

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

### **(i) Particulars of the organization, functions and duties :**

Fiscal Policy Institute (FPI) is a Directorate under Finance Department of Karnataka. The Government established Fiscal Policy Institute (FPI) in 2007 to provide structured training and to carry out research programme on various aspects of public finance, financial planning, administration, management and also various activities connected to Government officers. The setting up of FPI signifies the commitment of the State to institutionalize the process of implementing the Karnataka Fiscal Responsibility Act, 2002 (KFRA) in letter and spirit.

The activities and services of FPI are expected to help imbibe the spirit of the Seventeen Principles of fiscal management under the provisions of Section 4 of the Karnataka Fiscal Responsibility Act, 2002. This is done through a four-fold approach:

1. Customized training and continuous handholding for those trained.
2. Consulting and conducting research in conventional areas and also emerging and environmental economics, health economics etc.
3. Data-base management including helping departments in creating and managing data bank, and
4. Advocacy and outreach relating to fiscal management principles and responsibility.

The Key Objectives FPI are:

1. To provide customized training to Government officers / officials and relevant research output on various aspects of financial planning, programme implementation, public expenditure, and asset management with focus on fiscal prudence.
2. To take up specialized research and studies of immediate and long-term relevance to government and other public sector entities on demand and suo-motto.
3. To produce easy to use reference manuals, templates, tools and standards for policy analysis, investment appraisal, risk assessment, performance monitoring methods and institutionalise the same.
4. To capture, document and disseminate next best practices relating to good economic governance across the government operations and to help the departments in ensuring value for money spent.
5. To provide and manage the necessary physical infrastructure and managerial resources efficiently to facilitate such training and research on an ongoing basis.

In order to achieve the objectives, the activities of FPI are envisaged under the following five centers:

- a. Public Resource Management
- b. Financial Accountability and Decentralization
- c. Project Management
- d. Public Expenditure Management
- e. Planning, Information Technology and Statistics

The organizational structure of FPI is as follows:

- 1) The regular officers and officials of the government
  - a) Director, Head of the Department-1
  - b) Additional Director-2,
  - c) Adviser(Trg) & Faculty-1
  - d) Chief Accounts Officer-1
  - e) Special Officer-4
  - f) Accounts Superintendent-1
  - g) First Division Assistant-2
  - h) Stenographer-1
  - i) Librarian-1
  
- 2) The following Consultants are hired for training, academic & research purpose and for other consultancies:
  - a. Consultant (Training, academic & research)—7
  - b. Consultant (Estate)-1
- 3) Research Associate/ Research Fellows are hired for conducting research projects
  - a. Research Associate-1
  - b. Research Fellows-2
  
- 4) The following services have been outsourced on contract basis:
  - a. System Administrator-1
  - b. Manager-2
  - c. Assistant Librarian-1
  - d. Admin Assistant-13
  - e. Programmer-1
  - f. Technical Assistant-1
  - g. Drivers-4
  - h. Attenders-9

FPI is located at the address given below:

Fiscal Policy Institute,  
Near Panchamuki Ganesh Temple,  
Kengeri-Post,  
Bengaluru-Mysuru Road,  
Bengaluru-560060

Institute functions on all working days between 10.00 am and 5.30 pm except general holidays and Sundays.

**ii) Functions and duties of officers and officials at FPI:**

A) For effective office management and to deliver the output of FPI, officers and staff working in training, administration and accounts sections of FPI have been allotted the following job responsibilities. These officers and officials along with their normal work should also carry out any other work assigned to them by their superiors from time to time.

The major functions and duties of officers and officials is as below:

S.n	Designation	Functions and duties
1.	Director	<ol style="list-style-type: none"> <li>1. Is the Head of the Department</li> <li>2. Overall supervision and monitoring of matters related to administration &amp; training</li> <li>3. Reviewing the proposals placed by various committees of the institute and taking decisions</li> <li>4. As a Tender Accepting Authority to take final decision in procurement of goods and services</li> <li>5. According administrative &amp; financial approval by exercising delegated powers of HoD</li> <li>6. Member and Convenor of Governing Council of FPI</li> <li>7. First Appellate Authority under Right to Information Act, 2005</li> </ol>
2.	Additional Director (A)	<ol style="list-style-type: none"> <li>1. Supervision in the matters of administration</li> <li>2. Supervision in the matters of training</li> <li>3. Public Information Officer of FPI</li> <li>4. Assisting Director in decision making in the matters of the institute</li> <li>5. Reviewing the proposals placed by various committees of the institute and recommending it to the Director</li> <li>6. Working as nodal officer of HRMS</li> <li>7. Is a Tender Inviting Authority</li> <li>8. Entering into all contract with outside agencies for supply of goods and services to FPI</li> <li>9. Preparation of Monthly and Annual Reports</li> <li>10. Attending to Questions from Legislative Assembly</li> </ol>

3.	Adviser(Trg)& Faculty	<ol style="list-style-type: none"> <li>1. To act as training co-ordinator</li> <li>2. To act as faculty for the training programmes</li> <li>3. To prepare training modules</li> <li>4. To prepare Annual Training Calendar</li> <li>5. To preparation and submission of Annual &amp; Monthly progress reports of training &amp; Academic &amp; Research</li> <li>6. To prepare course/study material for the training sessions</li> <li>7. To take training sessions</li> <li>8. To receive &amp; process the training requests from various departments</li> <li>9. To act as the convener of ARC Committee</li> <li>10. To present as member of various committees</li> <li>11. To act as mentor for interns</li> <li>12. To discharge the duties of warden</li> </ol>
4.	Assistant Executive Engineer	<ol style="list-style-type: none"> <li>1. Looking after the maintenance and development of campus, land and Building matters in the capacity as an Estate Officer.</li> <li>2. Maintenance of files related to land, and building belonging to the institute.</li> <li>3. Co-ordination with PWD officials</li> <li>4. Asset Management</li> <li>5. Management of movable and immovable assets of the institute</li> <li>6. Managing with concerned agencies like BBMP, BWSSB, Fire Force, PWD and others for compliance from time to time</li> <li>7. Managing with outsourced agency for AMC with regard to various equipment like electrical, landscaping etc.</li> <li>8. Security of the Campus through security agency</li> <li>9. Co-ordinating with concerned committees' connected with the above</li> <li>10. To act as the convener of C&amp;H management Committee</li> <li>11. To present as member of various committees</li> </ol>

5.	Chief Accounts Officer	<ol style="list-style-type: none"> <li>1. Discharging duties as DDO of FPI</li> <li>2. Supervision of Accounts section and giving suggestion to Director in Financial matters</li> <li>3. Preparation of Budget of FPI</li> <li>4. To arrange for conducting internal audit of the institute accounts</li> <li>5. Co-ordinating with concerned committees with regard to the above works and other committees on which CAO is a member/convener including Finance Committee</li> </ol>
6.	Special Officer (Administration)	<ol style="list-style-type: none"> <li>1. Maintenance of stock and distribution register</li> <li>2. Assisting AEE in maintenance of furniture and permanent asset register.</li> <li>3. Allotment of Quarters</li> <li>4. Matters related to admin, catering, house keeping, washing</li> <li>5. Processing of AMC bills of above services</li> <li>6. Procurement of Diesel for DG</li> <li>7. To present as member of various committees</li> </ol>
7.	Special Officer (Procurement)	<ol style="list-style-type: none"> <li>1. Procurements. Human resources matters. Recruitment of consultants and research consultants.</li> <li>2. Preparing procurement plan.</li> <li>3. Purchasing training stationeries as required by learning committee or as indented by training co-ordinator.</li> <li>4. To present as member of various committees</li> </ol>
8.	Special Officer (Establishment)	<ol style="list-style-type: none"> <li>1. Maintenance of attendance registers.</li> <li>2. Maintenance of Service registers.</li> <li>3. Leave sanction and encashment of leave.</li> <li>4. Deputation files.</li> <li>5. Establishment and administration related matters.</li> <li>6. Maintenance of public grievances registers.</li> <li>7. Governing Council Meetings</li> <li>8. Supervision of Tapal and file movement registers and security movement registers in close collaboration with AEE.</li> <li>9. Matters related to security, house keeping and out sourced employees.</li> <li>10. Management of typing pool.</li> <li>11. Matters related to vehicles. (Both department vehicles and vehicles on contract.)</li> </ol> <p>Matters related to consultants working in FPI and FD.</p>

		<ul style="list-style-type: none"> <li>c) Arranging official tours of officers.</li> <li>d) To present as member of various committees</li> </ul>
9.	Special Officer (IT)	<ul style="list-style-type: none"> <li>1. LAN, WAN, Computer Hardware, Software, I.T A.M.C.</li> <li>2. Matters related to e-Governance.</li> <li>3. Automation of correspondence.</li> <li>4. ICT related trainings.</li> </ul> <p>To present as member of various committees</p>
10.	Special Officer Training	<ul style="list-style-type: none"> <li>1. To prepare training Module</li> <li>2. To schedule and conduct trainings assigned</li> <li>3. Preparation of Training Report</li> <li>4. Attend to work as mentor to assigned research work</li> </ul>
11.	Accounts superintendent	<ul style="list-style-type: none"> <li>1. Supervision of FPI accounts related matters.</li> <li>2. T.A bills and Medical bills.</li> <li>3. Work related to A.G audit</li> <li>4. Reconciliation of accounts with A.G accounts.</li> </ul>
12.	First Division Assistant	<ul style="list-style-type: none"> <li>1. Maintaining Cash book.</li> <li>2. Maintaining treasury Bills register, acquittance, Vendor's acquittance, A.C and NDC bill registers.</li> <li>3. Income tax reports.</li> <li>4. Letter correspondence regarding bills to be dispersed.</li> <li>5. Preparation of bills under 015- Subsidiary expenses, A.C and NDC bills.</li> </ul>
13.	Second Division Assistant-2 Accounts section	<ul style="list-style-type: none"> <li>1. Preparation of bills under FPI Head of Accounts except 015,021,041 object heads.</li> <li>2. Maintaining D.C bill register.</li> </ul>
14.	Second Division Assistant Administration section	<ul style="list-style-type: none"> <li>1. Maintenance of Government Orders, circulars according to date of issue.</li> <li>2. Dispatching the periodicals brought out by the institute to respective State Government offices/ organisations/offices/non government offices.</li> <li>3. Maintenance of public grievance registers.</li> <li>4. Maintenance of attendance register ( including Officer, officials and contract based employees attendance)(excluding faculty attendance register)</li> </ul>

		<p>5. Maintenance of inward and outward register pertaining to administration including J.D (Admn) and registration of files.</p> <p>6. Issuing office orders and circulars.</p> <p>7. Maintenance of Service Registers, Leave, Deputation of staff of establishment. (Updating of service particulars in HRMS and preparing Salary bills in HRMS.)</p> <p>8. Case working for S.O (Admn).</p>
15.	Librarian	<p>1. Taking action to implement directives of Library and information centre.</p> <p>2. Procurement of Library books as per the decision taken by the Library committee. Maintenance of orders register and bills payment register.</p> <p>3. Preparation of report on information technology, mass communication and Library activities.</p> <p>4. Membership and relationship with other libraries.</p> <p>5. Digital library.</p>
16.	Assistant Librarian	Assisting Librarian.
17	Assistant Statistical Officers-2	<p>1. Collecting data under plan and non plan schemes of institute and sending it to Government for approval, assisting in compiling training data, supporting in creating Database etc.,</p> <p>2. Deleting and minimizing data repetition in institutional figures.</p> <p>3. Classification and computerising data of the institute.</p>
18	Programmer-2	<p>1. Connection and maintenance of all electronic equipments – computers, laptops, printers, scanners, copiers.</p> <p>2. Entering details and numbering of all electronic equipments in stock register.</p> <p>3. Active participation in workshop conducted by the institute and giving computer training to trainees.</p> <p>4. Arranging Internet, LAN, WAN related to E-Governance.</p>
19	Data Entry Operators	<p>1. Recording data of the institute.</p> <p>2. Recording and typing data given by faculty and non faculty and others as and when required.</p> <p>3. Working as P.A to officers.</p> <p>4. Taking dictation from officers, typing both draft and fair copies and all work related to correspondence.</p>

20	Stenographers-1	1. Maintaining TSU 2. Maintenance and supervision of board room, conference room, store room and auditorium.
21	Group- D	1. To report 1 hour before the office hour to open the office door and close it after all the staff leaves the office. 2. Assisting officers and faculty. 3. Helping in logistic arrangements during training and workshops.

**iii) The procedure followed in the decision making process, including channels of supervision and accountability**

<b>Activity</b>	<b>Decision making process,</b>	<b>Channels of supervision and accountability</b>
Governing Council of FPI	<p>The Governing Council is empowered to take decisions on the following:</p> <p>To sanction purchase of all equipments necessary for creation of suitable training facility</p> <p>To take decision on all administrative matters including appointment of suitable Officers/Faculty on contract/consultancy against the sanctioned posts</p> <p>Approval of development/expansion plans of the Institute</p> <p>Constitution of Sub-committees, Expert panels, study groups for the purposes related to training</p> <p>Management of Hostels, Staff quarters and such other facilities provided by the Institute</p> <p>Permitting the Institute to enter into collaboration with the Universities, Institutes of Social Sciences, Research and other autonomous organisations in the matters relating to fulfilling of objectives for which the Institute has been set up.</p> <p>To approve Annual Training Programme of the Institute</p> <p>To approve training curriculum, training materials, etc</p>	<p>Subject to the approval of GC the administration management, training, academic &amp; research &amp; development activities are undertaken by the Director, FPI.</p>



	To approve proposals as may be expedient or incidental to carry out the objectives of the Institute.	
Training	The trainings as per ATC which is approved by GC and non-ATC trainings approved by the Director are conducted by the respective Course Director (CD) /Course Coordinators (CC). The CD/CC has to: seek nomination from Departments, to prepare training schedule , to coordinate with RP's , obtain Directors approval for estimated budget of the training, To give indent for accommodation, food and stationery, to get trainees registered, maintain attendance, facilitate providing training materials to trainees, Coordinate & conduct Inauguration, classes and valedictory sessions, to seek feed back on training, to prepare and submit training report and final expenditure bill for payment	The file is put up by CD/CC through Advisor (Trng) & Faculty to the Director for approval
Administrative matters	Looking after administration matters of the Institute which includes constitution of various committees of the institute and reviewing & recommending committee decisions to the Director, Supervision of AMC services, maintenance of assets, Looking after estate related issues of the whole campus	The file is put up by SO(A) to Addl.Director(A) or through Addl.Director to the Director for approval
Establishment	Attending to establishment related matters, maintenance of SR's of concerned officers/officials, Matters related to RTI, Leave , EL encashment, GPF, Transport Services, LA questions , preparation of other reports/information sought by the govt, stationery management,	The file is put up by SO(Estb) to Addl.Director(A) or through Addl.Director to the Director for approval
IT	Maintenance of IT software and infrastructure, LMS, FMS, KSWAN, E-office, traings assigned, UNICEF Project admin coordinator	The file is put up by SO(IT) to Addl.Director(A) or through Addl.Director to the Director for approval

Procurement	Procurement of services and goods for the institute by following due procedures.	The file is put up by SO(Proc)/SO(A) to Addl.Director(A) or through Addl.Director to the Director for approval
Financial & Accounts	To prepare bills and submit to the Treasury, maintenance of imprest amount, advising Director on delegation of power and other finance related matters,	FDA to put up the file to Accounts Superintendent who in turn to put up to CAO. Then CAO to put up to Addl.Director(A) or through Addl.Director to the Director for approval

**iv) Norms set for discharge of FPIs Functions:**

A) Training: Training programmes are conducted as per the State Training Policy(STP) and as per the specific mandate of the Govt for conducting trainings at FPI

- 1) FPI conducts training for the group 'A' and 'B' officers of four core departments under Finance Department, GoK i.e., Karnataka State Audit & Accounts Department (KSAAD), Commercial Taxes Department (CTD), Department of Treasury (DoT) and Department of State Excise.
- 2) FPI also conducts trainings related to Financial matters to Non -Finance Departments and PSU's.
- 3) In addition to the above, FPI conducts trainings to newly recruited Central Service Officers as well.
- 4) FPI undertakes various training programmes sponsored by Central Govt & other State Governments.

B) Academic and Research:

- 1) Research Work: Undertaking research work/project in the matters of fiscal issues , public finance , expenditure management in which GoK has applicability for the governance & sustainable developments . The research wok includes short and medium term projects. A consultant who is an expert in the concerned topic will guide the research work.
- 2) Project Work : FPI takes up project works assigned by State, Central and International organizations like UNICEF . The project work will be undertaken under the supervision and guidance of an expert consultant and short term consultants will be hired to assist in the project.
- 3) Internship Programmes: For this programme around 10 interns are selected every year from reputed institutions and assigned short term internship programmes.The domain experts among the facultys/consultants will be the mentor of interns. The abstract of the reports are sent to the line departments.

C) Child Budget & Gender Budget Cell:

Institute has a separate cell for the preparation of Gender and Child Budget for GoK . The information collected from various departments in the related issues are validated and draft budget is prepared. FPI also undertakes dissemination of knowledge and skill through trainings and workshops for officers of the state and other states.

- D) Publishing: Publishing of biannual magazine ‘**Arthike Charche**’ containing articles of the renowned national and international level scholars, experts, academicians and professionals in the matters related to public finance and fiscal issues. The magazine is sent to various government departments/institutions/universities free of cost.
- E) Library: FPI has library facility to cater to the needs of faculties, consultants, RA & RF, interns, trainees and RPs. The books, magazines, periodicals etc are procured mainly related to training , administration, research works and general purpose reading.

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

- 1.Karnataka Fiscal Responsibility Act, 2002
- 2.Karnataka Civil Services Act, 1978 and Allied Service Rules
- 3.The Budget Manual, 1958
- 4.The Manual of Contingency Expenditure, 1958
- 5.Manual of Office Procedure in Government Departments
- 6.Karnataka Treasury Code
- 7.Karnataka Financial Code,
- 8.Right to Information Act, 2005
- 9.Karnataka Transparency in Public Procurement Act, 1999
- 10.GoK orders, notifications and Circulars
- 11.Related books & manuals for facilitating training and research works

**vi) Categories of documents held by public authority under its control**

The following is the categories of documents held by FPI:

- 1) Training
- 2) Academics and Research
- 3) Gender & Child Budget
- 4) Establishment
- 5) Administration & Estate related
- 6) Procurement
- 7) Accounts
- 8) Information & Technology

**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:**

FPI is a training institute established for the purpose of imparting training and to carry out research work. As FPI is not involved in any formulation and implementation of public policies, institute has not made any arrangements to seek consultation/participation of public or its representatives for formulation and implementation of policies.

**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 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:**

Governing Council of FPI consists of following members:

1. Additional Chief Secretary, Finance Department, GoK- Chairman
2. Dr. K.P.Krishnan, Secretary, Ministry of Skill Development & Entrepreneurship, New Delhi - Member
3. Principal Secretary, Revenue Department, GoK -Member
4. Director General, ATI Mysore-Member
5. Principal Secretary, Planning Department, GoK-Member
6. Principal Secretary (B&R), Finance Department, GoKM-ember
7. Principal Secretary, DPAR, GoK-Member
8. Commissioner for Commercial Taxes, GoK-Member
9. Commissioner of Excise, GoK-Member
10. Director, Fiscal Policy Institute, Bangalore -Member Secretary
11. Director, FPI-Member Convener

The GC meeting is not open to the public but the minutes of such meetings is accessible information for public under RTI.

**ix) Directory of officers and officials:**

All the following government officers and officials are working and available in Fiscal Policy Institute (FPI) , Kengeri Post, Bengaluru-Mysuru Road, Bengaluru, Karnataka -560060

<b>Sl. No.</b>	<b>Name of the Staff Smt/Sri</b>	<b>Designation</b>	<b>Ph. No.</b>
1	Sujit Kumar Chowdhury	Director	26971006
2	Deepa Kotnis	Additional Director	26971052
3	P.Usha	Additional Director	26971061
4	Manjunath Hegde	Adviser (Training) & Faculty	26971023
5	Shailaja Devi B N	Chief Accounts Officer	26971062
6	Sukanya G. Nayak	Special Officer	26971064
7	Vacant	Special Officer (Establishment)	26971072
8	S R Chandraiah	Special Officer(Proc)	26971063
9	Shashikala K B	Special Officer	26973045
10	A Soumya Ponnappa	Special Officer	26971130
11	Sunil D	Accounts Superintendent	26971074
12	Divya H.B	FDA	26971075
13	Irwin Dsouza	Account Assistant	26971131
14	N. Lalitha	Stenographer	26971068
15	Padmanabha.V	Librarian	26971014

**(x) Monthly Remuneration received by Officers and Employees, including the System of Compensation as provided in Regulations**

<b>Sl. No.</b>	<b>Name of the Staff Smt/Sri</b>	<b>Designation</b>	<b>Monthly remuneration(Gross salary) in Rs</b>
1	Sujit Kumar Chowdhury	Director	282258/-
2	Deepa Kotnis	Additional Director	231216/-
3	P.Usha	Additional Director	148834/-
4	Manjunath Hegde	Adviser (Training) & Faculty	143572/-
5	Shailaja Devi B N	Chief Accounts Officer	101351/-
6	Sukanya G. Nayak	Special Officer	98656/-
7	Vacant	Special Officer (Establishment)	-
8	S R Chandraiah	Special Officer(Proc)	101351/-
9	Shashikala K B	Special Officer	98656/-
10	A Soumya Ponnappa	Special Officer	98656/-
11	Sunil D	Accounts Superintendent	60381/-
12	Divya H.B	FDA	/-
13	Irwin Dsouza	Account Assistant	LPC awaited
14	N. Lalitha	Stenographer	54334/-
15	Padmanabha.V	Librarian	66837/-

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

FPI is not implementing any developmental plans, projects and schemes for the purpose of benefit of public . It doesnot have any agency working under it. Hence, question of allocation of budget does not arise. So no disbursement is made to any agency.

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

No subsidy programmes for the benefit of public implemented by FPI.

**xiii) Particulars of Recipients of Concessions, Permits or Authorization Granted by the Public Authority**

FPI does not permit or grant authorization for the receipt of concessions .

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

- 1) Information about the trainings conducted since implementation of EIKYA software
- 2) K2 and HRMS bills
- 3) Website information
- 4) Details of books available in library
- 5) List of files as per 4(1)(a) of RTI Act,2005

**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;**

- 1) Information available at FPI website:www.fpibangalore.gov.in
- 2) Information under section 4(1)(a) and (b) of RTI Act, 2005.
- 3) Public Information Officer, FPI, Kengeri,Bengaluru

**xvi) Names, Designations and other Particulars of Public Information Officers**

<b>Sl. No.</b>	<b>Name of the Office /administrative Unit</b>	<b>Name of Designation of PIO</b>	<b>Office Tel. Residence Tel. Fax</b>	<b>E-mail</b>
1.	Public Information Officer	P.Usha Addl.Director	080-26971000	jointdirector@fpibangalore.gov.in
2	First Appellate Authority	Sujit Kumar Chowdhury, Director, FPI	080-26971000	director@fpibangalore.gov.in

**xvii) Other information as may be prescribed; and thereafter update these publications every year:**

**NIL**