

**NAME OF THE SECTION: UNIVERSITY – 1,
EDUCATION DEPARTMENT (HR. EDN.),**

1	ಹೆಸರು	K. Narasimha
2	ಪದನಾಮ	Section Officer
3	ದೂರವಾಣಿ ಸಂಖ್ಯೆ	22032056
4	ಸಂಕಿಪ್ತವಾಗಿ ಕರ್ತವ್ಯ ವಿವರಣೆ	All matters pertaining to Gulbarga, Mysore, KSOU, Kannada & Women Universities and UGC co-ordination matters.
5	ಶಾಖಾ ಸಿಬ್ಬಂದಿಯ ಕರ್ತವ್ಯ ವಿವರಣೆ	Enclosed

WORK CHART

THE POWERS AND DUTIES OFFICERS AND EMPLOYEES OF
UNIVERSITY-1 SECTION

Jamedar	To keep the office neat and clean. To deliver the files/tapals to other sections/departments.
Typist (As per Article 29 of the Secretariat Mannual 1969)	Incharge of typing work in the section.
Jr. Assistant	Receiving & moving files and tapals, creation of the file Numbers in Computer and section works.
Stenographer	Receiving Dictation from The Under Secretary and transcribing the same in typing machine / computer
Assistant-1 (As per Section 26 of the Secretariat Mannual 1969)	He has been entrusted the following works. <ol style="list-style-type: none"> 1. All matters relating to KSOU, Gulbarga and some General works of Universities, besides co-ordination work. 2. All LA/LC matters relating to KSOU, Gulbarg Universities.
Assistant-3 (As per Section 26 of the Secretariat Mannual 1969)	He has been entrusted the following works. <ol style="list-style-type: none"> 1. All matters relating to Mysore University and ISEC Bangalore 2. All LA/LC matters relating to Mysore University and ISEC Bangalore 3. Any other subjects which may be entrusted by the Higher Authority.

<p>Senior Assistant (As per Section 26 of the Secretariat Manual 1969)</p>	<p>He has been entrusted the following works.</p> <ol style="list-style-type: none"> 1. All matters relating to Kannada and Women Universities. 2. All LA/LC matters relating to Kannada and Women Universities. 3. Any other subjects which may entrusted by the Higher Authority.
<p>Section Officer (As per Section 25 of the Secretariat Manual 1969)</p>	<p>The files submitted by the case workers will be scrutinized by the Section Officer and submit the said files to Under Secretary to Government. He will be incharge of the hole section, guides the subordinates, supervise and Co-ordinate the work of the Section and follow the procedure laidown the Secretariat Manual in taking decisions in the proposals by observing the channel of hierarchy and accountable for the turnover of the Section work.</p> <p>Any other subjects which may be entrusted by the Higher Authority.</p>