

ANNEXURE -3
DELEGATION OF POWERS IN RESPECT HOUSE/ COMMITTEE MATTERS

| SL No | Description of Power | Principal Secretary | Secretary | Additional Secretary | Joint Secretary | Deputy Secretary | Under Secretary |
|--------------|--|----------------------------|---------------------------------------|---|--|-------------------------|---|
| 1 | To accord permission to officers/staff to accompany the committees on tour by air in relaxation of rules in KCSRs & with the approval of. Hon'ble Chairman | Full powers | Full powers in the absence of Pr.Secy | Full powers in the absence of Pr.Secy /Secy | --- | --- | --- |
| 2 | To issue meeting notice to Committee members | --- | --- | --- | --- | Full powers | Full powers in the absence of Deputy. Secy |
| 3 | To prepare draft report for submission to higher officers | | | --- | --- | Full powers | Full powers in the absence of Deputy. .Secy |
| 4 | To prepare minutes of the Committee Meetings | | | --- | --- | Full powers | Full powers in the absence of Deputy. Secy |
| 5 | To write DO letters to Departments on matters connected with Committees allocated | Full powers | Full powers In the absence of Pr.Secy | Full powers In the absence of Pr.Secy/ Secy | Full powers In the absence of Pr.Secy/ Secy/Addl .Secy | ---- | --- |

KARNATAKA LEGISLATIVE COUNCIL SECRETARIAT

No. KLCS/Admn-1/220/DFP/07

Bangalore dated 31th August 2007.

OFFICIAL MEMORANDUM

Subject: Delegation of Administrative and Financial Powers to the
Principal Secretary, Karnataka Legislature and other
Officers of the Karnataka Legislative Council Secretariat.

In modification of OM No KLCS/Adm-1/09/DAF/2005 dated 20th October 2005, the Board has delegated the administrative and financial powers to the Principal Secretary and other officers at different levels in exercise of the powers under Rule 5(2) of the KLCS (Recruitment and Conditions of Service) Rules 2003 as specified in Annexures I to III to this OM. They shall exercise these powers and dispose off the cases as per the allocation of work. This order will come into force with immediate effect. The delegation of powers shall be reviewed periodically.

By order and in the name of the Hon'ble Chairman

(H.D. Nagaraja)
Under Secretary,
Karnataka Legislative Council.

To

01. The Accountant General (A&E), Karnataka Bangalore
02. Secretary/Private Secretary /OSD to the Hon'ble Chairman
03. Principal Secretary, Karnataka Legislature
04. Secretary/Additional Secretary/Joint Secretary, KLC.
05. Deputy Secretary/Under Secretary/ Section Officer, Administration Branch, KLC.
06. Deputy Secretary/Under Secretary/ Section Officer, Accounts Branch, KLC.
07. Deputy Secretary/Under Secretary/ Section Officer, Executive Branch, KLC.
08. Internal Financial Adviser/Finance Officer, Karnataka Legislature
09. All the Officers of Legislative Council Secretariat.
10. Concerned File, Guard File and Spare Copies.