



ಕರ್ನಾಟಕ ಸರ್ಕಾರ

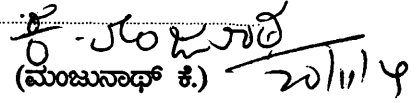
ಸಂಖ್ಯೆ: ಅಪಜೀ 67 ಸಿಆರ್‌ಎನ್ 2018

ಕರ್ನಾಟಕ ಸರ್ಕಾರದ ಸಚಿವಾಲಯ,  
ಬಹುಮಹಡಿಗಳ ಕಟ್ಟಡ,  
ಬೆಂಗಳೂರು, ದಿನಾಂಕ: 20.11.2019

ಅಧಿಸೂಚನೆ

ಮಾಹಿತಿ ಹಕ್ಕು ಅಧಿನಿಯಮ, 2005ರ (2005ರ ಕೇಂದ್ರ ಕಾಯ್ದೆ ಸಂ 22) ಸೆಕ್ಷನ್ 4 (1)(ಬಿ) ರಡಿಯಲ್ಲಿ ಕರ್ನಾಟಕ ಸರ್ಕಾರ ಸಚಿವಾಲಯದ ಅರಣ್ಯ ಪರಿಸರ ಮತ್ತು ಜೀವಿಶಾಸ್ತ್ರ ಇಲಾಖೆಗೆ ಸಂಬಂಧಿಸಿದಂತೆ ದಿನಾಂಕ 31.03.2019ರ ಅಂತ್ಯದವರೆಗಿನ ಆಂಗ್ಲ ಭಾಷೆಯಲ್ಲಿನ ಕೈಪಿಡಿಯನ್ನು ಸಾರ್ವಜನಿಕ ಮಾಹಿತಿಗಾಗಿ ಪ್ರಕಟಿಸಲಾಗಿದೆ.

ಕರ್ನಾಟಕ ರಾಜ್ಯಪಾಲರ ಆದೇಶಾನುಸಾರ  
ಮತ್ತು ಅವರ ಹೆಸರಿನಲ್ಲಿ,

  
(ಮಂಜುನಾಥ್ ಕೆ.) 20/11/19

ಸರ್ಕಾರದ ಅಧೀನ ಕಾರ್ಯದರ್ಶಿ,(ಪ್ರ)

ಅರಣ್ಯ ಪರಿಸರ ಮತ್ತು ಜೀವಿಶಾಸ್ತ್ರ ಇಲಾಖೆ  
ಪ್ರ (ಅರಣ್ಯ-ಸಿ ಮತ್ತು ಸಮನ್ವಯ).

20/11/19

ಇವರಿಗೆ:

ಸಂಕಲನಕಾರರು, ಕರ್ನಾಟಕ ರಾಜ್ಯಪತ್ರ, ಬೆಂಗಳೂರು - ಮುಂದಿನ ಸಂಚಿಕೆಯಲ್ಲಿ ಪ್ರಕಟಿಸಿ ಅದರ 200 (ಎರಡು ನೂರು) ಪ್ರತಿಗಳನ್ನು ಈ ವಿಭಾಗಕ್ಕೆ ಕಳುಹಿಸುವಂತೆ ಕೋರಲಾಗಿದೆ.

ಪ್ರತಿ:

- 1) ಸರ್ಕಾರದ ಎಲ್ಲಾ ಅಪರ ಮುಖ್ಯ ಕಾರ್ಯದರ್ಶಿಗಳು/ಪ್ರಧಾನ ಕಾರ್ಯದರ್ಶಿಗಳು/ಕಾರ್ಯದರ್ಶಿಗಳು, ಕರ್ನಾಟಕ ಸರ್ಕಾರ.
- 2) ಸರ್ಕಾರದ ಪ್ರಧಾನ ಕಾರ್ಯದರ್ಶಿ, ಸಿಬ್ಬಂದಿ ಮತ್ತು ಆಡಳಿತ ಸುಧಾರಣೆ ಇಲಾಖೆ (ಜನಸ್ಪಂದನ ಕೋಶ), ಮೋಡಿಯಂ ಬ್ಲಾಕ್, ವಿಶ್ವೇಶ್ವರಯ್ಯ ಗೋಪುರ, ಬೆಂಗಳೂರು.
- 3) ಸರ್ಕಾರದ ಕಾರ್ಯದರ್ಶಿ, ಕರ್ನಾಟಕ ಮಾಹಿತಿ ಅಯೋಗ, 2ನೇ ಗೇಟ್, 3ನೇ ಮಹಡಿ, ಬಹುಮಹಡಿಗಳ ಕಟ್ಟಡ, ಬೆಂಗಳೂರು.
- 4) ಪ್ರಧಾನ ಮುಖ್ಯ ಅರಣ್ಯ ಸಂರಕ್ಷಣಾಧಿಕಾರಿ (ಅರಣ್ಯಪಡೆ ಮುಖ್ಯಸ್ಥರು), ಅರಣ್ಯ ಭವನ, ಮಲ್ಲೇಶ್ವರಂ, ಬೆಂಗಳೂರು.
- 5) ಪ್ರಧಾನ ಮುಖ್ಯ ಅರಣ್ಯ ಸಂರಕ್ಷಣಾಧಿಕಾರಿ (ವನ್ಯಜೀವಿ), ಅರಣ್ಯ ಭವನ, ಮಲ್ಲೇಶ್ವರಂ, ಬೆಂಗಳೂರು.
- 6) ಅಪರ ಪ್ರಧಾನ ಮುಖ್ಯ ಅರಣ್ಯ ಸಂರಕ್ಷಣಾಧಿಕಾರಿ (ಇ.ಡಬ್ಲ್ಯೂ.ಪಿ.ಆರ್.ಟಿ.) / (ಕೇಂದ್ರ ಸ್ಥಾನ ಮತ್ತು ಸಮನ್ವಯ)/ (ಜಾಗೃತೆ)/(ಅಭಿವೃದ್ಧಿ)/(ಅರಣ್ಯ ಸಂಪನ್ಮೂಲ ನಿರ್ವಹಣೆ), ಅರಣ್ಯ ಭವನ, ಮಲ್ಲೇಶ್ವರಂ, ಬೆಂಗಳೂರು.
- 7) ಮುಖ್ಯ ಅರಣ್ಯ ಸಂರಕ್ಷಣಾಧಿಕಾರಿ (ಕೇಂದ್ರಸ್ಥಾನ)/(ಪ್ರಾಜೆಕ್ಟ್)/(ಸಂಪರ್ಕ ಮತ್ತು ಮಾಹಿತಿ), ಅರಣ್ಯ ಭವನ, ಮಲ್ಲೇಶ್ವರಂ, ಬೆಂಗಳೂರು.
- 8) ವ್ಯವಸ್ಥಾಪಕ ನಿರ್ದೇಶಕರು, ಕರ್ನಾಟಕ ಅರಣ್ಯ ಅಭಿವೃದ್ಧಿ ನಿಗಮ ನಿಯಮಿತ, ವನವಿಕಾಸ, ಮಲ್ಲೇಶ್ವರಂ, ಬೆಂಗಳೂರು.

- 9) ವ್ಯವಸ್ಥಾಪಕ ನಿರ್ದೇಶಕರು, ಕರ್ನಾಟಕ ರಾಜ್ಯ ಅರಣ್ಯ ಕೈಗಾರಿಕಾ ನಿಗಮ ನಿಯಮಿತ, ವನವಿಕಾಸ, ಮಲ್ಲೇಶ್ವರಂ, ಬೆಂಗಳೂರು.
- 10) ವ್ಯವಸ್ಥಾಪಕ ನಿರ್ದೇಶಕರು, ಕರ್ನಾಟಕ ಗೇರು ಅಭಿವೃದ್ಧಿ ನಿಗಮ ನಿಯಮಿತ, ಮೊದಲನೆ ಮುಖ್ಯ ರಸ್ತೆ, ಅಬ್ಬಕ್ಕ ನಗರ, ಮಂಗಳೂರು.
- 11) ಸದಸ್ಯ ಕಾರ್ಯದರ್ಶಿ, ಕರ್ನಾಟಕ ಮೃಗಾಲಯ ಪ್ರಾಧಿಕಾರ, ಶ್ರೀ ಚಾಮರಾಜೇಂದ್ರ ಮೃಗಾಲಯ, ಇಂದಿರಾನಗರ, ಮೈಸೂರು-570 010.
- 12) ಸದಸ್ಯ ಕಾರ್ಯದರ್ಶಿ, ಕರ್ನಾಟಕ ರಾಜ್ಯ ಮಾಲಿನ್ಯ ನಿಯಂತ್ರಣ ಮಂಡಳಿ, ಬೆಂಗಳೂರು.
- 13) ಸದಸ್ಯ ಕಾರ್ಯದರ್ಶಿ, ಕರ್ನಾಟಕ ಜೀವವೈವಿಧ್ಯ ಮಂಡಳಿ, ಬೆಂಗಳೂರು.
- 14) ಮುಖ್ಯ ಕಾರ್ಯನಿರ್ವಾಹಕ ಅಧಿಕಾರಿ, ಕೆರೆ ಅಭಿವೃದ್ಧಿ ಪ್ರಾಧಿಕಾರ, ಬೆಂಗಳೂರು.
- 15) ಕಾನೂನು ಕೋಶದ ಮುಖ್ಯಸ್ಥರು, ಅರಣ್ಯ ಪರಿಸರ ಮತ್ತು ಜೀವಶಾಸ್ತ್ರ ಇಲಾಖೆ, ಬಹುಮಹಡಿ ಕಟ್ಟಡ.
- 16) ಆಂತರಿಕ ಆರ್ಥಿಕ ಸಲಹೆಗಾರರು ಹಾಗೂ ಪದನಿಮಿತ್ತ ಸರ್ಕಾರದ ಉಪ ಕಾರ್ಯದರ್ಶಿ, ಅರಣ್ಯ ಪರಿಸರ ಮತ್ತು ಜೀವಶಾಸ್ತ್ರ ಇಲಾಖೆ, ಬಹುಮಹಡಿ ಕಟ್ಟಡ.
- 17) ಸರ್ಕಾರದ ಎಲ್ಲಾ ಅಧೀನ ಕಾರ್ಯದರ್ಶಿಗಳು, ಅರಣ್ಯ ಪರಿಸರ ಮತ್ತು ಜೀವಶಾಸ್ತ್ರ ಇಲಾಖೆ, ಬಹುಮಹಡಿ ಕಟ್ಟಡ.
- 18) ಎಲ್ಲಾ ಶಾಖಾಧಿಕಾರಿಗಳು, ಅರಣ್ಯ ಪರಿಸರ ಮತ್ತು ಜೀವಶಾಸ್ತ್ರ ಇಲಾಖೆ, ಬಹುಮಹಡಿ ಕಟ್ಟಡ.
- 19) ಸರ್ಕಾರದ ಮುಖ್ಯ ಕಾರ್ಯದರ್ಶಿಯವರ ಆಪ್ತ ಕಾರ್ಯದರ್ಶಿ, ವಿಧಾನ ಸೌಧ, ಬೆಂಗಳೂರು.
- 20) ಸರ್ಕಾರದ ಅಪರ ಮುಖ್ಯ ಕಾರ್ಯದರ್ಶಿ ಹಾಗೂ ಪ್ರಧಾನ ಕಾರ್ಯದರ್ಶಿಯವರ ಆಪ್ತ ಕಾರ್ಯದರ್ಶಿ, ಯೋಜನೆ ಮತ್ತು ಸಾಂಖ್ಯಿಕ ಇಲಾಖೆ, ಬಹುಮಹಡಿ ಕಟ್ಟಡ, ಬೆಂಗಳೂರು.
- 21) ಸರ್ಕಾರದ ಅಪರ ಮುಖ್ಯ ಕಾರ್ಯದರ್ಶಿಯವರ ಆಪ್ತ ಕಾರ್ಯದರ್ಶಿ, ಅರಣ್ಯ ಪರಿಸರ ಮತ್ತು ಜೀವಶಾಸ್ತ್ರ ಇಲಾಖೆ, ಬಹುಮಹಡಿ ಕಟ್ಟಡ, ಬೆಂಗಳೂರು.
- 22) ಸರ್ಕಾರದ ಪ್ರಧಾನ ಕಾರ್ಯದರ್ಶಿ(ಅರಣ್ಯ) ರವರ ಆಪ್ತ ಕಾರ್ಯದರ್ಶಿ, ಅರಣ್ಯ ಪರಿಸರ ಮತ್ತು ಜೀವಶಾಸ್ತ್ರ ಇಲಾಖೆ, ಬಹುಮಹಡಿ ಕಟ್ಟಡ, ಬೆಂಗಳೂರು.
- 23) ಸರ್ಕಾರದ ಕಾರ್ಯದರ್ಶಿ(ಪರಿಸರ) ರವರ ಆಪ್ತ ಕಾರ್ಯದರ್ಶಿ, ಅರಣ್ಯ ಪರಿಸರ ಮತ್ತು ಜೀವಶಾಸ್ತ್ರ ಇಲಾಖೆ, ಬಹುಮಹಡಿ ಕಟ್ಟಡ, ಬೆಂಗಳೂರು.
- 24) ಸರ್ಕಾರದ ಉಪ ಕಾರ್ಯದರ್ಶಿ-1/2 ರವರ ಆಪ್ತ ಸಹಾಯಕರು, ಅರಣ್ಯ ಪರಿಸರ ಮತ್ತು ಜೀವಶಾಸ್ತ್ರ ಇಲಾಖೆ, ಬಹುಮಹಡಿ ಕಟ್ಟಡ, ಬೆಂಗಳೂರು.
- 25) ಶಾಖಾ ರಕ್ಷಾ ಕಡತ / ಹೆಚ್ಚುವರಿ ಪ್ರತಿಗಳು.

GOVERNMENT OF KARNATAKA  
FOREST, ENVIRONMENT AND ECOLOGY DEPARTMENT  
(FOREST WING)

Publication of Manuals under section 4(1)(b) of the Right Information Act, 2005

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**Publication under Section 4(1)(b) of the Right to Information Act, 2005**

**Additional Chief Secretary to Government**  
**Forest, Ecology and Environment Department**

i	The Particulars of its organization, functions and duties	<p>Forest, Ecology and Environment Department</p> <p>Additional Chief Secretary to Government</p> <p>Additional Chief Secretary discharges the functions and duties as per Transaction of Business Rules. Additional Chief Secretary has the overall responsibility to supervise, guide and dispose of the matters relating to both Forest Wing and Ecology and Environment Wing of FEE Department, which are headed by separate Secretaries. Hence, all the information furnished by the Principal Secretary (Forest) &amp; Secretary (Ecology &amp; Environment) in these columns are relevant to Additional Chief Secretary. Therefore, no separate mention is made again.</p>
ii	The powers and duties of its officers and employees	<ol style="list-style-type: none"><li>1. Additional Chief Secretary to Govt. attends to all matters pertaining to Forest, Ecology &amp; Environment under the Supervision of Forest Minister. The Principal Secretary (Forest) Secretary (Ecology &amp; Environment), Deputy Secretary (Forest &amp; Co-ordination), Deputy Secretary (Forest), Sr. Director (TC), Deputy Secretary &amp; Internal Financial Advisor, Deputy Secretary and Head of Legal Cell and Scientific Officers process files and put up for orders of Additional Chief Secretary.</li><li>2. Senior Personal Secretary – Assist the Additional Chief Secretary in the disposal of receipts and files received from all the wings of Forest, Ecology &amp; Environment Department. Fix the programmes and meetings as per the instructions of the Additional Chief Secretary. Make necessary arrangements for Additional Chief Secretary's tours within the state as well as outside the State. Attend the visitors, telephone calls; send/receive mails, etc.</li><li>3. Under Secretary – As prescribed in the Secretariat Manual.</li><li>4. Stenographer – Works as PA to Additional Chief Secretary and provides secretarial assistance. Preserving and maintaining confidential records and other papers in the personal custody of the officer.</li><li>5. Assistant – Receives and send the tappals and files to the concerned assists other staff and Private Secretary in disposing of the personal establishments works</li><li>6. Driver – Does the duties of driving of official car</li><li>7. Dalayat – Attends to Group 'D' employees work</li></ol>

iii	The procedure followed in the decision making process, including channels of supervision and accountability;	As given by Principal Secretary (Forest) and Secretary (Ecology & Environment)
iv	The norms set by it of the discharge of its functions;	As per the norms prescribed in Transaction of Business rules of Government of Karnataka and other standing instructions
v	The rules, regulations, instructions, manuals and records held by it of under its control or used by its employees for discharging functions	As given by Principal Secretary (Forest) & Secretary (Ecology & Environment)
vi	A statement of the categories of documents that are held by it or under its control or used by its employees for discharging its functions	As given by Principal Secretary (Forest) & Secretary (Ecology & Environment)
vii	The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation t the formulation of its policy or administration thereof;	Not applicable
viii	A statement of the boards, councils, committees and other bodies consisting of two or more persons 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;	Not applicable
ix	A directory of its officers and employees;	<ol style="list-style-type: none"> <li>1. Additional Chief Secretary, Forest, Ecology &amp; Environment department – 22032509, 22256722</li> <li>2. Principal Secretary (Forest) and Secretary (Ecology &amp; Environment) and all their staff as given by them</li> <li>3. Private Secretary</li> <li>4. Personal Assistants</li> <li>5. Assistant</li> <li>6. Jamedar</li> <li>7. Dalayat</li> <li>8. Driver</li> </ol>

x	The monthly remuneration received by each of officers and employees, including system of compensation as provide in its regulations;	<b>Sl. No.</b>	<b>Name and Designation</b>	<b>Gross Salary Rs.</b>
		1	Dr. Sandeep Dave, IAS Additional Chief Secretary to Govt	3,17,250/-
		2	Smt, M Kusuma Senior Personal Secretary to ACS	60,517/-
		3	Smt, Tabassum Naaj GPA	56,617/-
		5	Sri. Bharath Kumar N Junior Assistant	30,996/-
		6	Sri. Venkatesh Driver	29,500/-
		7	Sri. Harish Kumar K.V Dalayat	25,714/-
		8	Vacant Dalayat	
xi	The budget allocated to each of its agency, indicating the particulars, of all plans, proposed expenditures and reports on disbursements made;	Not applicable		
xii	The manner of execution of subsidy programmers, including the amounts allocated and the details of beneficiaries of such programmers;	Not applicable		
xiii	Particulars of recipients of concessions, permits of authorizations granted by it;	Not applicable		

xiv	Details in respect of the information, available to or held by it, reduced in an electronic form;	Not applicable																																						
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;	Not applicable																																						
xvi	The names, designations and other particulars of the public information officers;	<p><b>Forest Wing</b></p> <table border="1" data-bbox="616 685 1422 1962"> <thead> <tr> <th data-bbox="616 685 687 819">Sl. No.</th> <th data-bbox="687 685 874 819">Sections</th> <th data-bbox="874 685 1145 819">Public Information Officer</th> <th data-bbox="1145 685 1422 819">Assistant Public Information Officer</th> </tr> </thead> <tbody> <tr> <td data-bbox="616 819 687 1048">1</td> <td data-bbox="687 819 874 1048">Internal Financial Advisor – Section (A &amp; B)</td> <td data-bbox="874 819 1145 1048">Internal Financial Advisor Section and Ex-officio Deputy Secretary to Govt</td> <td data-bbox="1145 819 1422 1048">Section Officer (IFA – A)</td> </tr> <tr> <td data-bbox="616 1048 687 1155">2</td> <td data-bbox="687 1048 874 1155">Services – 1</td> <td data-bbox="874 1048 1145 1155">Under Secretary to Govt (Services)</td> <td data-bbox="1145 1048 1422 1155">Section Officer (Services-1)</td> </tr> <tr> <td data-bbox="616 1155 687 1263">3</td> <td data-bbox="687 1155 874 1263">Services – 2</td> <td data-bbox="874 1155 1145 1263">Under Secretary to Govt (Services)</td> <td data-bbox="1145 1155 1422 1263">Section Officer (Services-2)</td> </tr> <tr> <td data-bbox="616 1263 687 1413">4</td> <td data-bbox="687 1263 874 1413">Planning</td> <td data-bbox="874 1263 1145 1413">Under Secretary to Govt (Wildlife &amp; Planning)</td> <td data-bbox="1145 1263 1422 1413">Section Officer (Services-2)</td> </tr> <tr> <td data-bbox="616 1413 687 1563">5</td> <td data-bbox="687 1413 874 1563">Wildlife and Corporation</td> <td data-bbox="874 1413 1145 1563">Under Secretary to Govt (Wildlife &amp; Planning)</td> <td data-bbox="1145 1413 1422 1563">Section Officer (Wildlife and Corporation)</td> </tr> <tr> <td data-bbox="616 1563 687 1671">6</td> <td data-bbox="687 1563 874 1671">Forest</td> <td data-bbox="874 1563 1145 1671">Under Secretary to Govt (Forest)</td> <td data-bbox="1145 1563 1422 1671">Section Officer (Forest)</td> </tr> <tr> <td data-bbox="616 1671 687 1821">7</td> <td data-bbox="687 1671 874 1821">Forest Conservation</td> <td data-bbox="874 1671 1145 1821">Under Secretary to Govt (FC &amp; Co-ordination)</td> <td data-bbox="1145 1671 1422 1821">Section Officer (Forest Conservation)</td> </tr> <tr> <td data-bbox="616 1821 687 1962">8</td> <td data-bbox="687 1821 874 1962">Co-ordination</td> <td data-bbox="874 1821 1145 1962">Under Secretary to Govt (FC &amp; Co-ordination)</td> <td data-bbox="1145 1821 1422 1962">Section Officer (Co-ordination, Receipts and Issue)</td> </tr> </tbody> </table> <p><b>Ecology and Environment Wing:</b></p>			Sl. No.	Sections	Public Information Officer	Assistant Public Information Officer	1	Internal Financial Advisor – Section (A & B)	Internal Financial Advisor Section and Ex-officio Deputy Secretary to Govt	Section Officer (IFA – A)	2	Services – 1	Under Secretary to Govt (Services)	Section Officer (Services-1)	3	Services – 2	Under Secretary to Govt (Services)	Section Officer (Services-2)	4	Planning	Under Secretary to Govt (Wildlife & Planning)	Section Officer (Services-2)	5	Wildlife and Corporation	Under Secretary to Govt (Wildlife & Planning)	Section Officer (Wildlife and Corporation)	6	Forest	Under Secretary to Govt (Forest)	Section Officer (Forest)	7	Forest Conservation	Under Secretary to Govt (FC & Co-ordination)	Section Officer (Forest Conservation)	8	Co-ordination	Under Secretary to Govt (FC & Co-ordination)	Section Officer (Co-ordination, Receipts and Issue)
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		<p><b><u>Public Information Officers:</u></b></p> <ol style="list-style-type: none"> <li>1. Under Secretary to Government (Environment)</li> <li>2. Programme Coordinator, Indo Norwegian Environment Programme related matters</li> </ol> <p><b><u>Assistant Public Information Officers:</u></b></p> <ol style="list-style-type: none"> <li>1. Section Officer (Environment – A) Section</li> <li>2. Section Officer (Environment – B) Section</li> </ol>
xvii	Such other information as may be prescribed	--



## Information to Right to Information Act, 2005 Principal Secretary (Forest)

### Establishment

	Manuals	Answers																					
i	the particulars of its organization, functions and duties	<p>Forest, Ecology and Environment Department</p> <p>Principal Secretary to Government (Forest) Establishment</p> <p>Principal Secretary (Forest) discharges the functions and duties as per Transaction of Business Rules, the personal staff assists the Principal Secretary</p> <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <tr> <td style="width: 5%; text-align: center;">1</td> <td style="width: 70%;">Personal Secretary (Grade-2)</td> <td style="width: 25%; text-align: center;">-1</td> </tr> <tr> <td style="text-align: center;">2</td> <td>GPA</td> <td style="text-align: center;">Vacant</td> </tr> <tr> <td style="text-align: center;">3</td> <td>Translator</td> <td style="text-align: center;">Vacant</td> </tr> <tr> <td style="text-align: center;">2</td> <td>Stenographer</td> <td style="text-align: center;">1</td> </tr> <tr> <td style="text-align: center;">3</td> <td>Junior Assistant</td> <td style="text-align: center;">Vacant</td> </tr> <tr> <td style="text-align: center;">4</td> <td>Drive</td> <td style="text-align: center;">Vacant</td> </tr> <tr> <td style="text-align: center;">5</td> <td>Dalayyat</td> <td style="text-align: center;">-1+1 Vacant</td> </tr> </table>	1	Personal Secretary (Grade-2)	-1	2	GPA	Vacant	3	Translator	Vacant	2	Stenographer	1	3	Junior Assistant	Vacant	4	Drive	Vacant	5	Dalayyat	-1+1 Vacant
1	Personal Secretary (Grade-2)	-1																					
2	GPA	Vacant																					
3	Translator	Vacant																					
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3	Junior Assistant	Vacant																					
4	Drive	Vacant																					
5	Dalayyat	-1+1 Vacant																					
ii	the powers and duties of its officers and employees;	<ol style="list-style-type: none"> <li>1. <b>Principal Secretary to Government (Forest)</b> - attends to all matters pertaining to forest and wildlife; under the supervision of Forest Minister and Additional Chief Secretary, to Government Forest, Ecology &amp; Environment. The Deputy Secretary-1 (Forest and Co-ordination) Deputy Secretary-2(Forest), Deputy Secretary &amp; Internal Financial Adviser and Deputy Secretary &amp; Head of Legal Cell process the files and put up for orders of Principal Secretary (Forest)</li> <li>2. <b>Personal Secretary (Grade-II)</b> - Incharge of personal establishment of Principal Secretary (Forest), arranges to send tappals and files to the concerned, maintains engagements of Prl Secy (F), scrutinize tappals and files received, attends to phone calls, and arranges to meet Prl Secy (F) by visitors and discharges the work entrusted by Prl Secy (F).</li> <li>3. <b>Stenographer</b> - works as PA to Principal Secretary (F), provides Principal secretary assistance, prepares DC bills, TA bills, attends phone calls and discharges the work entrusted by Principal Secretary (F)</li> <li>4. <b>Junior Assistant</b> – receives and sends the tappals and files to the concerned, assists PS and other staff and Prl Secy (F) in disposing the personal establishment works.</li> <li>5. <b>Dalayyat</b> - attends to Group 'D' employee work.</li> <li>6. <b>Driver</b> - does the functions of driving of official car</li> </ol>																					
iii	the procedure to be followed in the decision making process, including channels of	All proposals received from Forest Department, KFDC, KSFC, KCDC, ZAK, KPL, KSVL and MMC will be processed in the Dept. in accordance with the relevant procedures, Acts and rules.																					

	supervision and accountability;	Decisions are taken keeping in mind the policies formulated by the Government in implementation of various schemes and projects. Proposals requiring approval of Additional Chief Secretary, FEE, Forest Minister, Chief Minister and Cabinet will also be processed and submitted for orders. After decision at higher levels, action will be taken to issue necessary letters, Govt orders, notifications etc.
iv	the norms set by it for the discharge of its functions;	As per the norms prescribed in Transaction of Business Rules of Government of Karnataka and other standing instructions
v	the rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;	<ol style="list-style-type: none"> <li>1. Karnataka Civil Service Rules</li> <li>2. Karnataka Civil Service (Conduct) Rules</li> <li>3. Karnataka Civil Service (CCA) Rules</li> <li>4. Karnataka Civil Service (General Recruitment) Rules</li> <li>5. Karnataka Civil Service (Seniority) Rules</li> <li>6. Karnataka Civil Service (Transaction of Business) Rules</li> <li>7. Karnataka Civil Service (Allocation of Business) Rules</li> <li>8. Karnataka Forest Act, 1963</li> <li>9. Karnataka Forest Rules, 1964</li> <li>10. Forest (Conservation) Act, 1980, Rules &amp; Guidelines</li> <li>11. Wildlife Preservation Act, 1972</li> <li>12. Wildlife (Preservation) (Karnataka) Rules, 1973</li> <li>13. Karnataka Preservation of Trees Act, 1976</li> <li>14. Karnataka Preservation of Trees Rules, 1977</li> <li>15. Karnataka Forest Manual</li> </ol>
vi	a statement of the categories of documents that are held by it or under its control;	Usually no documents are held in Principal Secretary (F) establishment – all tappals, files, notes etc. received will be sent to the concerned to after approval of Principal Secretary to put up for further orders and will be sent to higher authorities for obtaining orders
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;	When any new Act is to be introduced or the existing Act or Rules to be amended, objections are called from the public likely to be affected, examined and decisions are taken in consultation with Law Department. If found necessary, members of the public are invited for discussion
viii	a statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of the advise, and as to whether meetings of those boards, council, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;	Not applicable
ix	a directory of its officers and employees;	Office of the Principal Secretary (Forest) Telephone Nos: 22254434 22032570

x	the monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;	Sl. No.	Name and Designation	Gross Salary Rs.
		1	Smt, , Smita Bijjur IFS, Principal Secretary (Forest)	2,80,731/-
		2	Smt, Prema SH, Personal Secretary (Grade-II)	77,722/-
		3	Smt. Rajeshwari R Stenographer	48,840/-
		3	Vacant Junior Assistant	Vacant
		4	Sri Vanagaraj J Dalayat	35,183/-
xi	the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;	Not applicable		
xii	the manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;	Not applicable		
xiii	particulars of recipients of concessions, permits or authorizations granted by it;	Not applicable		
xiv	details in respect of the information, available to or held by it, reduced in an electronic form;	Not applicable		
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;	Not applicable		

xvi	the names, designations and other particulars of the Public Information Officers;	<b>Forest Wing</b>			
		<b>Sl.No</b>	<b>Sections</b>	<b>Public Information Officer</b>	<b>Assistant Public Information Officer</b>
		1	Internal Financial Advisor Section (A & B)	Internal Financial Advisor and Ex-officio Deputy Secretary to Government	Section Officer (IFA - A)
		2	Services-1	Under Secretary to Government (Services)	Section Officer (Services-1)
		3	Services-2	Under Secretary to Government (Services)	Section Officer (Services-2)
		4	Planning	Under Secretary to Government (Wild Life and Planning)	Section Officer (Services-2)
		5	Wild Life and Corporation	Under Secretary to Government (Wild Life and Planning)	Section Officer (Wild Life and Corporation)
		6	Forest	Under Secretary to Government (Forest)	Section Officer (Forest)
		7	Forest-Conservation	Under Secretary to Government (Forest Conservation and Co-ordination)	Section Officer (Forest Conservation)
		8	Co-ordination	Under Secretary to Government (Forest Conservation and Co-ordination)	Section Officer (Co-ordination, Receipts and Issues)
<b>Ecology &amp; Environment Wing</b>					
<b>Public Information Officers:</b>					
1. Under Secretary to Govt. (Environment).					
<b>Assistant Public Information Officers:</b>					
1. Section Officer (Environment-A) Section					
2. Section Officer (Environment-B) Section					
xvii	such other information as may be prescribed; and thereafter update these publications every year;	Not applicable			

**Information to Right to Information Act, 2005  
(Deputy Secretary Establishment)**

Sl. No	Manuals	Answers
i	The particulars of its organisations, functions and duties	<p><b>Forest, Ecology and Environment Department Deputy Secretary to Government (Forest &amp; Co-ordination) Establishment</b></p> <p>Deputy Secretary (Forest &amp; Co-ordination) discharges the functions and duties as per Transaction of Business Rules, the personal staff assists the Deputy Secretary. Deputy Secretary looks after the affairs of</p> <ol style="list-style-type: none"> <li>1. Under Secretary (Services and Under Secretary (Forest Conservation) are working under Deputy Secretary (Forest Services and Co-Ordination)</li> </ol> <p>Deputy Secretary (Services and Co-Ordination) will look after the following matters.</p> <ol style="list-style-type: none"> <li>1) Forest Conservation</li> <li>2) Eviction of Forest land from encroachment</li> <li>3) Lending of Forest land for mining activities on lease basis.</li> <li>4) Transfer of Forest land for other purpose on lease basis.</li> <li>5) Transfer/Posting/Enquiry/Promotion and other services matters.</li> </ol>
ii	The powers and duties of its officers and employees	<p><b>Duties and Responsibilities of the Deputy Secretary:</b> Assisting the Additional Chief Secretary and Principal Secretary in taking decision with disposing of files and other Departmental works.</p> <p><b>Duties and Responsibilities of Personal Assistant:</b> Assist the Deputy Secretary in discharging of his functions and responsibilities.</p> <ol style="list-style-type: none"> <li>1. Handle all telephone call and maintain the programmes of the Deputy Secretary.</li> <li>2. Handle all Sectional work like taking dictation, typing of D.O. Letters, handle all the incoming and outgoing Files and tappal, etc</li> <li>3. Prepare all types of reports, T.A. Bill., D.C. Bill, etc.</li> </ol> <p><b>Duties and Responsibilities of Junior Assistant:</b></p> <ol style="list-style-type: none"> <li>1. Receive the tappals and files and sending to section and other Department through FMS and LMS.</li> <li>2. Handle the telephone calls.</li> </ol>
iii	The procedure followed in the decision making process, including channels of	All proposals received from Forest Department are processed in the Dept. in accordance with the relevant