

**GOVERNMENT OF KARNATAKA**

**KARNATAKA SECRETARIAT SERVICES**

**(Deputation of Section Officers and Assistants for Field Training)**

**Rules, 1994**

**(AS ON 31.05.2021)**

**DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS  
(SERVICE RULES)**

## **KARNATAKA CIVIL SERVICES**

(Deputation of Section Officers and Assistants for field Training) Rules, 1994

ಕೇಂದ್ರದ ಮತ್ತು ರಾಜ್ಯದ ಶಾಸನಗಳ ಮೇರೆಗೆ ರಾಜ್ಯ ಸರ್ಕಾರದವರು ಹೊರಡಿಸಿದ ಸಾಮಾನ್ಯ ಶಾಸನಬದ್ಧ ನಿಯಮಗಳು ಮತ್ತು ರಾಜ್ಯಾಂಗದ ಮೇರೆಗೆ ರಾಜ್ಯಪಾಲರು ಮಾಡಿದ ನಿಯಮಗಳು.

### **PERSONNEL AND ADMINISTRATIVE REFORMS SECRETARIAT**

#### **NOTIFICATION**

**No. DPAR 59 SCR 94,**

**Bangalore, dated 3<sup>rd</sup> November 1995.**

Whereas the draft of the following rules namely Karnataka Government Secretariat Services (Deputation of Section Officers and Assistants for Field Training) Rules, 1994, was published as required by sub-section (2) of Section 3 of the Karnataka State Civil Services Act, 1978 (Karnataka Act 14 of 1990) vide Notification No. DPAR 59 SCR 94 dated 14<sup>th</sup> December 1994 in Part-IV Section 2 (c)(i) of the Karnataka Gazette Extraordinary dated 16<sup>th</sup> December 1994 inviting objections/suggestions from all persons likely to be affected thereon within 30 days from the date of its publication in the said Gazette.

And whereas, the said Gazette was made available to the public on 16<sup>th</sup> December, 1994.

And whereas, the suggestions and objections received in the State Government on the said draft have been considered.

Now, therefore, in exercise of the powers conferred by sub-section (1) of Section -3 read with Section-8 of the Karnataka State Civil Services Act, 1978 (Karnataka Act 14 of 1990), the Government of Karnataka hereby makes the following rules, namely:-

### **RULES**

**1. Title, commencement and application .-** (1) These rules may be called the Karnataka Government Secretariat Services (Deputation of Section Officers and Assistants for Field Training) Rules, 1994.

(2) They shall come into force on the date of their publication in the Official Gazette.

(3) They shall apply, notwithstanding anything contained in any other rules made under the Karnataka State Civil Services Act, 1978(Karnataka Act 14 of 1990) for the time being in force, to the Section Officers and Assistants in the Karnataka Government Secretariat Services :-

Provided that these rules shall not apply to Section Officers and Assistants who have attained or who attain the age of forty eight years.

**2. Definition.** – In these rules, unless the context other-wise requires:-

(a) “Assistant” includes Stenographers and Drafting Assistant.

(b) “Section Officer” includes Section Officer (Drafting).

(c) “Field Training” means training received outside the Karnataka Government Secretariat to understand the problems inherent at levels other than the Secretariat level and the methods and manner in which such problems are tackled.

**3. Deputation for Field Training.-** (1) Every Section Officer on completion of probation or officiation as the case may be, but before promotion as Under Secretary, shall, be deputed for field training outside the Secretariat for a period not exceeding one year. The Content of training shall be as in Annexure-I.

(2) Every Assistant on completion of probation or officiation as the case may be, but before promotion as Senior Assistant shall be deputed for field training outside the Secretariat for a period not exceeding one year. The content of the training shall be as in Annexure-II.

(3) The number of Section Officers and Assistants to be deputed at any point of time for field training shall not exceed ten percent of the respective cadre strength. The training reserve posts to the extent of Section Officers or Assistants as the case may be deputed shall be created in the respective cadres for the period of training.

(4) Where a Section Officer or an Assistant is prevented by sickness or other cause, beyond his control, from undergoing field training until he attains the age of forty eight years, Government may exempt him from such training.

**4. Salary etc., of persons deputed for field training.-** The period spent on field training by a Section Officer or an Assistant including the journey time reasonably required for to and fro journeys, shall be treated as period spent on duty for all purposes and he shall be entitled to claim for such period salary, if any, and travelling allowances as admissible under rule 8 of Appendix – IIA of the Karnataka Civil Services Rules.

**5. Repeal and Savings.-** The Karnataka Secretariat Services (Deputation of Section Officers and Assistants for Field Training) Rules, 1990 are hereby repealed.

Provided that such repeal shall not affect the previous operation of the said rules or anything duly done or suffered thereunder or affect any right, liability or obligation acquired or incurred under the said rules.

By Order and in the name of the  
Governor of Karnataka,

P. RAMANATH,  
Under Secretary to Government-I  
Dept. of Personnel and Admnv. Reforms,  
(Service Rules)

## **ANNEXURE-I**

### **Content of Field Training for Section Officers**

#### **Item 1.**

##### **Heads of Departments – District and Taluk level Officers:-**

Functions of the Head of Department senior level followed in dealing the cases in the respective officers, job content, targets and practical difficulties and / OR

Functions of District and Taluk level officers, their powers, jurisdiction, duties and responsibilities, job content and targets, Practical difficulties and the method and manner in which they are tackled.

#### **Item 2.**

**Judicial Matters.-** (1) Quasi judicial functions of the Head of the Departments, Senior Level Officers, District and Taluk level officers.

(2) Functioning of the judiciary at the District and Taluk level.

#### **Item 3.**

**Zilla Parishad:-** Structure and functions of the ZP with particular reference to functions, powers, jurisdiction, duties and responsibilities of the Chief Executive Officer and the Deputy Chief Executive Officer.

#### **Item 4.**

**General.-** Correlation between the functioning of the Head of the Department /District machinery on the one hand and the Secretariat on the other.

**NOTE:-** The trainees shall be under the direct control and supervision of the Head of the Departments/D.C. as the case may be..... The Head of the Departments/D.C. shall also make arrangements to enable the trainees to gain on the job practical experience as far as possible. For this purpose trainees shall be placed incharge of the duties of the posts wherever it is possible and to the extent permissible.”

## ANNEXURE-II

### Content of the Field Training for Assistants

#### Item 1.

Functions of the Head of the Department/District and Taluk level Officers:

Study of the Manual Office procedure and the procedure followed in dealing the cases in the respective officers, nature of disposal, duties and responsibilities of Group-C and D officials, nature of duties and responsibilities of the field functionaries in Group –C and D.

#### Item 2.

**Zilla Parishad-** Structure and functioning of the Zilla Parishad. The administrative and office procedure followed in Zilla Parishad.

#### Item 3.

**General-** A general study of the functioning of the Office of the Head of the Department or District and Taluk level officers correlation between them and the Secretariat.

**NOTE.-** The Head of the Departments/D.C. as the case may be, shall place the trainees under the control and supervision of a responsible officer. The Head of the Departments/D.C. shall also make arrangements to enable the trainees to enable the trainees to gain on the job practical experience as far as possible. For this purpose trainees shall be placed incharge of the duties of the posts wherever it is possible and to the extent permissible.”