

## **Information under 4(1)(b)**

### **Section 4(1)(b)(i) of RTI Act 2005**

#### **Particulars of the organization, functions and duties;**

**The Karnataka State Minorities Commission (KSMC)** is a statutory body constituted under the Karnataka State Minorities Commission Act 1994. The First Commission under this Act was constituted on 30.9.1994 with Mr. R.H. Goodwala as Chairman. Other eminent persons like Mr. F.H. Mohsin, Mr. C.M. Ibrahim, Mr. K. Rahman Khan, Mr. Sadath Ali Khan, Dr. Abdul Kareem, Prof. M. Basheer Hussain, Mr. Qamar-ul-Islam, Mr. Syed Saifulla, Mr. Azeez Sait, Mr. Mir Azeez, Alhaj K.S. Mohammed Masood and Mr. Syed Mudeer Aga subsequently served as Chairman.

The main activity of the KSMC is to examine the working of various safeguards provided in the constitution and in the Laws passed by the State Legislature for the protection of minorities and make recommendations with a view to ensuring effective implementation and enforcement of all the safeguards.

**Muslims, Christians, Sikhs, Buddhists, Zoroastrians (Parsis) and Jains** are identified as Minority communities of Karnataka.

The **Karnataka State Minorities Commission** consists of the Chairman and Eight other members nominated by the Government from amongst persons of eminence, ability and integrity hailing from the minority communities. Subject to the pleasure of the government, the term of the chairman and members is for a period of three years. The Administrative head of the office is the Secretary, who is a group "A" Senior scale officer.

The **Karnataka State Minorities Commission** has come to be looked upon by the minorities in Karnataka as a Forum for ventilating their grievances.

#### **FUNCTIONS OF THE COMMISSION**

**Functions of the Commission.-** (1) The functions of the Commission shall be as follows :-

(a) to examine the working of various safeguards provided in the Constitution and in the laws passed by the State Legislature for the protection of minorities;

(b) to make recommendations with a view to ensuring effective implementation and enforcement of all the safeguards;

<sup>1</sup> [(bb) to make recommendations for implementing the Prime Ministers new 15 Point Programme.]<sup>1</sup>

(c) to monitor the working of the safeguards provided in the constitution, laws enacted by the State Legislature and policies and schemes of the Government for minorities;

(d) to conduct studies, research and analysis on the questions of avoidance of discriminations against minorities;

(e) to make a factual assessment of the representation on minorities in the services of the Government undertakings, Government and quasi-Government bodies and in case representation is inadequate, to suggest ways and means to achieve the desired level;

(f) to make recommendations for ensuring, maintaining and promoting communal harmony in the State;

(g) to make periodical reports at prescribed intervals to the Government;

(h) to study any other matter which in the opinion of the Commission is important from the point of view of the welfare and development of minorities and to make appropriate recommendation;

(i) to consider the grievances of the minorities and to suggest appropriate solution from time to time;

(j) to look into specific complaints regarding deprivation of rights and safeguards of minorities and take up such matter with the appropriate authorities:

Provided that if any matter specified in sub-section (1) is undertaken by the National Commission for Minorities constituted under section 3 of the National Commission for Minorities Act, 1992 (Central Act 19 of 1992), the State Commission for Minorities shall cease to have jurisdiction in such matters.

(2) The Government shall cause the recommendations of the Commission to be laid before each House of the State Legislature along with the memorandum explaining the action taken or proposed to be taken on the recommendations and the reasons for non-acceptance, of any such recommendations.

1. Inserted by Act 35 of 2011 w.e.f. 16.7.2011.

<sup>1</sup> **[10A. Powers of the commission.-** The commission shall, while performing any of the functions mentioned in sub-section (1) of section 10 have all

the powers of a civil court trying a suit and in particular, in respect of the following matters, namely:-

- (a) summoning and enforcing the attendance of any person from any part of State and examining him on oath;
- (b) requiring the discovery and production of any document;
- (c) receiving evidence on affidavits;
- (d) requisitioning any public record or copy thereof from any court or office;
- (e) issuing commissions for the examination of witnesses and documents;
- and (f) any other matter as may be prescribed.]<sup>1</sup>

1. Inserted by Act 13 of 2016 w.e.f. 26.04.2016.

### **Section 4(1)(b)(ii) of RTI Act 2005**

#### **Powers and Duties of officers and employees**

**Secretary:** Secretary is the Chief Executive of the Commission. He is the principal adviser to the Chairman/Commission on all matters of policy and administration relating to the Commission. He is assisted by one Under Secretary, Deputy Director (statistics) and Joint Registrar of Co-operative Societies.

**Under Secretary:** The Commission has one Under Secretary who assists the Secretary on matters relating to Grievances and research and other issues.

**Joint Registrar of Co-operative Societies:** The Commission has one Joint registrar of Co-operative societies who assists the Secretary on matters relating to co-operation.

**Deputy Director (statistics):** There is one Deputy Director in the Commission who is responsible for disposal of Commission's business dealt with the Division under his charge.

**Section Officer:** He is in-charge of general service section and looks after procurement, maintenance, AMCs, Staff cars etc.,

### **Section 4(1)(b)(iii) of RTI Act 2005**

#### **Procedure followed in decision-making**

The Commission functions as per the mandate laid down in Karnataka State Minorities Commission Act, 1994 as amended from time to time.

### **Section 4(1)(b)(iv) of RTI Act 2005**

**The norms set by Karnataka State Minorities Commission for the discharge of its function.**

The Commission is governed by the Karnataka State Minorities Commission Act, 1994 as amended from time to time.

### **Section 4(1)(b)(v) of RTI Act 2005**

**Rules, Regulations, Instructions, Manuals and records held by Karnataka State Minorities Commission or used by its employees for discharging its functions.**

The Karnataka State Minorities Commission generally follows the rules and regulations, instruction and manuals issued by Government of Karnataka from time to time.

### **Section 4(1)(b)(vi) of RTI Act 2005**

**Categories of documents that are held by or are under the control of the Commission.**

Files related to various Petitions/ Grievances.

#### **Administration**

- Service books and personal files.
- Files relating to service matters.
- Records of general administration division relating to housekeeping, purchase and supply of materials for office administration.
- Pay bill registers, pay rolls and other financial documents maintained under Drawing and Disbursing Officer for drawing and disbursement of salary, allowances and other payments to the employees of the Commission.
- Particulars of vehicles owned/hired by the Commission.

## **Section 4(1)(b)(vii) of RTI Act 2005**

**Particulars of arrangement that exists for consultation with or representation by the members of public in relation to the formulation of the Commission's policy and implementation thereof.**

Members of public can give their petition/ applications/ grievance either by post or by e-mail (secretary@karmin.in). They can also meet Chairman / Members / Secretary to give their petitions during the office hours.

## **Section 4(1)(b)(viii) of RTI Act 2005**

**Statement containing Boards, Councils or standing Committees or other bodies under the Karnataka State Minorities Commission.**

The Karnataka State Minorities Commission has no Board, Council or Standing Committee.

## **Section 4(1)(b)(ix) of RTI Act 2005**

**A Directory of Officers and Employees of the Karnataka State Minorities Commission.**

### **Karnataka State Minorities Commission**

**Address** : Karnataka State Minorities Commission  
5<sup>th</sup> Floor, V.V Towers,  
Dr. B.R. Ambedkar Veedhi,  
Bangalore-560001.

**FAX: 080-22863282**

**Office Numbers: 080-22864204**

**080-22863400**

**080-22861661**

## Section 4(1)(b)(x) of RTI Act 2005

Details of monthly remuneration received by each of the Officers/ employees of the Karnataka State Minorities Commission.

SL NO.	DESIGNATION	NAME OF INCUMBENT	PAY (Rs.)
1.	Chairman	Shri. Naseer Ahmed	40,000/- Fixed
2.	Members	1) Shri. R. Abdul Hameed 2) Shri. Rafi Bhandari 3) Shri. Mahmood Patel 4) Shri. Adil Suleman Sait 5) Shri. K. Mahender Jain 6) Shri. Baljeet Singh 7) Shri. Marcel Monteiro 8) Smt. Matilda D'Souza	5,000/- Fixed (honorarium)
3.	Secretary	Shri. Anees Siraj	27,841/- (Basic)
4.	Under Secretary	Vacant	
5.	Section Officer	Vacant	
6.	Senior Assistant	Vacant*	
7.	Assistant (2 posts)	Vacant*	
8.	Junior Assistant	Vacant*	
9.	Stenographer	Vacant*	
10.	Typist	Vacant*	
11.	Driver	Vacant*	
12.	Dalayath (2 posts)	Vacant*	
13.	Deputy Director (statistics)	Vacant	
14.	Assistant Statistical Officer (2 posts)	Smt. Adeeba Sultana	23,400/- (Basic)
15.	Statistical Inspector (2 posts)	Vacant	
16.	Joint Registrar of Co-operative Societies	Vacant	-
17.	Sr.Co-operative Inspector	Shri. Anjum Ahmed	19,000/- (Basic)

- \* Vacant posts are being carried on outsource basis.
- Note: Emoluments to officers and employees are being paid as per KSC Rules.

## **Section 4(1)(b)(xi) of RTI Act 2005**

**Budget allocated to agencies, particulars of all plans, proposed expenditure and reports on disbursement made.**

The Karnataka State Minorities Commission do not have any agency, attached or subordinate formation under it. The entire budget allocated to the Commission is under non-plan. The budget allocated to the Commission in 2018-19 is Rs. 188 lakhs, out of which expenditure incurred is as under:

### **Expenditure Statement of Karnataka State Minorities Commission** **from 01.04.2017 to 31.03.2018**

Sl. No.	Details	Amount (Rs.)
1	Salary and Allowance of Officers and Staff	2932690
2	Chairman Salary/Staff	3018167
3	Travelling Allowance (officers/Staff)	45600
4	Members Allowances	607000
5	Members Travelling Allowances	202099
6	Out Source Salary	2241190
7	Air Fare (Officers)	211181
8	Telephone Charges	80264
9	Office Expenses	126990
10	Stationery Expenses	91010
11	Fuel Charges	230778
12	Advertisement / Printing Charges	491349
13	Water & Electricity Charges	322322
14	Vehicle Maintenance	340136
15	Office Automation	177172
16	Postal Charges	50000
17	Meeting Expenses	110183
18	Travelling Allowance (PM's 15-point programme Members)	31756
19	Minority Right Day Programme /Meetings Expenses	1112568
	<b>Total</b>	<b>12422455</b>

### **Section 4(1)(b)(xii) of RTI Act 2005**

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

The Karnataka State Minorities Commission do not execute any subsidy programme.

### **Section 4(1)(b)(xiii) of RTI Act 2005**

**Particulars of recipients of concessions, permits or authorizations granted by Karnataka State Minorities Commission.**

NIL

### **Section 4(1)(b)(xiv) of RTI Act 2005**

**Details in respect of the information, available to or held by Karnataka State Minorities Commission, reduced in an electronic form.**

The information relating to the Karnataka State Minorities Commission is available in website [www.karmin.in](http://www.karmin.in). and can be reached at email: [secretary@karmin.in](mailto:secretary@karmin.in)

### **Section 4(1)(b)(xv) of RTI Act 2005**

**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.**

For obtaining information citizen can contact either by telephone (080-22864204, 080-22863400, 080-22861661) or by e-mail (secretary@karmin.in). The Karnataka State Minorities Commission has a public library. The library has collection of books on variant subjects in Kannada, Urdu and English languages. Besides library subscribes to many leading Newspapers in Kannada, Urdu and English Languages.



**Section 4(1)(b)(xvi) of RTI Act 2005**

**The names, designations and other particulars of the Public Information Officers.**

**Public Information Officer:** Mr. Anjum Ahmed N A

Senior Inspector of Co-operative Societies

**Address** : Karnataka State Minorities Commission  
5<sup>th</sup> Floor, V.V Towers,  
Dr. B.R. Ambedkar Veedhi,  
Bangalore-560001.

**Appellate Authority :** Shri. Anees Siraj,  
Secretary

**Address** : Karnataka State Minorities Commission  
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Dr. B.R. Ambedkar Veedhi,  
Bangalore-560001.