

# **THE RIGHT TO INFORMATION ACT, 2005**

## **Obligations of Public Authorities**

# **A INFORMATION HANDBOOK**

**[Refer to Chapter II Section 4(1) b  
of RTI Act, 2005]**



**Administrative Training Institute, Mysore**

Phone : 0821 – 2522142 / 2443239 Fax : 0821 – 2523899

e-mail : [dgatim@yahoo.com](mailto:dgatim@yahoo.com) Website : [www.atimysore.gov.in](http://www.atimysore.gov.in)

## **PROACTIVE DISCLOSURE OF INFORMATION U/S 4(1) OF THE RIGHT TO INFORMATION ACT, 2005.**

### **The particulars of organization, functions and duties.**

The Administrative Training Institute, Mysore came into existence with effect from 01.04.1967. The Control of the Institute was with the Rural Development Department and later made over to the Department of Personnel and Administrative Reforms to cater to the Training Needs of All India Status. Since then the ATI is catering to the Training Needs of the Officers of all the departments of Government excepting the Judiciary and the Police Departments.

The Administrative Office of ATI is situated at Mysore. Group 'A' and 'B' Officers of all the Departments and the All India Service Officers whose services are allotted to the Karnataka Cadre are trained at the ATI. This apart the Group 'A' and 'B' Officers who are directly recruited will be imparted the Common Foundation Course. The Job course, small duration courses on different subjects, Workshops etc., will be conducted from time to time to improve the knowledge, skill and efficiency of the Officers.

An IAS Officer of the rank of Principal Secretary to Government holds the post of Director General, who is the Head of the Department. Two Joint Directors and 12 Faculty Members are functioning under the Director General. One Joint Director looks after the Administration and the other Joint Director is in charge of Training activities. The Faculty (DTIs) looks after Administration, Accounts, Training and Establishment matters of the 26 District Training Institutes. The Faculty of ATI are drawn from the disciplines of Public Administration, Law, Financial Management, Women Study, Appropriate Technology, Economics and Planning, Behavioural Science, Development Economics and Planning, Systems Analyst and the Senior Programmer.

26 District Training Institutes are functioning in the Districts. The District Training Institutes organize Training courses to the Group 'C' and 'D' Officials. A Principal is heading the DTIs. A Vice Principal, 2 Instructors and Staff are functioning in the DTIs. In addition the four Regional DTIs at Bangalore, Mysore, Gulbarga and Dharwad are having 2 Gazetted Instructors.

### **Administrative Control:**

A Managing Committee with 14 members under the Chairmanship of the Additional Chief Secretary guides the activities of the Institute. The Managing Committee supervises the policies and programmes of the ATI and DTIs and guides in the effective implementation of the Training Programmes.

## **Aims and Objectives :**

1. To organize Common Foundation Course to the Group 'A' and Group 'B' Officers of the State Civil Service.
2. To organize Job course to the Gazetted Officers of the State Government.
3. To organize Orientation Training courses to the promotee Officers.
4. To organize training courses to the officers of different departments.
5. To organize special Training courses, Symposia, Workshops and Seminars.
6. To organize Training Courses as proposed by the Government of India.
7. Orientation Courses to the All India service Officers allotted to the Karnataka Cadre.
8. To organize the Training of Trainers courses.
9. To organize training courses in Computer Applications.
10. To improve e-Governance and e-learning skills.
11. To identify the training needs and organize training courses as required by the various departments of the State Government.
12. To organize Workshops of the different departments of the State Government and accord necessary suggestions.
13. To undertake ancillary activities like action research and consultancy.

## **The norms set by it for discharge of its functions**

The Instructions issued by the Department of Personnel and Administrative Reforms and the Finance Department from time to time are followed. The Annual Performance Report of the Officers and the Officials will be reviewed based on the report submitted by the Officer / Official vis-à-vis his discharge of the duties.

The facilities provided by the ATI with regard to training to the Officers are as follows.

1. Training courses based on the need of the training departments are taken care of by providing special departmental training courses.
2. Job course to Probationary Officers, Orientation course to the departmental officers and short duration courses on special subjects are also organized.
3. Orientation course to All India Service Officers allotted to the Karnataka Cadre will be provided.

Free boarding facility will be provided to the Officers deputed to the training at the ATI. Moderate Lodging facilities against payment is also provided.

A well equipped Library with over 56,204 volumes on various disciplines is catering to the needs of the trainee officers.

Training will be imparted using electronic media like the Multi Media Projector, Over Head Projector and Slide Projectors. Field Training will also be organized wherever necessary.

Karnataka Darshana, a Study tour, is organized to the participants of the Common Foundation Course to interact with the people from different parts of the State.

For general discharge of functions relating to administration of the Institute, norms are followed as contained in the Service Rules, Financial Rules, Codes and Manuals of the Government applicable to all offices, Departments and Directorates under it. For conduct of training, at the end of each financial year request letters are issued to all Secretariat Departments and Directorate Offices there under to indicate their requirements of training, levels of officials to be trained and after holding meetings with the representatives of such Departments and Directorates and other offices. Apart from this, depending on availability of time slots, special training programmes are also organized by ATI on receipt of request and placement of fund on select occasions. Government of India Courses also are conducted on approval from DoPT, Government of India to the proposals for training sent to the Department in advance by ATI.

**The rules, regulations, instructions, manuals and records, held by it or under its control or used by its control or used by its employees for discharging its functions**

As regards rules, regulations, instructions, manuals, the existing legislations, executive instructions and orders applicable to all regular Government establishments also are similarly and equally applicable to ATI, Mysore for discharge of its executive functions and duties.

The records mainly include files relating to training already conducted, training manuals published by ATI itself or received from other sources, training films, books and files on administrative matters including accounts matters and electronically stored materials in the hard-disks, CDs, floppy disks etc., No micro-film, micro-fiche, manuscript except documents pending to go into prints are held by it.

**A Statement of the categories of documents held by it or under its control.**

The documents held by ATI, Mysore or under its control include file, electronically stored materials relating training matters, files and electronically stored materials relating to all officers and staff including their pay details, files containing details of training, Library books numbering about 56,206 Publications of ATI, Mysore, (Annexure – II) printed and issued for official purpose and other publications of the Government.

**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.**

There is no such policy at present and for introduction of any such policy the concurrence of the Government is necessary which is not in existence as yet.

**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 its advice, 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.**

The Managing Committee of the ATI, Mysore Chaired by the Additional Chief Secretary to the Government of Karnataka with 12 members including representatives from the Government of India and the Director General as the Member Secretary advises the ATI in its policy formulation. The deliberations of the committee are not open to the Public. However, the minutes of the meetings are accessible to the public.

**A directory of its officers and employees.**

A separate list is appended at Annexure – 1.

**The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations.**

Annexure – 1 contains the details of remuneration paid to each of the officers and employees.

**The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made.**

- |   |   |                    |
|---|---|--------------------|
| a. Budget allotted to ATI, Mysore during the financial year 2010-11 | - | Rs.14,76,22,000-00 |
| b. Expenditure upto July 2009                                       | - | Rs.14,59,03,000-00 |

**The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.**

No subsidy programmes are assigned.

**Particulars of recipients of concessions, permits or authorizations granted by it.**

There are no recipients of any such concessions.

**Details in respect of the information, available to or held by it, reduced in an electronic form.**

The information relating to the ATI, the training activities and such other information are available at the Website [www.atimysore.gov.in](http://www.atimysore.gov.in).

**The particulars of facilities available to citizens for obtaining information, including the working hours of a library and reading room, if maintained for public use.**

The library of ATI, Mysore is not open to public. However, the officers attending the training programmes can access to the Library facilities between 9.00 am to 9 pm on all working days.

**The name, designation and particulars of the Public Information Officer.**

Sri K.Iqbal Hussain, Joint Director (Admn), ATI, Mysore is the Public Information Officer. He can be accessed at [jdadm-ati-kamy@nic.in](mailto:jdadm-ati-kamy@nic.in)

**Such other information as may be prescribed; and thereafter update these publications every year.**

Will be published periodically as and when necessity arises.

## Directory of Officers / Officials

Sl. No.	Name and Designation Smt. / Sri.	Gross Salary	Phone No.
1.	Dr. Amita Prasad, Director General		0821 – 2520906
2.	K.Iqbal Hussain, Joint Director (Administration)	52272-00	0821 – 2522142
3.	K.R.Sundar, Joint Director (Training)	51109-00	0821 – 2520085
4.	C.Venkatasubbaiah, Faculty (NRM)	1,02,493-00	0821 – 2443264
5.	A.C. Diwakara, Faculty (E&P)	40,528-00	0821 – 2443862
6.	Dr. Ashok S.Sanganal, Faculty (AT)	46,858-00	0821 – 2440445
7.	G.M.Sarveswara, Faculty (WS)	41,028-00	0821 – 2443839
8.	H.P.Shivashankar, Faculty (P.A.-2)	44,129-00	0821 – 2520083
9.	K.M. Prasad, Faculty (PA-I)	47,627-00	0821 – 2443265
10.	R.N.Kumar, Faculty (BS)	25,000-00 (Consolidated Pay)	0821 – 2522142
11.	H.D.Rajashekharappa, A.E.E.,	47,479-00	0821 – 2522142
12.	Dr. Kusuma Medical Officer	20071-00	0821 – 2522142
13.	B.C.Shivalinge Gowda Accounts Superintendent	19,200-00	0821 – 2522142
14.	H.Venkatesh, Research Assistant	20,358-00	0821 – 2522142
15.	K.V.Shivaramaiah, Research Assistant	20,550-00	0821 – 2522142
16.	E.C.Ningaraja, Senior Librarian	18,216-00	0821 – 2522142
17.	Varadaraja Librarian	19,033-00	0821 – 2522142
18.	N.Kameshwara, Reporter	26,497-00	0821 – 2522142
19.	S.Hombegowda, Horticulture Assistant	29,068-00	0821 – 2522142
20.	K.V.Kavitha, Pharmacist	14,249-00	0821 – 2522142

<b>Sl. No.</b>	<b>Name and Designation Smt. / Sri.</b>	<b>Gross Salary</b>	<b>Phone No.</b>
21.	M.D. Aarabhi, F.D.A.	16,613-00	0821 – 2522142
22.	B.R.Bhavya, F.D.A.	13,910-00	0821 – 2522142
23.	G.R.Chandrika, F.D.A.	16,294-00	0821 – 2522142
24.	R. Parimala F.D.A.	14,169-00	0821 – 2522142
25.	G.Rajesh, F.D.A.	13,216-00	0821 – 2522142
26.	S.L.Shylaja, F.D.A.	13,910-00	0821 – 2522142
27.	Anitha K. F.D.A.	12,613-00	0821 – 2522142
28.	Anitha Lakshmi F.D.A.	12,914-00	0821 – 2522142
29.	N.R. Bharathi Bai, Stenographer	18,376-00	0821 – 2522142
30.	D.Nanjundaswamy, Senior Driver	19,907-00	0821 – 2522142
31.	Merlyn Shyla Kumari, S.D.A.	15,756-00	0821 – 2522142
32.	M.Mohana Rao S.D.A.	10,454-00	0821 – 2522142
33.	K.S.Muthamma, Telephone Operator	19,250-00	0821 – 2522142
34.	M.Nirmala, Typist	13,306-00	0821 – 2522142
35.	R.Vathsala, Typist	14,788-00	0821 – 2522142
36.	H.N. Raghavendra, Library Assistant	10,121-00	0821 – 2522142
37.	B.N.Ramesh, Driver	17,776-00	0821 – 2522142
38.	V.B.Mahadeva, Driver	11,833-00	0821 – 2522142
39.	K.Mangesh Kumar, Driver	11,011-00	0821 – 2522142
40.	S.Shivananjan, Driver	13,028-00	0821 – 2522142

<b>Sl. No.</b>	<b>Name and Designation Smt. / Sri.</b>	<b>Gross Salary</b>	<b>Phone No.</b>
41.	Mohammed Khalandar Hussain, Jamedar	15,231-00	0821 – 2522142
42.	Pushpalatha, Jamedar	12,911-00	0821 – 2522142
43.	Basavanna, Group 'D'	11,226-00	0821 – 2522142
44.	Beeraiyah, Group 'D'	14,844-00	0821 – 2522142
45.	Kamala, Group 'D'	11,226-00	0821 – 2522142
46.	Nagarathna, Group 'D'	10,796-00	0821 – 2522142
47.	G.Puttaswamy Gowda, Group 'D'	12,260-00	0821 – 2522142
48.	H.P.Raju, Group 'D'	9,504-00	0821 – 2522142
49.	K.Rangaswamy, Group 'D'	14,505-00	0821 – 2522142
50.	Narayana Iyer Cook	9,332-00	0821 – 2522142
51.	Arokyanathan Vincent, Group 'D'	14,944-00	0821 – 2522142
52.	Chikkamma Group 'D'	12,260-00	0821 – 2522142
53.	Mahadevamma, Group 'D'	12,260-00	0821 – 2522142
54.	Ningaiyah, Group 'D'	12,260-00	0821 – 2522142
55.	Rangaswamy.D., Group 'D'	11,226-00	0821 – 2522142
56.	Rathnamma, Group 'D'	12,260-00	0821 – 2522142
57.	S.Mahadeva, Group 'D'	8,643-00	0821 – 2522142
58.	H.Narasimha Group 'D'	8,643-00	0821 – 2522142
59.	H.C.Hemantha Kumara Group 'D'	8,987-00	0821 – 2522142
60.	K.J.Mahadeva Group 'D'	8,987-00	0821 – 2522142
61.	M.Ganesha Group 'D'	8,643-00	0821 – 2522142
62.	M.Mahadeva Group 'D'	5,162-00	0821 – 2522142
63.	Moganna Group 'D'	8,987-00	0821 – 2522142

<b>Sl. No.</b>	<b>Name and Designation Smt. / Sri.</b>	<b>Gross Salary</b>	<b>Phone No.</b>
64.	N.G.Purushothama Group 'D'	8,987-00	0821 – 2522142
65.	Shivarudra, Group 'D'	8,987-00	0821 – 2522142
66.	Yoge Gowda, Group 'D'	9,087-00	0821 – 2522142
67.	P.Mahadeva, Group 'D'	13,466-00	0821 – 2522142
68.	S.Dharma, Group 'D'	13,860-00	0821 – 2522142
69.	Shantha, Group 'D'	8,470-00	0821 – 2522142

**Publications of Administrative Training Institute, Mysore.**

ಕ್ರ.ಸಂ.	ಮುದ್ರಿಸಿದ ಪುಸ್ತಕದ ಹೆಸರು
1.	ಮಾಹಿತಿ ಹಕ್ಕು ಅಧಿನಿಯಮ - ಮಾರ್ಗದರ್ಶಿ
2.	ಸಾಮಾನ್ಯವಾಗಿ ಎದುರಾಗುವ ಪ್ರಶ್ನೆಗಳು ಮತ್ತು ಉತ್ತರಗಳು
3.	ಸಾರ್ವಜನಿಕ ಮಾಹಿತಿ ಅಧಿಕಾರಿಗಳು ಮತ್ತು ಮೇಲ್ಮನವಿ ಪ್ರಾಧಿಕಾರದ ಅಧಿಕಾರಿಗಳಿಗೆ ಕೈಪಿಡಿ
4.	ಮಾಹಿತಿ ಹಕ್ಕು ಅಧಿನಿಯಮ 2005 - ಕೈಪಿಡಿ
5.	ಮಾಹಿತಿ ಹಕ್ಕು ಮತ್ತು ನಗರ ಸ್ಥಳೀಯ ಸಂಸ್ಥೆಗಳು
6.	ಮಾಹಿತಿ ಹಕ್ಕು ಕಾಯ್ದೆ 2005 - ತರಬೇತಿ ಕೈಪಿಡಿ
7.	ಮಾಹಿತಿ ಹಕ್ಕು - ಮಾಧ್ಯಮದ ವ್ಯಕ್ತಿಗಳಿಗೆ ಕೈಪಿಡಿ
8.	ಮಾಹಿತಿ ಹಕ್ಕು ಅಧಿನಿಯಮ 2005 - ಪ್ರಕರಣಗಳ ಅಧ್ಯಯನ
9.	ಮಾಹಿತಿ ಹಕ್ಕು ಅಧಿನಿಯಮ 2005 - 4(1)(ಬಿ)
10.	ಮಾಹಿತಿ ಹಕ್ಕು ಅಧಿನಿಯಮ ಕುರಿತು ಕರಪತ್ರ
11.	ಉಪವಿಭಾಗಾಧಿಕಾರಿಗಳ ಕೈಪಿಡಿ
12.	ತಹಶೀಲ್ದಾರರ ಕೈಪಿಡಿ
13.	ಕಂದಾಯ ನಿರೀಕ್ಷಕರ ಕೈಪಿಡಿ
14.	ಗ್ರಾಮಲೆಕ್ಕಾಧಿಕಾರಿಗಳ ಕೈಪಿಡಿ
15.	ಕಂದಾಯ ನಿರೀಕ್ಷಕರ ದಿನಚರಿ
16.	ಗ್ರಾಮ ಲೆಕ್ಕಾಧಿಕಾರಿಗಳ ದಿನಚರಿ
17.	ಆಚರಣೆಯಲ್ಲಿ ಕಾಯ್ದೆ (Law in Practice)
18.	Revenue Generic Book - Trainer Guide
19.	Revenue Administration in Karnataka
20.	Generic Book on Government Hostel Management.

ಕ್ರ.ಸಂ.	ಮುದ್ರಿಸಿದ ಪುಸ್ತಕದ ಹೆಸರು
21.	Hostel Management ದಿನಚರಿ.
22.	Trainers Manual
23.	ಬಡತನ ನಿರ್ಮೂಲನೆಗಾಗಿ ಸಾಮರ್ಥ್ಯವರ್ಧನೆ.
24.	ಇಂಜಿನಿಯರೇತರರಿಗಾಗಿ ಕಾಮಗಾರಿಗಳ ಕೈಪಿಡಿ.
25.	Hand Book on Civil Works for non-engineers
26.	Action Research Papers Vol – II.
27.	List of Training Institutes in Karnataka
28.	ವಿಕೋಪ ನಿರ್ವಹಣೆ
29.	ವಿಕೋಪ ನಿರ್ವಹಣೆಯಲ್ಲಿ ಮನೋ ಸಾಮಾಜಿಕ ನೆರವು
30.	Action Research Papers – Vol – I.
31.	2010-11ನೇ ಸಾಲಿನ ತರಬೇತಿ ಕಾರ್ಯಕ್ರಮಗಳು.
32.	ಕರ್ನಾಟಕ ಸರ್ಕಾರಿ ಸೇವಾ ನಿಯಮಾವಳಿಗಳು, ಕರ್ನಾಟಕ ಸರ್ಕಾರಿ ಸೇವಾ (ನಡತೆ) ನಿಯಮಗಳು ಹಾಗೂ ಕರ್ನಾಟಕ ಸರ್ಕಾರಿ ಸೇವಾ (ಸಿಸಿಎ) ನಿಯಮಗಳು
33.	ವಿಕೇಂದ್ರೀಕೃತ ವ್ಯವಸ್ಥೆಯಲ್ಲಿ ಮಾನವ ಅಭಿವೃದ್ಧಿ
34.	Lessons in Management of Public Health Care

ADMINISTRATIVE TRAINING INSTITUTE,  
Lalithamahal Road, Mysore – 570 011.  
Karnataka.

**Phone : 0821 – 2522142 / 2443239**

**Fax : 0821 – 2523899**

**e-mail : [dgatim@yahoo.com](mailto:dgatim@yahoo.com)**

**Website : [www.atimysore.gov.in](http://www.atimysore.gov.in)**