

FINANCE SECRETARIAT**NOTIFICATION****No. FD 48 ATE 2007, Bengaluru, Dated : 9-11-2016.**

Whereas the draft of the Karnataka General Services (Treasury Branch) (Recruitment) Rules, 2016, was published as required by clause (a) of sub section 3 read with section 8 of the Karnataka State Civil Services Act, 1978 (Karnataka Act 14 of 1990) in notification No. FD 48 ATE 2007, dated : 31-08-2016 in IV-A of the Karnataka Gazette Extraordinary No. 1062 dated : 1-09-2016 inviting objections and suggestions from all persons likely to be affected to be affected thereby within 15 days from the date of its publication in the official gazette.

Whereas the said gazette was made made available to the public on 1st September 2016.

And whereas the objections/suggestions with respect to the said draft rules have been considered by the State Government.

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 and Commencement :- (1) These rules may be called the Karnataka General Services (Treasury Branch) (Recruitment) Rules, 2016.
(2) They shall come into force from the date of their publication in the official Gazette.
2. Method of Recruitment and Minimum qualification :- In respect of each category of posts and scale of pay specified in column (2) of the schedule-I below, the number and nature of posts, method of recruitment and minimum qualifications, if any, shall be specified in the corresponding entries in column (3), (4) and (5).
3. Training Modules :- In respect of the training modules, number and module name specified in column (1) and (2) of the schedule-II below, their Topic, Topic details, number of sessions and their duration shall be as specified in corresponding entries in column (3), (4), (5) and (6) thereof.
4. Mandatory core training modules :- In respect of the number and category of posts specified in column (1) and (2) of the schedule III the mandatory core training modules for promotion, their duration and refresher course shall be as specified in column(3), (4) and (5) thereof.
5. Repeal and savings :-The Karnataka General Services (Treasury Branch) (Recruitment) Rules, 1994 read with Karnataka General Services (Treasury Branch) (Recruitment) (Amendment) Rules, 1995 are hereby repealed.

Provided that, such repeal shall not affect :-

- (a) The previous operation of the said rules or anything duly done or any action taken under the said rules ; or
- (b) Any right, privilege, obligation or liability already acquired, accrued or incurred under the said rules.

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

G. Shashidhar

Under Secretary to Government,
Finance Department. (Admn. & Adv.)

Schedule-I
(See Rule 2)

Sl. N.	Category Of Posts and Pay Scale	No. of posts			Method of Recruitment	Minimum Qualification
		Permanent	Temporary	Deputation		
(1)	(2)	(3)			(4)	(5)
1.	Director (52500-1350-60600-1500-69600-1700-73000)	01	--	--	By posting of an officer of the I.A.S (Senior Scale) or from the cadre of K.A.S (Selection Grade) only.	--
2.	Additional Director (44250-1050-45300-1200-52500-1350-60600)	02	--	--	By promotion from the cadre of Joint Director.	<p>For promotion:-</p> <p>1. Must have put in service of not less than three years in the cadre of Joint Director.</p> <p>Provided that if officers who have put in service of not less than three years are not available, officers who have put in service of not less than one year shall be considered for promotion.</p> <p>2. Must have successfully undergone mandatory trainings as prescribed in schedule III in the cadre of Joint Director as arranged and deputed by the department in order of the seniority.</p> <p>Notwithstanding anything contained in Clause (2) above, for the period of one year from the date of commencement of these rules, officers who are otherwise eligible for promotion and have completed at least one training among the trainings specified in schedule-III as on the date of promotion may be considered for promotion subject to condition that they shall complete the remaining mandatory refresher courses within one year from the date of promotion.</p>

(1)	(2)	(3)			(4)	(5)
3.	Joint Director (40050-1050-45300-1200-52500-1350-56550)	05	--	--	By promotion from the cadre of Deputy Director.	<p>For promotion:-</p> <p>(1) Must have put in a service of not less than five years in the cadre of Deputy Director.</p> <p>Provided that if officers who have put in a service of not less than five years are not available, officers who have put in service of not less than three years shall be considered for promotion.</p> <p>(2) Must have successfully undergone mandatory training as specified in schedule III in respect to the category of post of Deputy Director as arranged and deputed by the department in order of the seniority.</p> <p>Notwithstanding anything contained in Clause (2) above, for the period of three years from the date of commencement of these rules, officers who are otherwise eligible for promotion and have completed at least one training among the training modules specified in schedule-III as on the date of promotion may be considered for promotion subject to condition that they shall complete the remaining training module and mandatory refresher courses within two years from the date of promotion.</p>
4.	Deputy Director (36300-900-39000-1050-45300-1200-52500-1350-53850)	23	--	--	By promotion from the cadre of Assistant Director (earlier District Treasury Officer).	<p>For promotion:-</p> <p>(1) Must have put in a service of not less than five years in the cadre of Assistant Director (earlier District Treasury Officer).</p> <p>Provided that if officers who have put in service of not less than five years are not available, officers who have put in service of not less than three years shall be considered for promotion.</p> <p>(2) Must have successfully undergone mandatory training modules as specified in schedule III, in the cadre of Assistant Director (earlier District Treasury Officer), as arranged and deputed by the department in order of the seniority.</p>

(1)	(2)	(3)			(4)	(5)
						<p>Notwithstanding anything contained in Clause (2) above, for the period of three years from the date of commencement of these rules, officers who are otherwise eligible for promotion and have completed at least one training among the training modules specified in schedule-III as on the date of promotion may be considered for promotion subject to condition that they shall complete the remaining training modules and mandatory refresher courses within two years from the date of promotion.</p>
5.	<p>Assistant Director (earlier District Treasury Officer) (28100-700-28800-800-33600-900-39000-1050-45300-1200-50100)</p>	71	--	--	<p>Twenty Percent by Direct Recruitment in accordance with the Karnataka Recruitment of Gazetted probationers, (appointment by competitive examinations). Rules 1997; and</p> <p>Eighty Percent by promotion from the cadre of Assistant Treasury Officers.</p>	<p>Training During Probation: In respect of direct recruits he must have successfully completed the specified induction training during the probationary period.</p> <p>For promotion:-</p> <p>(1) Must have put in a service of not less than five years in the cadre of Assistant Treasury Officer</p> <p>Provided that if officers who have put in service of not less than five years are not available, officers who have put in service of not less than three years shall be considered for promotion.</p> <p>(2) Must have successfully undergone mandatory trainings as prescribed in schedule III, in the cadre of Assistant Treasury Officer as arranged and deputed by the department in order of the seniority.</p> <p>Notwithstanding anything contained in Clause (2) above, for the next three years from the date of commencement of these rules officers who are otherwise eligible for promotion may be considered for promotion and have completed atleast one</p>

(1)	(2)	(3)			(4)	(5)
						training among the training modules specified in schedule III as on the date of promotion with a condition that they shall complete the remaining trainings and mandatory refresher courses within two years from the date of promotion.
6.	Assistant Treasury Officer (22800-600-24600-700-28800-800-33600-900-39000-1050-43200)	231	--	70	Twenty five percent by Direct Recruitment in accordance with the Karnataka Recruitment of Gazetted probationers, (appointment by competitive examinations) Rules 1997. Seventy five percent by promotion from the cadre of Head Accountant.	For Direct Recruits: Must successfully complete the specified induction training during the probationary period. For promotion:- (1) Must have put in a service of not less than five years in the cadre of Head Accountant. Provided that if officers who have put in service of not less than five years are not available, officers who have put in service of not less than three years shall be considered for promotion. (2) Must have successfully undergone mandatory trainings as prescribed in schedule III, in the cadre of Head Accountant as arranged and deputed by the department in order of the seniority. Notwithstanding anything contained in Clause (2) above, for the next three years from the date of commencement of these rules. Officers, who are otherwise eligible for promotions and have completed at least one training module among the training modules specified in Schedule-III, may be considered for promotion subject to condition that they shall complete the remaining trainings and mandatory refresher courses within two years from the date of promotion.

(1)	(2)	(3)		(4)	(5)	
7.	Head Accountant (20000-500-21000-600-24600-700-28800-800-33600-900-36300)	368	--	--	<p>By promotion from the cadre of First Division Assistant.</p> <p>Provided that in Bengaluru Division, Promotion shall be from the cadre of First Division Assistant and Stenographer in the ration of 99:1. Every 100th vacancy shall be filled by promotion of Stenographer.</p>	<p>For promotion:-</p> <p>(1) Must have put in a service of not less than five years in the cadre of First Division Assistant/ Stenographer as the case may be.</p> <p>Provided that in case of Stenographer he/she must have worked in the cadre of First Division Assistant for a period of not less than one year, in addition to five years of service of Stenographers as specified above:</p> <p>Provided further that, if officers who have put in service of not less than five years are not available, officers who have put in service of not less than three years shall may consider for promotion.</p> <p>(2) Must have successfully undergone mandatory trainings as prescribed in schedule III, in the cadre of First Division Assistant/Stenographer as arranged and deputed by the department in order of the seniority.</p> <p>Notwithstanding anything contained in Clause (2), for the next three years from the date of commencement of these rules. Officers, who are otherwise eligible for promotion and have completed at least one training module among the mandatory training modules specified in schedule-III, may be considered for promotion subject to condition that they must complete the remaining trainings and mandatory refresher courses within two years from the date of promotion.</p>
8.	First Division Assistant (14550-350-15600-400-17200-450-19000-500-21000-600-24600-700-26700)	829	--	210	<p>Fifty Percent by Direct Recruitment in accordance with the Karnataka Civil Service (Recruitment of Ministerial posts)rules, 1978 and</p>	<p>For Direct Recruits:</p> <p>Must successfully complete prescribed Induction training during the probationary period.</p>

(1)	(2)	(3)			(4)	(5)
					Fifty Percent by promotion from the cadre of Second Division Assistant.	<p>For promotion:</p> <p>(1) Must have put in a service of not less than five years in the cadre of Second Division Assistant.</p> <p>Provided that, if persons who have put in not less than five years of service are not available, a person who has put in a service of not less than three years may be considered for promotion.</p> <p>(2) Must have successfully undergone mandatory training modules as prescribed in schedule III, in the cadre of Second Division Assistant as arranged and deputed by the department in order of the seniority.</p> <p>Notwithstanding anything contained in Clause (2), for the next three years from the date of commencement of these rules, officers who are otherwise eligible for promotion and have completed atleast one training module among the mandatory training modules specified in schedule-III, may be considered for promotion subject to condition that they shall successfully complete the remaining trainings and mandatory refresher courses within the period of two years from the date of promotion.</p>
9.	<p>Stenographer</p> <p>(14550-350-15600-400-17200-450-19000-500-21000-600-24600-700-26700)</p>	1	--	--	<p>By promotion from the cadre of typist.</p> <p>If no eligible typist is available for promotion, by promotion from the Second Division Assistant,</p> <p>If no suitable Second Division Assistant is available for promotion, by Direct Recruitment in accordance with the Karnataka Civil Services (Recruitment to the post of Stenographers and Typists) Rules, 1983</p>	<p>For Promotion:-</p> <p>(1) Must possess the qualifications of Senior Typewriting and Senior Shorthand Examination in Kannada, conducted by the Department of Public Instruction or is a holder of a Diploma in Secretarial Practice or Diploma in Commercial Practice with Kannada Shorthand and Kannada Typewriting as optional (Elective) subjects granted by the Board of Technical Education in Karnataka or possess an equivalent qualification.</p> <p>(2) Must have put in a service not less than five years in the cadre of Typist or Second Division Assistant.</p>

(1)	(2)	(3)		(4)	(5)	
10.	Typist (11600-200-12000-250-13000-300-14200-350-15600-400-17200-450-19000-500-21000)	39	--	--	By Direct Recruitment in accordance with the Karnataka Civil Service (Recruitment to the post of Stenographers and Typists) Rules 1983.	--
11.	Second Division Assistant (11600-200-12000-250-13000-300-14200-350-15600-400-17200-450-19000-500-21000)	798	--	--	Sixty-seven Percent by Direct Recruitment in accordance with the Karnataka Civil Service (Recruitment of Ministerial posts) Rules 1978 and Thirty-three percent by Transfer of Drivers or by promotion from any of the cadres in Group 'D' services.	For Direct Recruits: Must successfully complete prescribed Induction training during the probationary period. For Promotion: (1)Must have passed P.U.C or equivalent examinations. Provided that, a pass in P.U.C. or equivalent course prescribed as qualification for promotion shall not be applicable for those who are already in service possessing S.S.L.C on the date of commencement of the Karnataka Civil Services (Recruitment to Ministerial Posts) (Amendment) Rules 2013 and (2)Must have put in a service not less than five years in the cadre of Drivers or in any one or more of the cadres in Group D services. Notwithstanding anything contained in Clause (2), for the next three years from the date of commencement of these rules, officers who are otherwise eligible for promotion and have completed at least one training module among the mandatory training modules specified in schedule-III, may be considered for promotion subject to condition that they shall successfully complete the remaining training and mandatory refresher courses within the period of two years from the date of promotion.
12.	Drivers (11600-200-12000-250-13000-300-14200-350-15600-400-17200-450-19000-500-21000)	3	--		By promotion from any of the cadres in Group 'D' services. If no suitable person is available for promotion, by Direct Recruitment.	For promotion and Direct Recruitment (1) Must be holder of a current Light Motor Vehicle Driving License. (2) Must have passed P.U.C. Examination.

(1)	(2)	(3)			(4)	(5)
13.	Attendar / Daffedars (11000-200-12000-250-13000-300-14200-350-15600-400-17200-450-19000)	38	--	--	By promotion from the cadre of peon/watchman. If no suitable person is available for promotion, by direct recruitment.	For promotion and for direct recruitment must have passed S.S.L.C. or equivalent examination.
14.	Group D/ Peon/Watchman (9600-200-12000-250-13000-300-14200-350-14550)	309	--	--	By Direct Recruitment.	Must have passed S.S.L.C. examination.

Note:-

- Promotion to the Group 'A' and 'B' posts shall be on the basis of Statewide Seniority.
- The total number of posts of Additional Directors and Joint Directors shall be 7 in the ratio 2:5 provided further that the Cadre Strength of Additional Director of Treasuries and Joint Director of Treasuries may be altered inter-se by Government according to the situation and exigencies of service.
- Promotion to the category of Group 'C' posts shall be on the basis of Division wise Seniority and promotion to the Group 'D' posts shall be on the basis of District wise Seniority + (Hyderabad Karnataka Seniority).
- Divisions mean Bengaluru Division, Belagavi Division, Mysuru Division, Kalaburagi Division, along Hyderabad-Karnataka Region each comprised of the following districts

Bengaluru Division	Mysore Division	Belagavi Division	Kalaburagi Division	Hyderabad-Karnataka Region
Ballari	Mysuru	Belagavi	Kalaburagi	Kalaburagi
Bengaluru District	Kodagu	Dharwad	Raichur	Raichur
Tumakuru	Mandya	Karwar	Bidar	Bidar
Kolar	Shivamogga	Vijayapura	Koppal	Koppal
Chitradurga	Hassan	Hubballi	Yadagir	Yadagir
Bengaluru Rural	Chikkamagaluru	Gadag		Ballari
Davanagere	C.R. Nagar	Haveri		
Chikkaballapura	Udupi	Bagalkote		
Ramanagar	D.K. Mangaluru			

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

G. ShashidharUnder Secretary to Government,
Finance Department. (Admn. & Adv.)

Schedule-II

(See Rule 3)

DEPARTMENT OF TREASURIES – TRAINING MODULES

Module No.	Module Name	Topic	Topic Details	No. of sessions (of 90 mins)	No. of days (per day 4 sessions)
(1)	(2)	(3)	(4)	(5)	(6)
1	Treasury Operations Part - I	Internal & External Stakeholders	<ul style="list-style-type: none"> Finance Dept - Department coming under Finance Dept. Parent Dept. - Controlling Department for All Departments <ul style="list-style-type: none"> (a) Budget preparation, Releases, Controlling (b) Power of Delegations and Authorization, Releases to all Departments. 	1	
		CCO's, CO's, DDO's & Other stake holders of treasury	<ul style="list-style-type: none"> Budget & Vote on account Release of budget - regulation and control Fund release from Secretariat to all levels – from Chief Controlling Officers to DDOs Release of fund from HODs Changes in Budget allocation through re-appropriation, Supplementary Budget and Additional allocation Cuts, withdrawals and surrender of budget Monitoring of funds and schemes of Gol, outside the State Budget HOD's review on scheme wise budget, funds released, expenditure incurred, available balance, decision making in better implementation of schemes MIS Reports 	1	
		Accountant General-	<ul style="list-style-type: none"> Maintenance and submission of monthly State Civil Accounts to the Finance Department Preparation and submission of Appropriation and Finance Accounts to the Governor for presenting to the State Legislature. Entitlement functions relating to the issue of pay slips to the Gazetted Officers. 		
			<ul style="list-style-type: none"> Maintenance of Accounts and issue of 'no dues certificate' in the case of long term advances taken by the State Government employees. Maintenance of detailed account of Loans given to Local Bodies/Statutory Corporations by the State Government. Authorization of pension and other retirement benefits to the retiring State Government employees. Treasury Inspection and preparation of Annual Review on inspection of Treasuries. Grants and loans given by Government to Bodies and Authorities for specific purposes. Maintenance of G.P.F. accounts relating of employees. 	1	

(1)	(2)	(3)	(4)	(5)	(6)
		RBI & Agency Banks	<ul style="list-style-type: none"> • Roles of RBI as Banker to Government • Modes of payment- ECS, NEFT, RTGS and Cheques • Features of CTS 2010 cheques • Credit Scrolls for Receipts and Payments, Return Scrolls • Memorandum of error • Modes of Receipts – cash, clearing, fund transfer, collection of outstation cheques, RTGS, Internet Banking, Credit card/Debit card remittance to Govt., NEFT remittance etc, • Reconciliation 	1	
		KGID / Small savings and LIC	<ul style="list-style-type: none"> • Compulsory Insurance, prescribed rates of subscription and accounts • Subscription, Savings and Insurance Fund, Settlement of retirement benefits of GIS • Recovery & Remittance of LIC Premium • Reconciliation with LIC • Pension Grievance Cell etc. 	1	
		HRMS	<ul style="list-style-type: none"> • HRMS – implementation • Different phases of the project • Pay –roll Generation of the monthly salary bill of employees by the concerned Drawing and Disbursing Officer • Maintenance of service particulars of an employee • Functionalities in HRMS 	1	
		Post Office	<ul style="list-style-type: none"> • Post office- e-MO, Postal accounts, PLI. PIN Codes, Mapping of PIN. • Disbursement of Social security pensions, e-MO, returns management and pensioner grievances 	1	
		Result Framework Document	<ul style="list-style-type: none"> • Explain RFD of Dept of Treasuries. • Preparation of RFD • Uploading of RFD in the RFMS , review, evaluation of RFD generating reports 	1	
		Receipts	<ul style="list-style-type: none"> • Receipts:-Challans- e-challans, departmental challan, registered remitter and challan lite. • Scroll Processing, MOE. • Different modes of payments, Suspense Heads • CTS 2010 cheque features, lapsed cheques, Alteration memo for cancelled cheques. • Object Codes, Bill claims, specific validations • Bill Generation 	6	
		Deposits	<ul style="list-style-type: none"> • Role & Responsibilities of Treasury Officers • Opening, continuation, closing and revival of deposits accounts, lapsing of deposit • New Accounting scheme for deposits 	2	

(1)	(2)	(3)	(4)	(5)	(6)
			<ul style="list-style-type: none"> Balance Sheet, cash book plus and minus memo, reconciliation and payment authorization Activities of Treasury Officer for Migration and operationalisation of deposit accounts to K II Deposit account management in K II 		
		Pensions	<ul style="list-style-type: none"> Types of Pension, Sanctioning and authorizing authorities KTC 45-Check register PSB Rules CPPC and its role, PSB Rules conversion to Family pension Calculation of pensionary benefits 	4	
			Total	20	5
2	Treasury Operations Part-II	NPS	<ul style="list-style-type: none"> Role and activities of NPS Unit Stake holders of NPS-NSDL (CRA), HRMS, PFRDA, Axis bank (Trustee bank), Fund Managers such as SBI, UTI, LIC Registration of DDO, Forms used in NPS, PRAN and PPAN S1 updation / Modification - Basic details personal details, Nomination, re issue of PRAN and reset of I-PIN & T-PIN Contribution- Regular, arrear / Backlog, missing contribution Payment, accounting and reconciliation Settlement of claims of subscribers, Calculation of benefits in death cases NPS uploading procedures in the treasuries NPS for on deputation employees Challenges & Discrepancies GOs till date & FAQs 	7	
		TNMC	<ul style="list-style-type: none"> Role and responsibility of PMU Fiscal & Cash Management, Expenditure tracking, Audit monitoring Masters and Master management BPRs in K II Hardware and network management Role of TNMC, Master management DC/DR and facility management Software development and improvisation 	7	
		Stamp Depot & Strong Room	<ul style="list-style-type: none"> Safe Custody of articles Forecasting & annual indent of cheques Procurement of stamps, confiscated articles- handing over articles to Govt. Mint Stock and sales of stamps. Padlocks, security, Exchange of keys Joint inspection of strong room Archival and destruction of records 	4	

(1)	(2)	(3)	(4)	(5)	(6)
		PRI	<ul style="list-style-type: none"> • Role and responsibility of Treasury officers as regards PRI transactions • PRI, ZP and TP fund • Model Panchayat Accounting Structure (MPAS). • Fund I II and III, lapse and revival of funds. • Reconciliation 	1	
			Total	19	5
3	Financial Codes Governing Treasuries	Karnataka Financial Code (KFC)	Definitions, General Principles and Rules, Revenue Receipts	1	
			Responsibilities for Moneys Withdrawn, Pay and Allowances, Bills, Establishment	1	
			Miscellaneous Charges, Stores, Works, Loans, Advances, Bills and Remittances	1	
			Charitable Endowments, Deposits, Local and other Funds	1	
			- Service Funds, Maintenance of Cash and other Accounts of Government Offices, Responsibilities for Losses of Public Money or Property, Miscellaneous subjects		
		Manual of Contingent Expenditure (MCE)	General Rules, Responsibility of DDO, Controlling Authority, Permanent Advances, Bills of encashment, Countersigned Contingencies, Disallowances, Cancellation and Destruction of Sub-Vouchers	1	
			- Special Rules, Allowances, Conveyance Charges, Examination Charges, Fixtures and their Repairs, Furniture and Equipment, Honorarium	1	
			- Insurance of Government Property, Law Charges, Printing, Publications, Rents, Rates and Taxes, Stationery, Stores, Telephone Charges	1	
			- Wages, Miscellaneous office expenses, Appendix IV & V	1	
		Karnataka Treasury Code (KTC)	- Scope of Rules and Definitions, Constitution and Administration of Treasuries, Custody of Treasure	1	
			- Classification of Transactions, Payment of Moneys into the Treasuries and withdrawal there from	1	
			- Accounts to be kept at Treasuries, Accounts Returns to be rendered by Treasuries	1	
			- Pension Payments, Deposits and Bills of Remittances	1	
			- Miscellaneous, Special Rules, Provision of Funds at Treasuries and Sub-Treasuries	1	
		Karnataka Budget Manual (KBM)	- AFS, Structure of Accounts, Budget Estimates, Classification of Funds, Charged and Voted Expenditure, HoA	1	
	- Cash Budgeting, Delegation of Financial Powers, Appropriation Accounts, Reconciliation and control of Expenditure, Ways and Means Advance, Audit and PAC	1			

(1)	(2)	(3)	(4)	(5)	(6)
		Karnataka Panchayat Raj (KPR)	- Budgeting, Accounting, Finance of ZP, TP and GP Funds, Accounting Procedure	1	
			- Books of Accounts, Monthly reconciliation, GIA, Receipts & Expenditure, Receipts	1	
			- Responsibilities of DDOs, Treasury Procedures, Checks on Bills, Drawl of Moneys through Cheques, Plus and Minus Memorandum	1	
			- Refunds of Deposits or Fees paid in excess to the ZP, Schedule I to IV and link document	1	
			Total	20	5
4	Law and Service Rules	Constitution of India	Key Salient Features of the Indian Constitution - Enumerate Fundamental Rights, Citizenship, Fundamental Duties, Directive principles of the State Policy (Art 36 to 51) PART V - Comptroller and Auditor General of India (Art 148 151), Procedure in Financial Matters - Annual Financial Statement - Presentation of AFS and passing of appropriation Bills - Art 112 & Art 202, Supplementary, additional or excess grants (Art 205), Votes on account, votes of credit and exceptional grants (Art 206) PART XII - Miscellaneous Financial Provisions - Custody and monitoring of Consolidated Funds, Contingency Funds and moneys credited to public accounts (Articles 266, 267 and 283) Part XIV - Chapter I - Services (Articles 309 to 311) - Doctrine of Pleasure(Art 311) and Dismissal, removal or reduction in rank of persons employed in civil capacities under the Union or a State [Art 311(b) - Reasonable opportunity]	1	
		KTPP Act, 1999	- Introduction and historical background, Salient features of the Act, KTPP Rules, 2000 Procurement Reforms, E-procurement	1	
		Tax Rules	Income Tax Act - Provisions of the Income Tax Act / Rules relating to Salary and TDS of individuals, Role of Drawing and Disbursing Officer and Treasury Officer in deducting Tax and applicable rates, Generation of 24G and 24Q Report, Generation of Statistics Report, Uploading to TRACES, File Validation, Generation of BIN, Filing of Correction Statements - 24Q and 26Q Report, Generation of Receipt No. , Form 16 and Exemptions Service Tax Act - Provisions of the Service Tax Act / Rules - Salient features and mandatory deductions	2	
		Right to Information Act (RTI) and SAKALA	Salient features of the RTI Act, 2005 - Right to Information, Obligation of Public Authorities, Request for obtaining information - Application, Fees, Disposal of request, Exemption from disclosure of information, Grounds for rejection to access in certain cases, Provisions for appeal and penalties, Severability and Third party information D6 Miscellaneous - Monitoring and Reporting, Preservation and destruction of RTI records Karnataka Guarantee of Service to Citizens Act, 2011 (SAKALA) - Salient Features	2	

(1)	(2)	(3)	(4)	(5)	(6)
		Acts related to Gender	Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013	1	
		General Service Rules	Karnataka Civil Service Rules - Background and General Conditions of Service	1	
			Superannuation, Regulation of Service condition and Foreign Service and Deputation	1	
			Regulation of Emoluments and Fixation of Pay	2	
			Leave Rules, Joining Time and Travelling Allowance Rules	1	
			Pension Rules	2	
		Allied Service Rules *	- Salient features of The KCS (General Recruitment) Rules, 1977 & Appointment of persons on Compassionate grounds, The KCS (Probation) Rules, 1977, The KCS (Seniority) Rules, 1957, The Karnataka Government Servants (Medical Attendance) Rules, 1963	2	
		Conduct Rules and CCA Rules	The KCS (Conduct) Rules, 1966, The KCS Performance Appraisal Report Rules, 2007 and The KCS (Classification, Control and Appeal) Rules, 1957	2	
		Handling of Legal Issues, court cases**	Procedures for handling legal matters - Filing of writ petition, Appointment of Government Advocate / Public Prosecutors, Providing para-wise comments and information, Filing of Statement of Objections, Regular monitoring of court cases, Appointment of special counsels in important cases, Review of Orders of the Court, Filing of appeals, Implementation of Court Orders	1	
		Office Procedure	Chapter I -Title, Definition, Duties of the Head of the Office, Organisation of the Office, Duties of the Head of the Branch, Duties of the Head of the Section, Duties of the caseworkers, Officer Order Book, Trilateral Index Letters, Clearance Section. Chapter II - Movement of Tappal, General receipt register, Classification of References, Special Registers, Periodical Register, Case Register, Opening of Registers, Numbering of cases, Composite Cases, Monthly arrear list of cases, Weekly arrear statement of papers. Chapter III - Manner of Handling office work, Circular Files, Current Files and its Arrangements, Illustrations, Disposals, Record Files, Destruction of Records connected with Accounts, Premature Disposal, Call Book, Confidential Papers, Fair copying and Despatch, Recording and Indexing illustrations. Chapter IV - Inspections, Attendance, Casual Leave, Furniture, Register of Books and Publications, Various Stages in the Careers of a case. Chapter V - Procedure for smaller offices.	1	
			Total	20	5

(1)	(2)	(3)	(4)	(5)	(6)
5	Information and Communi-cation Technology	Introduction to Computers, Network Internet & Architecture (Theory)	Hardware – CPU, Memory, Ports, Mouse, Monitor, Printer, Bar code Reader, Card Reader; Storage – RAM, ROM, HDD, DVD, Data Card, Pen Drive; Software – Operating System, MS Office, Open office Adobe, Winzip, Win Rar and other file compression tools, Nudi etc.; Types of Connectivity – LAN, WAN, Internet; Resource sharing – Printers, Folders, Applications	1	
			Wired and Wireless connectivity; Introduction – Webpage, Website; Common Terms – World Wide Web, Browser (Explorer, Chrome, Firefox); Search Internet – Search engine, Keywords; Enterprise Application Architecture of Khajane II	1	
		Using Common Desktop Applications	Theory - e-mail Policy	1	
			Theory and Practical - Word	1	
			Theory and Practical - Power point; Nudi	1	
			Theory and Practical - Excel	3	
			Theory and Practical - Open Office; Outlook	1	
		Information System Security	Theory and Practical - Managing a computer system; Use of licensed software; Auto update of OS security patches and Antivirus patches; Web browser to be updated with latest patches; File / Folder Management and taking back up & Archival; Password Management (Weak and Strong passwords)	1	
			Theory and Practical - Information System Management and Relevant Standards; Crisis Management Plan (Back up Mechanism, Archival Mechanism); Crisis Management plan- expectations; Threats to IT systems, Dos and Don'ts, Best practices and Troubleshooting; - IT Act 2000 and its importance in Government system (Key provisions of various Acts and acts related to G2G & G2C)	1	
			Theory and Practical - Legal Framework- IT act with special reference to certain sections like 11 and 20	1	
			Theory and Practical - Cyber Security, Threats/risks to IT environment	1	
			Theory and Practical - Digital Signature Certificate, Electronic Signature	1	
			Theory and Practical - Biometrics	1	
		e-Governance and common e-Governance applications	Overview of e-governance in Karnataka; Important e-initiatives in GoK; Presentation on e-procurement	1	
			Demonstration on e-procurement	1	
	Presentation on HRMS	1			
	Aaadhar - Leveraging Aaadhar for Public Service Delivery	1			

(1)	(2)	(3)	(4)	(5)	(6)
		Common IT Infrastructure	KSWAN; SDC; Facility Management Services (Annual Maintenance Contract etc. with SLA monitoring tools focus on Vendor Management and Contract Management)	1	
			Total	20	5
6	Organizational Behavior and Human Resource Management	Introduction to OB & Human Resource Management concepts	<ul style="list-style-type: none"> • Introduction to Organizational Behaviour <ul style="list-style-type: none"> o Definition, Need and Scope. • Key elements of Organizational Behaviour People, structure, technology and environment. • Basic approaches of Organizational Behaviour. • Personal Effectiveness, Creativity & its Analysis for behavioural changes. • Management Functions • Roles & Responsibilities of Officers, with respect to development of their subordinates for achieving effectiveness in delivery of services. 	2	
		Personality and dynamics of Interpersonal relations	Personality <ul style="list-style-type: none"> • Introduction • Factors influencing Personality • Personality determinants • Personality types • Key Personality traits relevant to work place. 	2	
			Attitude: <ul style="list-style-type: none"> • Components, Sources and Formation • Transactional analysis • Positive attitude and its impact on the organization • Negative attitude and impact on working conditions in the organization • Attitude and work culture 	1	
		Communication & Presentation Skills	<ul style="list-style-type: none"> • Introduction to Communication • Communication Process • Types of Communication • Verbal and Non verbal communications 	1	
		Time and Stress Management	<ul style="list-style-type: none"> • Introduction <ul style="list-style-type: none"> Ø Management of time Ø Management of Stress Ø Organizational role Stress Ø Stress coping strategies by individual Ø Stress coping strategies at organization level Ø Time management & Work-Life Balance 	2	

(1)	(2)	(3)	(4)	(5)	(6)
		Decision Making, Motivation	<ul style="list-style-type: none"> • Introduction to Decision Making Ø How to make a decision and what principles should guide your thinking Ø How to use technology to improve decision Ø How can you implement decision successfully Ø Fundamentals of Motivation Ø What makes people work harder, smarter and more effectively? Ø How to tap your employee's intrinsic motivation? Matching a person and a job 	2	
		Leadership and Team Building	Introduction to leadership Ø Characteristics of a Leader Ø How to be an effective leader Ø Laws of Leadership Ø Traits that predict leadership/ Situations of derail leadership Ø How to design your team? Ø Why is teams important than individual? Ø How to set direction to the team? Ø How to run effective meeting?	1	
		Group Behaviour and Conflict Management	Ø Group Structures Ø Group Process • Group Synergy, Group Cohesion and Group Decision Making	1	
			Ø Conflict Process Ø Types of Conflict Ø Sources of Inter-group Conflict Ø Conflict Management Techniques	2	
		Change Management	Introduction Ø Overview of Change process o Complexity and inevitability of changes	1	
		Human Asset/ Resource Management	Key component areas of Human Asset Management Introduction to Human Asset Management • Role Efficacy • Values and Ethics • Training and Development • Mid-career Crisis and Counseling	1	
			Total	16	4
7	Public Financial Management	Public Accountability - Introduction and Framework	i. Definition of Public Financial Management and Public Accountability (PA) ii. Concept and core principles of PA iii. Framework of PA in India – Constitutional provisions, CAG, Committees of the Legislature and Parliament, Government audit	1	

(1)	(2)	(3)	(4)	(5)	(6)
		Budget	a. Budget process/calendar b. Budget documents- Appendices A, B, E, etc c. Budget presentation in legislature- Finance bills, cut motion, token provision, vote on account, appropriation bill, demand for grants, d. preparing estimates at department level, non-salary expenditure, re-appropriation, surrender of grants, revised estimates and supplementary grants (Forms and formats for the same to be introduced)	1	
			Budgeting – Practical session	1	
		Fiscal Management	1. Introduction to Fiscal Management and the role of DoT in Fiscal Management of the state 2. i. Various Khajane 2 modules pertaining to cash/non cash transactions – Cash Management, Fiscal Management, Expenditure tracking, Budget Control, Assets-Liabilities, Audit Monitoring, Non Treasury Transactions ii. Consolidation, aggregation and reporting of receipts/payment data iii. Deposits	2	
		Cash Management	1. Definition of and Processes involved in Cash Management 2. Treasury Bill expenditure Management	2	
		Government Finance Structure	i. Govt. Finance Structure – Consolidated fund of the state, Contingency fund, Public account ii. Form and structure of Govt. accounts - LMMH iii. National Accounts Statistics (NAS)- Macroeconomic aggregates	1	
		Government Accounting	Finance Accounts, Appropriation Accounts and Monthly Civil Accounts	1	
			CSS/CPS Accounting	1	
		PRIs and Local Bodies Accounts	ULBs – Budget preparation & accounting system	1	
			PRIs - Constitutional framework, sources	2	
		Government Accounts	Expenditure Accounts – PWD accounts	1	
			Financial Management of PSUs	1	
		GPF Rules	Karnataka General Provident Fund Rules 1957 ii. Advances, partial withdrawal and final withdrawals iii. GPF HoA	1	

(1)	(2)	(3)	(4)	(5)	(6)
		Audit Monitoring	AG Audit, Inspection report, Draft notes, Audit paras, compliance to audit paras, PAC, COPU, CoLB, action taken report	1	
			Mock PAC session	1	
			How to detect Frauds	1	
			Total	19	5
8	Project Management	Objective of the training program and overview of Project Management	Definition of Project, What is Project, Project Characteristics, Project Success, Project Failure, Typical Life Cycle of a Project, Triple Constraint Theorem, Importance of Project Management, Project Management Philosophy	1	
		Project Initiation – Necessity, Identifying Project stake holders, assumptions and Constraints	Project – Evolution, Government Project Evolution, Project Charter-Project Managers, Goals vs. Objective. Project Sponsor, Team exercises.	1	
		Defining scope of project	Project Scope Management, Project Scope Process, Project Scope Statement	1	
		Work Break Down Structure & its relevance	Create WBS, Validate Scope, Control Scope, Work Break Down Structure, Work Breakdown Structure Dictionary, WBS & Project Management, Construction of WBS, Exercise	1	
		Time and cost requirements of schedules	Project Cost Management , Classification of Cost, Project Cost Management, Estimate Costs, Determine Budget, Control Costs, Earned Value Management, Management – Variance, Value Management – S Curve, Value Management – Forecasting, Exercises	1	
		Fast tracking and crashing of schedule	Project Schedule Analysis – Critical Path Method, Fast Tracking & Crashing of Project Schedule	1	
		Project Team management and Quality control in Project Management	Appropriate Teams, Conduct team Building Exercises, Creating Effective Teams, Making the teams to come up with high performance goals, and make them accountable for results. Quality control in Project Management.	1	
		Project Risk Management	What is Risk, Project Predictability, Personal attitude to Risk, Risk Management Process, Risk Identification, Risk Breakdown Structure, Perform Qualitative & Quantitative Risk Analysis. Plan Risk Responses, Monitor and Control Risks, Isolate areas of High Risk-Team Exercise	1	

(1)	(2)	(3)	(4)	(5)	(6)
		Integrating Changes and Change Management procedure	Perform Integrated Change Control, Integrated Change Control Major Activities, Integrating changes and Change Management	1	
		Project Plan Preparation- Group exercises	Develop Project Management Plan, Develop plans for all elements of the project, Integrate all sub-plans to an integrated project plan. Participants in predetermined groups are required to prepare project plan for the allotted projects, by integrating the various exercises carried out in earlier sessions.	1	
		Project closure, clearances, documentation – technical, legal and statutory compliances.	Project closure – Major Activities, Perform a Closeout Review. Group activities by participants	1	
		Presentation of Project plans by the teams	Participants in predetermined groups present the project plans.	1	
		The Karnataka Transparency in Public Procurements Act (KTPP), 1999 and KTPP Rules 2000	Introduction to procedures in Public Procurement Ø Introduction to KTPP Act, Historical background, salient features of the Act Ø Detailed discussions on the Standard Tender Documents Ø Procurement Reforms- e Procurement Ø KTPP Rules 2000	1	
		Contract Management	Relevant provisions of the Indian Contract Act, 1872 and laws having implications on government contracts and case laws.	1	
			Contract Management- Post contract monitoring, Mechanisms for resolution of disputes in government contracts	1	
			Total	15	4
9	Leadership and Managerial skills.	Introduction to Leadership & Managerial skills, Expectations from the participants	<ul style="list-style-type: none"> ➤ Definition of Leadership, Managerial skills ➤ Identify the key elements of Leadership & Managerial skills. ➤ Core competencies & qualities of Leadership. ➤ Analysis of individual leadership styles and its corrections. ➤ Description of Leadership skills required for officers to develop their subordinates for achieving effectiveness in delivery of services. ➤ Descriptions of those factors required for knowing self and others 	1	

(1)	(2)	(3)	(4)	(5)	(6)
		Foundation of Leadership	<ul style="list-style-type: none"> ➤ Description of the Foundation of Leadership. ➤ Identify the key elements of Leadership & Managerial skills. ➤ Core competencies, for Effective Leadership. ➤ Analysis of individual leadership styles and its corrections. ➤ Description of Leadership skills required for officers to develop their subordinates for achieving effectiveness in delivery of services. ➤ Description of those factors required for knowing self and others. 	1	
		Basic qualities of Leadership, Core competencies.	<ul style="list-style-type: none"> ➤ Description of the Qualities of Leadership. ➤ Identify the key elements of Leadership & Competencies. ➤ Core competencies. ➤ Analysis of individual leadership style and Plan to modify it to be effective. ➤ Description of Leadership skills required for officers to develop Competencies in their subordinates 	1	
		Learning about self and others	<ul style="list-style-type: none"> ➤ Description of the terms Openness, proactivity, receiving feedback, perceptiveness. ➤ Identify the key elements required for understand self. ➤ Core competencies, required for understanding others. ➤ Analysis of their own Behavioral style and modify it to Assertiveness. ➤ Description of qualities required in a Leaders to develop their subordinates by understanding their contributions 	1	
		Leadership Potentials, Facilitation & Mentoring skills	<ul style="list-style-type: none"> ➤ Description of Facilitation, ➤ Process of Mentoring. ➤ List the qualities required for Facilitation & Mentoring. ➤ Explanations & Demonstration of the Facilitation & Mentoring situations. 	1	
		Introduction to Process & Quality	<ul style="list-style-type: none"> ➤ Description of the purpose of RFD ➤ State the factors that determine the Process & quality. ➤ Description of lean thinking system, six sigma philosophy 	1	

(1)	(2)	(3)	(4)	(5)	(6)
		Improvement of quality in delivery of services	<ul style="list-style-type: none"> ➤ Description of lean thinking system, six sigma philosophy. ➤ Identify the tools used to measure, analyze, improve & control the results achieved by RFD. ➤ Identify the relevance and importance of Lean thinking, Six sigma tools and ISO 9000 standards for the functioning of the department 	1	
		Conflict Management, Negotiations	<ul style="list-style-type: none"> ➤ Description of Conflicts & Negotiation. ➤ List the key Personality traits relevant to work Behaviour, Conflict management. ➤ Description of the process and steps in Negotiations. ➤ Explain the relevance of using the Negotiation concept with reference to the performance of their work force 	1	
		Out Bound Training (Visits to centers of excellence)	<ul style="list-style-type: none"> ➤ Description of the term Team Building ➤ List the components and sources of Problem solving ➤ Description of the aspects of Strategic management and its relevance in achieving the vision of the government. ➤ Identify behaviors that create a positive or negative environment. ➤ Recognize the issues that influence Decision making. ➤ (Other objectives to be included after finalization of out bound training centre) ➤ Team Building ➤ Problem solving ➤ Strategic Management ➤ Decision Making, etc 	8 (2 days)	
		Reflection about Facilitation & Mentoring	<ul style="list-style-type: none"> ➤ Description of how facilitation can be done by reflection to their role. ➤ Explain the various processes involved in understanding situation. ➤ Description of how they will develop their subordinates for efficient services. ➤ Identify barriers and situations that can hinder departmental activities 	1	
		Reflection about conflict management, & Developing subordinates	<ul style="list-style-type: none"> ➤ Explain the various process conflict management ➤ Description of how they will develop their subordinates for efficient services. ➤ Identify barriers and situations that can hinder departmental activities. ➤ Identify the key components of Individual Plans to lead a team of officers. ➤ Reflect the learnings to their roles and realize the aspects required for modification of their behavior for effective leading in organizations 	1	

(1)	(2)	(3)	(4)	(5)	(6)
		Out bound training Reflections & Individual plans	<ul style="list-style-type: none"> ➤ Identify barriers and situations that can hinder departmental activities. ➤ Present their Individual Plans to lead a team of officers. ➤ Reflect the learnings to their roles and realize the aspects required for modification of their behaviour and plan, organise accordingly 	1	
			Total	19	5

Note: "The training modules for curriculum development will be in accordance with the instructions/ guidelines/modifications issued from time to time as suggested by the Treasury Module Development Committees for designing of training modules for officers/staff of Department of Treasuries through the Fiscal Policy Institute, Government of Karnataka, Bengaluru."

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

G. Shashidhar

Under Secretary to Government,
Finance Department. (Admn. & Adv.)

Schedule-III

(See rule 4)

Sl. No.	Posts	Core training modules mandatory for promotion * (Details given in Schedule-II)	Duration (No. of days)	No. of refresher courses mandatory for promotion each of 3 days duration **
(1)	(2)	(3)	(4)	(5)
1.	Gr.D Group 'D'	i) Office procedure and basic service rules ii) Primary Treasury Operations 1 and 2	5 5	1
2.	Gr.C Second Division Assistant	i) Treasury Operations ii) Financial Codes governing Treasuries iii) Law and Service Rules	5 5 5	2
3.	First Division Assistant	i) Treasury Operations ii) Financial Codes governing Treasuries iii) Law and Service Rules	5 5 5	2

(1)	(2)	(3)	(4)	(5)
4.	Head Accountant	i) Treasury Operations ii) Financial Codes governing Treasuries iii) Law and Service Rules	5 5 5	2
5.	Gr.B Assistant Treasury Officer	i) Treasury Operations 1 ii) Financial Codes governing Treasuries iii) Law and Service Rules	5 5 5	2
6.	Gr.A Assistant Director	i) Treasury Operations 2 ii) Information and Communication Technology iii) Organizational behavior and Human Resource Management	5 5 4	2
7.	Deputy Director	i) Public Financial Management ii) Project Management	5 4	2
8.	Joint Director	i) Leadership and Managerial skills	5	2

Note: * The trainings for Group A and B Officers are conducted in FPI, Kengeri, Bengaluru And for Group C and D employees, in identified/ respective District Training Institutes. The contents/sub-contents of the training modules for group C and D is liable for revision as and when required by the department provided the same shall be drawn out of the contents from the 9 Core modules as approved by the Government.

** The number of refresher courses only is made mandatory for promotion and the option of prescribing the specific refresher course for promotion for each of the cadre from time to time is given to the administrative department itself.

P.R. 860

SC-300

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

G. Shashidhar

Under Secretary to Government,
Finance Department. (Admn. & Adv.)