

**WORK FLOW DETAILS OF STAFF**

<b>Sl. No.</b>	<b>Name of the cell</b>	<b>Name of the official involved</b>	<b>Work allocated &amp; designation</b>
<b>1</b>	<b>RIR CELL</b>	1. <b>Ms. Shyamala (Typist)</b> 2. <b>Ravi Kumar</b>  3. <b>Dhananjaya</b>  4. <b>Anand Kumar</b>  5. <b>Sathyanarayana</b>  6. <b>Ganga Devi (Typist)</b>  7. <b>Somashekara</b>  8. <b>Anusuya (Typist)</b>  9. <b>Krishnoji (Typist)</b>  10. <b>Vishwanatha</b>	1. Registration of Tappal 2. Stacking Compliance into the concerned files( <b>Group “D”</b> ) 3. Issue of Orders/Summons ( <b>Guard to SCIC</b> ) 4. Issue of Orders/Summons and Uploading of Cause list ( <b>Dalayath</b> ) to SIC-KAT) 5. Processing (classifying) a Petition File (Complaints, Appeals & Defects).( <b>Assistant</b> ) 6. Printing of 1 <sup>st</sup> Copy of Summons. 7. Xeroxing the Summons & Order copies ( <b>Group “D”</b> ) 8. Preparing the Cover page of the File (Issuing PTN Number, Marking the Hearing Date & time).( <b>Typist</b> ) 9. Respondent Details, Uploading the Adjournments (4 Courts) & Typing of Defect Notices ( <b>Typist</b> ) 10. Receiving the closed files, pasting all the order copies into registers ( <b>Typist - Records Keeper</b> )
<b>2</b>	<b>JUDICIAL CELL</b>	1. <b>Guruprasad</b>  2. <b>Duggappa</b>  3. <b>Madana Karnik</b>  4. <b>Ranganath</b>	1. Preparing record for Issuing Summons ( <b>Sr. Asst.</b> ) 2. Miscellaneous. 1. Segregating Commission files for Issue. 2. Issue of Postponed Adjournment Notices, Writ Petitions & transfers of Requests under 6(3) ( <b>JW</b> ) 1. Print-out of the Cause list for the day; locating the Day’s Court files ( <b>Data Entry Operator</b> ) 1. Uploading to the website of the 4 Court Orders ( <b>Data Entry Operator</b> )
<b>3</b>	<b>COURT CELL</b>	1. <b>Ms. Geetha</b> 2. <b>Mr. Papaiah Raju</b> 3. <b>Anand</b>	1. <b>JW - SCIC</b> 2. <b>JW - SCIC</b> 3. <b>JW - SIC-KAT</b>

		<p>4. <b>Timme Gowda</b>  5. <b>Ms. Bhavya</b>  6. <b>Ms. Sarvamangala</b>  7. <b>Saiyanath Prakash</b>  8. <b>Seetharama Raju</b></p>	<p>4. <b>JW</b> – SIC-KAT  5. <b>JW</b> – SIC-HNK  6. <b>JW</b> – SIC-HNK  7. <b>JW</b> – SIC JSV  8. <b>JW</b> – SIC-JSV</p>
4	<p><b>ACCOUNTS  &amp;  ADMINISTRATION</b></p>	<p>1. <b>Srinivas K</b>   2. <b>Santosh</b></p>	<p>1. Preparing the Annual Reports &amp; Compendium (initiation, correspondence, scrutiny, compilation, preparing of the Report, etc.); an inherent part of this activity.  2. Co-ordinate with the NIC, the CGG, eGov., the Govt. Press, all the various Govt. Depts. such as PWD, etc.  3. All adhoc jobs viz. Monthly Review Meetings, HLCs on RTI, Kriya Katte Gatherings, Faceliftingthe KIC Website-related Follow-ups and Feed-backs.  4. Server room infra-structure erections, its functioning, etc.  5. Jobs of a Private Secretary to the Secretary of KIC.  <b>(ASO - PS to Secy)</b>  1. Preparing all types of Bills reg. various expenditures of the Commission  2. Salary Bills, TA Bills, telephone etc.  3. Filing of TDS  4. Correspondence with government&amp; treasury towards release of funds to KIC  5. Remittances of all deductions towards salary of all the officer &amp; staff.  6. Service &amp; Repairs works of the all vehicle of KIC  7. Out source salary bill  8. Purchases related towards office requirement  9. All Government correspondence related to Administration &amp; Accounts  10. Other works assigned by the SCIC &amp; SIC  <b>FDA - Accountant</b></p>
5	<p><b>PIO</b></p>	<p>1. <b>KV Hebbar</b></p>	<p>1. <b>SO – PIO</b> of the Commission</p>

The following are the Group “D” employees are attached to:

Sl.No.	Name	Officer attached to
1	<b>Somashekara &amp; Ram Barik</b>	SCIC
2	<b>Gurupadappa</b>	SIC - KAT
3	<b>Ravi Kumar</b>	SIC - HNK
4	<b>Veerabadrappa</b>	SIC - JSV
5	<b>K N Kumar</b>	Secretary, KIC
6	<b>Uma Devi</b>	Under Secretary

- Presently, in the establishment of SIC-KAT the following is the man-power provided and functioning:
  - 2 JWs (one of them: Sri Duggappa is attached to the Judicial Cell)
  - 1 PA
  - 1 Dalayath.
- Similarly, in the Secretary’s establishment the following is the position
  - The post of Secretary to the Commission carries with it the following posts:1 PS; 1 Assistant; 1 Personal Assistant; 1 Driver and 1 Group “D”/Dalayath.
  - Of these presently: 1 PS, 1 Driver and 1 Dalayath are working with the Secretary to the Commission.
  - The remaining posts are attached to the various cells in the Commission.

**Secretary, KIC**