

**SAKALA MISSION**  
**Right to Information Act, 2005**  
**Information under Section 4(1) (b)**  
**DEPARTMENT OF PERSONNEL &**  
**ADMINISTRATIVE REFORMS**  
**(e-Governance)**

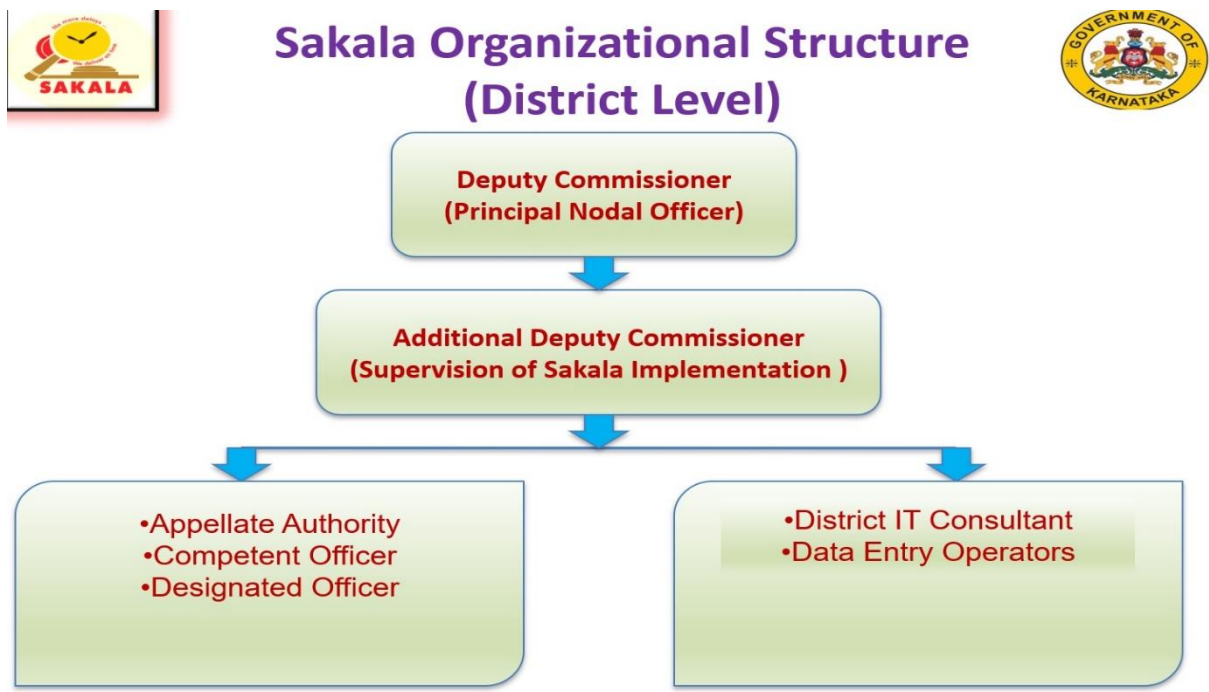
## Information under Section 4 of the RTI Act, 2005

Section 4(1) (b) (i): the particulars of its organization, functions and duties; - With an intention to provide services to citizens of Karnataka within the stipulated time-line, 'The Karnataka Sakala Services Act 2011' was enforced on 2<sup>nd</sup> April 2012 & the act was amended in the year 2014.

The Organizational Chart of Sakala Mission (State Level)



The Organizational Chart of Sakala Mission (District Level)



**Head Office:** 607, 6<sup>th</sup> floor, Gate-1 M.S Building, Ambedkar Veedhi, Bengaluru-560001

Sakala Mission has its own website: <http://www.sakala.kar.nic.in/Index>

**Section 4(1) (b) (ii):** the powers and duties of the employees of Sakala Head Office-

**Mission Director:** Administrative Subjects related to Sakala Mission, Policy matters related to Sakala, Financial Matters related to Sakala, Addition-Deletion & modification of services under Sakala & recruitment of outsourced staff

**Additional Mission Director 1-** Sakala 2.0, Technical enhancements of Sakala IT Systems, Appointment of SITC/AITC/MC/AMC, Communication to Departments (Letter Communications), Delivery of Services – Kiosk, Process re-engineering of service procedure, Communication to departments (letter communications)-Overdue/7 or more defaults/overdue, Technical aspects of Sakala Portal & MIS Reports, Development of online services.

**Additional Mission Director2-**Addition/Deletion of services under Sakala Act, Review Meeting of Chief Secretary, Budget files, Salary payment for outsourced staff, Call-Centre management, Review Meetings, Appointment of DITCs/DEOs/Group D, Release of grants/funds-NIC/ATI/DCs for various initiatives like Sakala Portal maintenance/Training programs/DA reimbursement to Officers/Staff/Outsourced Staff, LA/LC matters, Court matters.

**Administrator** - Execution of policies, Review of Call Centre, Inspections, organizing review meetings, inclusion/deletion of services under Sakala Counter signing authority, all administrative matters.

**Assistant Administrator-** Execution of policies, Meeting with Call Centre, Inspections, organizing review meetings & assisting A.O.

**Section Officer-** Overall monitoring of the section, Review of the files submitted by the Caseworkers and forwards the same to Administrator Sakala Mission and Execution of work prescribed in Secretariat Manual

**Accounts Superintendent-** Outsourced employees salary bills preparations, Sakala Mission Budget Management, handling, execution of other expenses and all the financial matters.

**Senior Assistant 1-** Amendments in Sakala, RTI queries management, Grievance redressal, Legislature matters, Handling legal issues.

**Senior Assistant 2-** Service Addition, Service Deletion, RTI queries management, LA/LC, Handling.

**Management Consultant-** Preparation of Sakala Act Book, Reports for Sakala Mission, Tender management, Business Process Re-Engineering, Ease of Doing Business, and execution, Monthly Magazines & all other works entrusted by higher officers.

**Additional Management Consultant-** Preparation of Sakala Act Book, Tender management and execution, Presentations for meetings, Reports for Sakala Mission, Business Process Re-Engineering, Monthly Magazines & assisting Management Consultant, all other works entrusted by higher officers.

**State IT Consultant-** Managing Sakala Software Issues, Developing Software Solutions, Guiding & Directing the Sakala District IT Consultants, Ensuring the credibility of Reports generated online, all other works entrusted by higher officers.

**Additional State IT Consultant-** Managing Sakala Software Issues, Developing Software Solutions, Guiding & Directing the Sakala District IT Consultants, Ensuring the credibility of Reports generated online & assisting State IT Consultant, all other works entrusted by higher officers.

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

The receipts received in the section are processed for necessary action as per the standard procedures, Normally the channel of submission is as under:

- Senior Assistants/Accounts Superintendent
- Section Officer
- Assistant Administration Officer
- Administration Officer
- Additional Mission Director-2
- Additional Mission Director-1
- Mission Director (Additional Chief Secretary, DPAR (e-Governance))

**Section 4(1) (b) (iv):-** the norms set by it for the discharge of its functions: Sakala Mission is integral part of Department of Personnel and Administrative Reforms (e-Governance), it works as per the rules and guidelines prescribed under ‘The Karnataka Government (Transaction of Business) Rules,1977’ and ‘Karnataka Government Secretariat Manual of Office Procedure (Revised) 2005.

**Section 4(1) (b) (v):** -the rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions:

- **‘The Karnataka Sakala Services Act 2011, (Amendment)2014’**,
- **“Karnataka Government Secretariat Manual of Office Procedure (Revised) 2005”**-Department of Personnel and Administrative Reforms.
- All the work performed is governed by this manual as well as other statutory and standard orders/Circulars issued by the appropriate authority from time to time
- **Karnataka Transparency in Public Procurement ACT ,1999.**
- Beside this, functions are also discharged according to various rules/regulations administered by the Department of Personnel and Administrative Reforms (e-Governance).

**Section 4(1) (b) (vi):** a statement of the categories of documents that are held by Mission or under its control:

- Sakala files related to additions/deletions & modification of services.

- Sakala files related to citizen grievances.
- Files related to Sakala Administration
- RTI files
- Financial files
- Files associated with court cases.
- Reports related to surveys conducted by various esteemed organizations on Sakala.

**Section 4(1) (b) (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 implementation thereof:

- Mission has facilitated for independent surveys carried out by some of the esteemed institutions.
- Sakala Call-centre works as a bridge between the Mission and its stakeholders.
- Citizen are facilitated to visit Sakala Mission office and are allowed to interact with associated officers.
- e-mail interactions with citizens through: [aosakala@karnataka.gov.in](mailto:aosakala@karnataka.gov.in)
- ‘Contact Us’ - tab on Sakala website, ‘facebook’ - @Sakala.Official, ‘Twitter’- @sakalamission

**Section 4(1) (b) (viii):** a statement of the councils, committees and other bodies consisting of two or more persons constituted as its part or for those councils, committees and other bodies open to the public, or minutes of such meeting accessible for public:

There is a committee constituted under the chairmanship of Chief Secretary to Government of Karnataka, to monitor the addition, deletion and modification of Citizen Services under Sakala. Meeting is not open to public. Minutes are available for public access.

**Section 4 (1) (b) (ix):** a directory of Mission’s officers and employees; Available on Sakala Mission’s website, under the heading ‘Contact Us’

**Section 4 (1) (b) (x):** the monthly remuneration received by each of its officers and employees, including the system of compensations as provided in its regulations: Pay Structure is given below-

S. N	Pay Band/Grade Pay (in Rs.)	Gross Salary	Status of Posts		Group of Posts Group A,B,C Unclassified	Total Number of Posts
			Gazetted/Non-Gazetted	Regular/Temporary/Adhoc		
1.	Additional Mission Director 1 (67,700-2,08,700)	1,58394 /-	Gazetted	Regular	A	01
2.	Additional Mission Director 2	Vacant	-	-	-	01
3.	Administrative Officer	91,408/-	Gazetted	Regular	A	01
4.	Assistant Administrative Officer	61,868/-	Gazetted	Regular	B	01
5.	Section Officer (43100-83900)	61868/-	Gazetted	Regular	B	01
6.	Account Superintendent	Vacant	-	-	-	01
7.	Senior Assistant-1(37900-70,850)	59803/-	Non-Gazetted	Regular	C	01
8.	Senior Assistant-2(37900-70,850)	56982/-	Non-Gazetted	Regular	C	01
9.	Dalayath (19,950-37,900)	41134/-	Non-Gazetted	Regular	D	01

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

2021-22 ನೇ ಸಾಲಿನಲ್ಲಿ ಏಪ್ರಿಲ್ - 2021 ರಿಂದ ಮಾರ್ಚ್ 2022ನೇ ಮಾಹೆಯವರೆಗೆ ಲೆಕ್ಕ ಶೀರ್ಷಿಕೆ

2052-00-090-0-26ರ ವಿವಿಧ ಉಪಶೀರ್ಷಿಕೆಯಡಿ ಆರ್ಥಿಕ ಇಲಾಖೆಯಿಂದ ಬಿಡುಗಡೆಯಾದ ಅನುದಾನ ಮತ್ತು ಅಂದಾಜಿಸಲಾದ ವೆಚ್ಚದ ವಿವರ

ಕ್ರ. ಸಂ	ಲೆಕ್ಕ ಶೀರ್ಷಿಕೆ ವಿವರ	ಮಂಜೂರಾದ ಅನುದಾನ (ರೂ. ಲಕ್ಷಗಳಲ್ಲಿ)	ವೆಚ್ಚದ ವಿವರ
1	2052-00-090-0-26-034 (ಗುತ್ತಿಗೆ ಹೊರಗುತ್ತಿಗೆ)	236.00	ಗುತ್ತಿಗೆ / ಹೊರಗುತ್ತಿಗೆ ನೌಕರರ ಮಾಸಿಕ ಸಂಭಾವನೆಗಾಗಿ

ಕ್ರ. ಸಂ	ಲೆಕ್ಕ ಶೀರ್ಷಿಕೆ ವಿವರ	ಮಂಜೂರಾದ ಅನುದಾನ (ರೂ. ಲಕ್ಷಗಳಲ್ಲಿ)	ವೆಚ್ಚದ ವಿವರ
2	22052-00-090-0-26-015 (ಪೂರಕ ವೆಚ್ಚ)	20.00	ಹೈ-ಟೀ ವರ್ಕಿಂಗ್, ಲಂಚ್, ಹಾಗೂ ತರಬೇರಿ ಸಂಬಂಧ ಕಿಟ್ ಗಳನ್ನು ಶಿಬಿರಾರ್ಥಿಗಳಿಗೆ ನೀಡಲು ಆಗುವ ವೆಚ್ಚ
3	2052-00-090-0-26-041 (ಪ್ರಯಾಣ ವೆಚ್ಚ)	1.00	ಜಿಲ್ಲಾ ಮಾಹಿತಿ ತಂತ್ರಜ್ಞಾನ ಸಮಾಲೋಚಕರು (30) ಮತ್ತು ಬಿಬಿಎಂಪಿಯಲ್ಲಿ ಕರ್ತವ್ಯ ನಿರ್ವಹಿಸುತ್ತಿರುವ ಮಾಹಿತಿ ತಂತ್ರಜ್ಞಾನ ಸಮಾಲೋಚಕರ ಪ್ರಯಾಣ ವೆಚ್ಚಕ್ಕಾಗಿ ಆಗುವ ವೆಚ್ಚ
4	2052-00-090-0-26-051 (ಸಾಮಾನ್ಯ ವೆಚ್ಚಗಳು)	100.00	ಸಕಾಲ ಕರೆ ಕೇಂದ್ರದ ಸೇವಾ ವೆಚ್ಚ ಲೇಖನ ಸಾಮಗ್ರಿ ಖರೀದಿ ವೆಚ್ಚ, ಕಚೇರಿ ಖಾಯಂ ಮುಂಗಡದ ವೆಚ್ಚ, ಸಕಾಲ ಕಾರ್ಯಕ್ರಮಗಳ ಪ್ರಚಾರಕ್ಕಾಗಿ ಮತ್ತು ವಿವಿಧ ಮಾಧ್ಯಮಗಳ ಮೂಲಕ ಪ್ರಚಾರಕ್ಕಾಗಿ ವೆಚ್ಚ.
5	2052-00-090-0-26-052	1.00	ದೂರವಾಣಿ ವೆಚ್ಚಗಳಿಗಾಗಿ
6	2052-00-090-0-26-195 (ಸಾರಿಗೆ ವೆಚ್ಚ)	5.00	ಕಚೇರಿ ವಾಹನದ ಇಂದನ ವೆಚ್ಚ, ವಾಹನ ಬಾಡಿಗೆ ವೆಚ್ಚ.
7	2052-00-090-0-26-053	1.00	ಕಚೇರಿ ಪೀಠೋಪಕರಣಗಳು ಮತ್ತು ಜೋಡಣೆಗಳ ಖರೀದಿಗಾಗಿ

**Section 4 (1) (b) (xii): the manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes:**

No such programmes.

**Section 4(1) (b) (xiii): particulars of recipients of concessions, permits or authorisations granted by Mission:**

As per section (9) of 'The Karnataka Sakala Services Act 2011, (Amendment)2014', there is a provision to provide concession for beneficiary-oriented services under special circumstances (Election Time) concessions & permits have been granted.

**Section 4(1) (b) (xiv): details in respect of the information, available to or held by it, reduced in an electronic form:-**

The Mission takes step to provide as much information to the public at regular intervals through sakala website-<http://www.sakala.kar.nic.in/>.

**Section 4 (1) (b) (xv): the particulars of facilities available to citizens for obtaining information, including working hours of a library or reading room, if maintained for public use:**

Sakala Web-portal acts as a knowledge repository providing information about all the Sakala citizen service related transactions from the time of inception of Sakala Mission. Library and reading room facilities are not provided under Sakala Mission.

**Section 4 (1) (b) (xvi): the names, designations and other particulars of the Public Information Officers-**

RTI requests are received and disposed by PIO under the RTI Act, 2005. RTI request may be submitted personally or through post to Room No.607, 6<sup>th</sup> floor, Gate-2 M.S Building, Ambedkar Veedhi, Bengaluru -560001

<b>Public-Information Officer</b>	<b>First Appellate Authority</b>
Administrator, Sakala Mission	Additional Mission Director 1, Sakala Mission

**Section 4 (1) (b) (xvii): Such other information as may be prescribed & there after revised these publications every year.**

Revised