059]	10.00
GRANDTOTAL:			5380.97

4(1)(b)(xi).The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursement made:

-NIL-

4(1)(b)(xii).The manner of execution of subsidy programme, including the amount allocated and the details of beneficiaries of such programmes:

Yuva Yuga training programme for youth candidates
Subsidy amount allocated of Rs.1080.97 lakhs.

4(1)(b)(xiii). Particular of recipients of concessions permits or authorizations granted:

-NIL-

4(1)(b)(xiv). Details in respect of the information available to or held by it reduced in an electronic form:

Information in Electronic form in respect of Information Communication Technology society (ICTS) is available at the website:

www.ictsds.karnataka.gov.in

4(1)(b)(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 separate library is maintained by ICTS

4(1)(b)(xvi).The names, designation and other particulars of the public information officers:

(a) Appellate Authority	(b) Public Information Officer	(c) Assistant Public Information Officer
<p>Smt. Salma K Fahim, IAS Managing Director, ICTS</p> <p>Office address: 2nd Floor, 'A' Block, BMTC Building, Shantinagar, Banagalore-560 027.</p>	<p>1.Dr. A Maulishree Chief Executive Officer</p> <p>2. Shri. N R Manjunatha General Manager-Projects</p> <p>Office address: 2nd Floor, 'A' Block, BMTC Building, Shantinagar, Banagalore-560 027.</p>	<p>Shri. R Shashikiran General Manager-Admin & Accounts</p> <p>Office address: 2nd Floor, 'A' Block, BMTC Building, Shantinagar, Banagalore- 560 027.</p>
Phone:(Office): 9180-22274400	(Office): 9180-22274400	(Office): 9180-22274400

4(1)(b)(xvii).Such other information as may be prescribed:

-Nil-

Salma K Fahim, IAS
Managing Director
Information Communication
Technology Society [ICTS].