

KARNATAKA INFORMATION COMMISSION

3rd Phase, Gate no.1, 3rd Floor, M.S. Buildings, KGS, Bangalore-560001

OFFICIAL MEMORANDUM NO. KIC/ 08/ ADM/ 2007 DATED 14-02-2007

Subject: Delegation of powers to Secretary, Karnataka Information Commission.

1. Section 15(4) of The RTI Act, 2005 provides that the general superintendence, direction and management of the affairs of the State Information Commission shall vest in the State Chief Information Commissioner who shall be assisted by the State Information Commissioners and may exercise all such powers and do all such things which may be exercised or done by the State Information Commission autonomously without being subjected to directions by any other authority under this Act.

2. Karnataka Information Commission came into being on 31-07-2005. From its inception, the secretarial work of the Commission was being overseen by State Chief Information Commissioner with the assistance of the State Information Commissioner, mainly because the post of Secretary to the Commission had not been filled up. The Government has since appointed a full-time Secretary to the Commission who has assumed charge on 09-02-2007 (A.N.)

3. Secretary to the Commission is head of the Secretariat of the Commission and is general responsible for attending to all secretarial and administrative matters concerning the Commission subject to overall supervision and control of the Commission. The Commission hereby specifically delegates the following secretarial and administrative powers, functions, duties and responsibilities to Secretary to the Commission:

GENERAL:

- I. All letters and communications on behalf of the Commission shall normally be issued under the signatures of the Secretary or the Under Secretary to the Commission, for and on behalf of the Commission.
- II. All communications from the Appellants, Respondents, Complainants etc., including e-mail communications shall be addressed to the Secretary to the Commission who will take necessary action to respond to them. He shall obtain an e-mail I.D. from NIC urgently and publish the same on the website of the Commission.
- III. Secretary shall be responsible for issue of summonses and notices to the Complainants / Appellants / Respondents etc., as may be authorized / approved by Sri K. A. Thippeswamy, SIC.
- IV. All correspondence including correspondence with the State Government and High Court will also be attended to by the Secretary. All important files shall however be put up to SCIC / SIC for prior approval.
- V. Powers delegated to the Heads of Department in the Government would be exercised by the State Chief Information Commissioner and such other State Information Commissioners as may be authorized in this behalf by the State Chief Information Commissioner.
- VI. State Chief Information Commissioner may entrust any other general or specific responsibility to the Secretary.



FINANCIAL

- VII. Secretary shall be the head of the office as well as the drawing and disbursing officer for the Commission. He shall also be responsible for deduction of taxes including TDS, TCS, Profession Tax etc., credit of the same to Government account and submission of periodic returns.
- VIII. The Bank Account(s) of the Commission will be operated under the signatures of the State Chief Information Commissioner, one State Information Commissioner (as may be authorized by SCIC) and Secretary to the Commission. While the State Chief Information Commissioner and State Information Commissioner will have full powers, Secretary to the Commission would be authorized to sign single cheques up to a maximum of Rs. 25,000-00 for each transaction. Where payment for a transaction exceeds Rs.25,000/- , signatures of the Secretary and another Commissioner namely State Information Commissioner (authorized) or State Chief Information Commissioner would be necessary. Instructions to the Bank to this effect would be issued separately.
- IX. Secretary is authorized to sanction minor repairs to vehicles not exceeding Rs.2,000/- at a time.
- X. Secretary is authorized to exercise powers of District Officers as contained in G. O. No. FD 7 BAFT 91 dated 16-9-1991 (as modified from time to time) in respect of purchases of furniture, stationery and office equipment.
- XI. Secretary shall be responsible for timely payment of charges for telephones, house keeping, fuel, news papers, magazines etc.

ADMINISTRATIVE

- XII. Preparation of Annual Report of the Commission.
- XIII. Periodical updation of voluntary disclosure by the Commission under Section 4(1)(a) published on Commission's website.
- XIV. Sanction of leave to C & D employees, charge allowance, annual increments, reimbursement of medical expenses etc.
- XV. Preparation of monthly / daily cause lists and uploading of the cause lists and Commissions orders on the website of the Commission.
- XVI. Preparation of pendency lists, convening the staff meetings and maintaining proceedings.


(K.K. MISRA)

STATE CHIEF INFORMATION COMMISSIONER

Copy to:

1. The State Information Commissioner, Bangalore.
2. The Secretary, Karnataka Information Commission, Bangalore.
3. The Under Secretary to Government, DPAR (AR-RTI), Bangalore.
4. The Under Secretary, K.I.C., Bangalore.
5. P.S. to State Chief Information Commissioner, Bangalore.
6. The Section Officer I/c Accounts Section, K.I.C., Bangalore.
7. Concerned Sections / Spare Copies