

**ANNEXURE-1**

**4(B)(II) Powers and duties of employees  
[Section 4(1)(b)(II) ] 2015-16**

**Responsibilities and Duties of Officers and Employees of CNL Division**

<b>Sl. No.</b>	<b>Name and Designation Sri/Smt</b>	<b>Administration</b>	<b>Details of Distributions of Work</b>
<1>	<2>	<3>	<4>
1	<b>C.Kempaiah Chief Registrar of Births and Deaths</b>	<b>Recommendation of Earned Leave/Commuted Leave and Sanction of Casual Leave</b>	<ol style="list-style-type: none"> <li>1.As a state Chief Registrar of Births and Deaths, taking all necessary actions to ensure cent percent registration of birth and death happening in the State and also to advise /instruct all birth and death registrars and sub registrars</li> <li>2.Instructions issuing and guiding the staff/case workers in discharging their duties pertaining to their subjects.</li> <li>3.Initiating the action to submit the report from the division to the Government.</li> <li>4.Attending to the other works entrusted by the Director.</li> </ol>
2	<b>S O.Narayanappa Joint Director</b>	<b>Recommendation of Earned Leave/Commuted Leave and Sanction of Casual Leave</b>	<ol style="list-style-type: none"> <li>1.Supervision of all work related to civil registration system,National Sample Survey,Scheduled Caste /Scheduled Tribes and National Building Organisation.</li> <li>2.Assisting the Chief Registrar regarding implementation of compulsory registration birth and death in the State.</li> <li>3.Instruction issuing and guiding the case workers in preparation and publishing of the report.</li> <li>4.Instructions issuing and guiding the staff/case workers in discharging their duties pertaining to their subjects</li> <li>5.Initiating the action to submit the report from the division to the Government.</li> <li>6.Attending to the other works entrusted by the Higher Officers.</li> </ol>
3	<b>Deputy Director Vacant</b>	<b>Recommendation of Earned Leave/Commuted Leave and Sanction of Casual Leave</b>	<ol style="list-style-type: none"> <li>1.Supervision of all work related to civil registration system,National Sample Survey,Scheduled Caste /Scheduled Tribes and National Building Organisation and Instruction issuing and guiding the case workers in preparation and publishing of the report.</li> </ol>

			<p>2.Assisting the Chief Registrar regarding implementation of compulsory registration birth and death in the State.</p> <p>3.Instructions issuing and guiding the staff/case workers in discharging their duties pertaining to their subjects</p> <p>4.Attending all works entrusted by the Higher Officers</p>
4	<b>N. Yashoda Assistant Director</b>	<b>Recommendation of Earned Leave/Commuted Leave and Sanction of Casual Leave</b>	<p>1.Supervision of all the works of the civil registration system.</p> <p>2.Maintainance of files of IDCC meeting.</p> <p>3.Miantainance of files related to Honourable Supreme court and Honourable High Court orders.</p> <p>4.Instructions issuing and guiding the staff/case workers in discharging their duties pertaining to their subjects</p> <p>5.Attending all works entrusted by the Higher Officers</p>
<b>1.Civil Registration system section:</b>			
5.	<b>Alamelu Mangamma Assistant Statistical Officer</b>	<b>I.Civil Registration system section</b>	<p>1.Maintaining the files regarding clarifications letters received on birth and death.</p> <p>2.Attending the court notices and forward the same to the concerned District Stitistical Officer.</p> <p>3.Providing the information under RTI-2005</p> <p>4.Attending all works entrusted by the Higher Officers</p>
6.	<b>Hulgur Amareshwar Assistant Statistical Officer</b>	-	<p>1.Correspondance with Government printing press department regarding supply of Empty birth and death forms</p> <p>2.Attending the work of collecting birth and death registration forms requirements from all DSO's and Distributing the empty birth and death forms according to their requirements.</p> <p>3.Maintainance of files regarding CNL administration and correspondance with Admin and Accounts section of the Directorate.</p> <p>4.Attending all works entrusted by the Higher Officers</p>

7.	<b>Devara mani Assistant Statistical Officer</b>		<ol style="list-style-type: none"> <li>1. Correspondance with Registrar General, India and forwarding all circulars received from Registrar General, India to all Registrars/Sub Registrars.</li> <li>2. Collecting statistics regarding annual report from all districts, Supervising the computerisation of form 1, 2 and 3, tabulation and preparation of annual report of birth and death in stipulated period and submitting the report to the Registrar General, India.</li> <li>3. Attending all works entrusted by the Higher Officers</li> </ol>
8	<b>Fareedha S Statistical Inspector</b>		<ol style="list-style-type: none"> <li>1. Maintaining the training files regarding software, RBD ACT and KRBD rules</li> <li>2. Collecting special monthly reports from Talukwise, Districtwise, Preparation of State SMR report and submit it to Registrar General, India.</li> <li>3. Collecting information on TLCC/BLCC meeting from DSO's and preparing the abstract of the same</li> <li>4. Attending all works entrusted by the Higher Officers</li> </ol>
9	<b>Dakshayini R Assistant Statistical Officer</b>		<ol style="list-style-type: none"> <li>1. Correspondance with Government Departments and hospitals regarding medical certification of cause of death.</li> <li>2. Correspondance regarding training on medical certification cause of death.</li> <li>3. Codification and keying of MCCD forms, preparing final tables and performing important role in preparation of Draft report every year.</li> <li>4. Attending all works entrusted by the Higher Officers</li> </ol>
10	<b>Shamitha H Statistical Inspector</b>		<ol style="list-style-type: none"> <li>1. Attending and answering all calls of Help Desk regarding e-janMa and reporting the same to the higher officer.</li> <li>2. Attending the tapal section in the absence of tapal case worker.</li> <li>3. Issue clarifications regarding complaints received on email regarding online registration of birth and death</li> <li>4. Correspondance with NIC regarding online registration of birth and death</li> <li>5. Attending all works entrusted by the Higher Officers</li> </ol>

<b>II. National Sample Survey Section:</b>			
11	G.Vanajakshi Assistant Director	II. National Sample Survey Section	<ol style="list-style-type: none"> <li>1. Supervision of field work and data entry work of the National Sample Survey section.</li> <li>2. Validation of each round NSS data and preparation of reports by generating tables using the Software supplied by NSSO.</li> <li>3. Assist the concerned case worker to generate tables in the preparation of Annual Report on RBD Act 1969 &amp; MCCD Report and to take action to prepare the reports to publish.</li> <li>4. Supervision of all the works of the National Sample Survey section.</li> <li>5. Issuing instructions and Guiding the case workers in their subjects.</li> <li>6. Attending to all other works entrusted by the higher officer.</li> </ol>
12	Govindaraju R Statistical Inspector		<ol style="list-style-type: none"> <li>a. Receiving the National Sample survey blank schedules and supply to the districts according to the samples prescribed.</li> <li>b. Clarifying the doubts raised in the districts.</li> <li>c. Preparation of quarterly Inspection report.</li> <li>d. Making arrangements for conduct State level training of each round.</li> <li>5. Verification of schedules submitted by the head office field staff and giving schedules for computerisation.</li> <li>6. Extraction of the information from the reports published by the NSSO based on central samples pertaining to the State and preparation of the the separate report and submission to the higher officer for approval.</li> <li>7. Preparation of pendency list pertaining to data entry from the districts and submission to all Joint Directors.</li> <li>8. Giving technical suggestions regarding data entry work, verification of tables etc, and attending to all the other works assigned by the higher officer.</li> <li>9. Maintenance of all rounds unit level data.</li> <li>10. Attending the State level validation of computerised and validated data</li> </ol>

			recieved from all the districts.
13	V.Suresh Statistical Inspector		<ol style="list-style-type: none"> <li>1. Attending the National Sample survey field work and data entry, validation and other works of National sample survey.</li> <li>2. Attending to all the other works assigned by the higher Officers.</li> </ol>
14	Paramesh V Statistical Inspector	Tappal Section	<ol style="list-style-type: none"> <li>1. Attending the National Sample survey field work and data entry, validation and other works of National sample survey.</li> <li>2. Attending to the work of receipt and dispatch of tappals of CNL division.</li> <li>3. Attending the National Sample survey field work and data entry work as and when assigned.</li> <li>4. Submission of CNL division Pendency list to all the Joint Directors and correspondence with other subjects and attending other works.</li> <li>5. Preparation of DSO Dairy.</li> <li>6. Attending to all other works assigned by the higher officers.</li> </ol>
III.	National Building Organisation(NBO) and SC/ST		
15	Hulgur Amareshwar Assistant Director(I/C)	<b>III. NBO and SC/ST Section</b>	<ol style="list-style-type: none"> <li>1.Supervision of all work of NBO and SC/ST.</li> <li>2.Instruction issuing and guiding the staff /case workers in discharging their duties pertaining to their subjects.</li> <li>3.Instruction issuing and guiding in preparation of annual report on representation of SC/ST in state civil services</li> <li>4.Attending all works entrusted by the Higher Officers</li> </ol>
16.	P Manju Assistant Statistical Officer		<ol style="list-style-type: none"> <li>1.Letter correspondance with Districts and Central Govenment regarding NBO ,issuing guidings to data collectors,supervising the work of data collectors and reporting the progress to the higher officers</li> <li>2.Preparation of annual report on representation of SC/ST in state civil services</li> <li>3.Attending all works entrusted by the Higher Officers</li> </ol>

17	Smt Chandravathi Senior Typist		1.Performing all typing work of CNL division 2.Attending all works entrusted by the Higher Officers
18.	K G Nagaraju Attender		To be present in the office half an hour before the office timings and to make sure all cleaning work is done,to take all tapals/files to and from head office and tapals from post office and attending all works entrusted by the higher officers
19.	Sadashiva Group'D'		To be present in the office half an hour before the office timings and to make sure all cleaning work is done,to take all tapals/files to and from head office and tapals from post office and attending all works entrusted by the higher officers