



**GOVERNMENT OF KARNATAKA**

No: STI-ADMN0ESTB/36/2023

Karnataka Government Secretariat Training Institute,  
8<sup>th</sup> floor, Vishweshwariah Mini Tower,  
Dr.Ambedkar Veedhi,  
Bengaluru-560001, dated:23.06.2023

**NOTIFICATION**

**Publishing the information as per Section 4(1)(b) of Right to Information Act, 2005,**

1	Name of the Institution, Address and Telephone No.	Karnataka Government Secretariat Training Institute, 8 <sup>th</sup> floor, Vishweshwariah Mini Tower, Dr.B.R.Ambedkar Veedhi, Bengaluru. <b>Telephone:080-22867188, 080-22861788</b> <b>E-mail:kgsti2010@gmail.com</b> <b>website: <a href="https://kgsti.karnataka.gov.in">https://kgsti.karnataka.gov.in</a></b>
2	Place of Working:	Bengaluru(as above)
3	Establishment and purpose:	<ol style="list-style-type: none"><li>1. The Secretariat Training Institute was established on 04.05.1978.</li><li>2. Conducting training programs to the officers &amp; officials of the Secretariat on the subjects pertaining to government service, to improve their efficiency, skill and knowledge.</li></ol>
4	Activities of Institute:	<ol style="list-style-type: none"><li>1. Foundation courses for newly recruitment Section Officers, Assistants, Junior Assistants, Stenographers and Typists of Karnataka Government Secretariat.</li><li>2. Short term, orientation and refresher courses are conducted to all in-service officer and officials of the Karnataka Government Secretariat, Karnataka Legislative Assembly/Council Secretariat and Karnataka Public Service Commission.</li><li>3. Training programs to improve the efficiency among officers/officials.</li><li>4. If needed workshops, seminars will be conducted to officials of other grades.</li></ol>
5	Management Committee :	<p>A management Committee under the Chairmanship of the Additional Chief Secretary to Government of Karnataka, has been constituted. All the training and the development works are implemented only after approval of the said committee. The committee consists of following members;</p> <p><b>1. Additional Chief Secretary to Government –</b></p>

		<b>Chairman</b> 2. <b>Principal Secretary to Government, DPAR(AR)-Member</b> 3. <b>Director General, Administrative Training Institute, Mysuru-Member</b> 4. <b>Deputy Secretary to Government, (Budget &amp; Resources), Finance Department-Member</b> 5. <b>Director, KGSTI-Member Secretary</b>
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**6. Worked as Directors in Secretariat Training Institute:**

Sl. No	Name	From	To
1	B.Subba Rao	04-03-1978	18-02-1979
2	B.N.Venkata Rao(I/c)	01-03-1979	30-04-1979
3	C.Nanjappa	01-05-1979	30-06-1979
4	L.B.Manikatti(I/c)	01-07-1979	29-07-1979
5	M.G.Kadali	30-07-1979	03-04-1980
6	R.K.Deshapande	04-04-1980	02-07-1982
7	L.S.Jageerdar	03-07-1982	04-08-1982
8	Dr.C.Shivanna	05-08-1982	31-10-1982
9	Mohamad Mustafa(I/c)	01-11-1982	30-11-1982
10	V.V.Masthiholimath	01-12-1982	30-11-1987
11	P.Venkatappa	01-12-1987	21-01-1988
12	K.B.Shrinivasaiah	22-01-1988	23-01-1989
13	M.M.Nayak(I/c)	24-01-1989	20-09-1989
14	N.Kshetrapal(I/c)	21-09-1990	31-11-1989
15	Neelakantarya(I/c)	01-12-1989	31-05-1990
16	N.Kshetrapal(I/c)	01-06-1990	30-09-1990
17	S.Jamdar	01-10-1990	03-03-1991
18	K.N.Narashimha Karanth	04-03-1991	07-09-1994
19	N.S.Sathwik	08-09-1994	29-02-1996
20	K.Raghupathi	01-03-1996	10-01-2000
21	M.S.Shrinivasa Babu	11-01-2000	24-01-2001
22	K.Raghupathi(I/c)	25-01-2001	08-05-2001
23	H.S.Venkateshaiah	09-05-2001	04-04-2006
24	M.Umesh	05-04-2006	31-08-2012
25	M.E.Shivalingamurthy	31-08-2012	27-12-2012
26	T.B.Renukaprasad	61-08-2012	31-06-2013
27	H.S.Honnegowda(I/c)	31-06-2013	15-07-2013
28	Vadagave Basavaraju	15-07-2013	30-10-2013
29	K.Boralingiah	30-10-2013	08-09-2014
30	H.S.Honnegowda(I/c)	09-09-2014	26-02-2015
31	K.S.Shridhar	26-02-2015	31-12-2016
32	R.Chandrashekar (I/c)	01-01-2017	31-01-2017
33	Ashok.D.Bagojikoppa	01-02-2017	31.05.2022
34	T.Sakamma (I/c)	01.06.2022	Till date



**7. Details of Officers and Officials working in the Institute (with pay scale)**

Sl. No.	Post	No.	Name	Pay scale	Scale
1	Director	01	Vacant	Rs. 74400-109600	-
2	Deputy Director (Administration)	02	T.Sakamma	Rs. 52650-97100	Rs.56800
3	Deputy Director (Training)		P.Vasavamba	Rs. 52650-97100	Rs.56800
4	Senior Assistant	01	Sudhakar C.R	Rs. 37900-70850	Rs.40900
5	Assistant	01	BharathDube	Rs. 30350-58250	Rs.35150
6	Stenographer	01	Sandeepa K.S.	Rs. 30350-58250	Rs.35150
7	Junior Assistant	01	Vacant	Rs. 21400-42000	-
8	Typist	01	Kum. Roopa M	Rs. 21400-42000	Rs.22950
9	Group-D	04	Vacant-4	Rs. 17000-28950	(3 Post Out Source)

**8. Details of Training Programs:**

1	Secretariat Manual
2	Office Procedures
3	Maintenance of Records
4	KCS(General Recruitment) Rules, 1977
5	KCS (Seniority) Rules, 1957
6	KCS(Probation) Rules, 1977
7	KCS(Conduct) Rules, 2021
8	KCS(Transaction of Business) Rules, 1977
9	KCSR Rules (Salary Fixation)
10	KCSR (Leave Rules)
11	Court Matters
12	KCS(CCA) Rules, 1957
13	Karnataka Lokayukta Act/IPC/ACB Act, 1988
14	Utilization of Central Fund/Annual Budget Preparation
15	KTPP Act
16	KFC
17	Grant-in-Aid/MCA/KTC/MCE
18	Income Tax/TDS/K2/State Budget Allocation
19	Digital/Online Transactions
20	CAG Reports
21	Right to Information Act, 2005
22	Functioning of Cabinet and preparation of Cabinet Note
23	Rights of persons with Disabilities Act 2016
24	Karnataka Panchayat Raj Act 1993
25	Medical Attendance Rules, 1966
26	The Right to Fair Compensation and Transparency in Land Acquisition, rehabilitation and resettlement Act,2013

27	The Sexual Harassment of Women at workplace (Prevention, Prohibition and Redressal) Act, 2013
28	KPSC(Consultation) rules, 2000
29	KPSC (Functions) Rules, 1973
30	Constitution of India
31	LA/LC/Assurances/Committees
32	Stress Management/Personality Development
33	Public Relation/Communication/Management
34	Personality / Skill/ Efficiency Development
35	Time Management / Target Achievement / Team Building
36	Group Attitude Leadership and Eliminate Confusion
37	Maintenance of Good Health and Mind/Creative thoughts
38	Communication Skill and Language usage
39	Usage of Kannada Language in Administration and development of Letter / Note Writing skill

**9. Under which rules the Institute is functioning:**

- State Training Policy
- Karnataka Civil Service Rules
- Karnataka Government Secretariat Manual
- Karnataka Financial Code
- Karnataka Treasury Code
- Manual of Contingent Expenditure
- The orders issued by the Department of Personnel & Administrative Reforms(Administrative Reforms)

**10. Head of Account for the Institution: 2070-00-003-3-03**

**Budget Allotted during the years (Rupees in lakhs)**

(Rs.in lakhs)												
2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-23	2023-24
56.93	54.86	83.72	89.92	91.00	89.00	113.00	111.00	111.00	125.00	143.66	136.66	107.66

**11. Year wise Training Programme:-**

2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24
48	66	48	60	62	64	34	51	46	41	45

**12. Total Teaching Rooms and Place:**



There are 2 teaching rooms are available in Training Institute.

Address: 4<sup>th</sup> Floor, VV Mini Tower, Dr.B.R. Ambedkar Veedi, Bengaluru-560001.

**13. Names, Designations and other Particulars of Public Information Officers related to Secretariat Training Institute:-**

Sl. No	Public Information Officer	Section	Telephone No.	e-mail Address	Appellate Authority
01	Smt. T.Sakamma	Administration	080-22867188	<a href="https://kgsti2010@gmail.com">https://kgsti2010@gmail.com</a>	Director, Secretariat Training Institute
02	Smt. P.Vasavamba	Training	080-22867188	<a href="https://kgsti2010@gmail.com">https://kgsti2010@gmail.com</a>	Director, Secretariat Training Institute

*Sakamma*

**T.Sakamma**

Director(I/c)

Secretariat Training Institute

**To,**

The Compiler, Karnataka Gazette, Bangalore, - to send 25 copies to Karnataka Government Secretariat Training Institute, V.V. Mini Tower, Bengaluru.

**Copies:**

1. Commissioner, Karnataka Information Commission, Bengaluru.
2. Principal Secretary to Government, DPAR (AR), MS Building, Bengaluru-01.
3. Under Secretary to the Government, DPAR (AR-Training), MS Building, Bengaluru-01.
4. Secretariat Training Institute Website: <https://kgsti.karnataka.gov.in>
5. Notice Board of Training Institute.
6. Concerned file.
7. Additional copies.