

THE RIGHT TO INFORMATION ACT, 2005

Obligations of Public Authorities

**A INFORMATION
HANDBOOK**

**[Refer to Chapter II Section 4(1) b
of RTI Act, 2005]**



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**PROACTIVE DISCLOSURE OF INFORMATION U/S 4(1) OF THE
RIGHT TO INFORMATION ACT, 2005.**

The particulars of organization, functions and duties.

The Administrative Training Institute, Mysore came into existence with effect from 01.04.1967. The Control of the Institute was with the Rural Development Department and later made over to the Department of Personnel and Administrative Reforms to cater to the Training Needs of All India Status. Since then the ATI is catering to the Training Needs of the Officers of all the departments of Government excepting the Judiciary and the Police Departments.

The Administrative Office of ATI is situated at Mysore. Group 'A' and 'B' Officers of all the Departments and the All India Service Officers whose services are allotted to the Karnataka Cadre are trained at the ATI. This apart the Group 'A' and 'B' Officers who are directly recruited will be imparted the Common Foundation Course. The Job course, small duration courses on different subjects, Workshops etc., will be conducted from time to time to improve the knowledge, skill and efficiency of the Officers.

An IAS Officer of the rank of Principal Secretary to Government holds the post of Director General, who is the Head of the Department. Two Joint Directors, One Deputy Director and 12 Faculty Members are functioning under the Director General. One Joint Director looks after the Administration and the other Joint Director is in charge of Training activities. The Deputy Director also look after administration & protocol works. The Faculty (DTIs) looks after Administration, Accounts, Training and Establishment matters of the 29 District Training Institutes. The Faculty of ATI are drawn from the disciplines of Public Administration, Law, Financial Management, Women Study, Appropriate Technology, Economics and Planning, Behavioural Science, Development, Economics and Planning, Systems Analyst and the Senior Programmer.

29 District Training Institutes are functioning in the Districts. The District Training Institutes organize Training courses to the Group 'C' and 'D' Officials. A Principal is heading the DTIs. A Vice Principal, 2 Instructors and Staff are functioning in the DTIs. In addition the four Regional DTIs at Bangalore, Mysore, Gulbarga and Dharwad are having 2 Gazetted Instructors.

Administrative Control:

A Managing Committee with 14 members under the Chairmanship of the Additional Chief Secretary guides the activities of the Institute. The Managing Committee supervises the policies and programmes of the ATI and DTIs and guides in the effective implementation of the Training Programmes.

Aims and Objectives :

1. To organize Common Foundation Course to the Group 'A' and Group 'B' Officers of the State Civil Service.
2. To organize Job course to the Gazetted Officers of the State Government.
3. To organize Orientation Training courses to the promote Officers.
4. To organize training courses to the officers of different departments.
5. To organize special Training courses, Symposia, Workshops and Seminars.
6. To organize Training Courses as proposed by the Government of India.
7. Orientation Courses to the All India service Officers allotted to the Karnataka Cadre.
8. To organize the Training of Trainers courses.
9. To organize training courses in Computer Applications.
10. To improve e-Governance and e-learning skills.
11. To identify the training needs and organize training courses as required by the various departments of the State Government.
12. To organize Workshops of the different departments of the State Government and accord necessary suggestions.
13. To undertake ancillary activities like action research and consultancy.

The norms set by it for discharge of its functions

The Instructions issued by the Department of Personnel and Administrative Reforms and the Finance Department from time to time are followed. The Annual Performance Report of the Officers and the Officials will be reviewed based on the report submitted by the Officer / Official vis-à-vis his discharge of the duties.

The facilities provided by the ATI with regard to training to the Officers are as follows.

1. Training courses based on the need of the training departments are taken care of by providing special departmental training courses.

2. Job course to Probationary Officers, Orientation course to the departmental officers and short duration courses on special subjects are also organized.
3. Orientation course to All India Service Officers allotted to the Karnataka Cadre will be provided.

Free boarding facility will be provided to the Officers deputed to the training at the ATI. Moderate Lodging facilities against payment is also provided.

A well equipped Library with over 56,204 volumes on various disciplines is catering to the needs of the trainee officers.

Training will be imparted using electronic media like the Multi Media Projector, Over Head Projector and Slide Projectors. Field Training will also be organized wherever necessary.

Karnataka Darshana, a Study tour, is organized to the participants of the Common Foundation Course to interact with the people from different parts of the State.

For general discharge of functions relating to administration of the Institute, norms are followed as contained in the Service Rules, Financial Rules, Codes and Manuals of the Government applicable to all offices, Departments and Directorates under it. For conduct of training, at the end of each financial year request letters are issued to all Secretariat Departments and Directorate Offices there under to indicate their requirements of training, levels of officials to be trained and after holding meetings with the representatives of such Departments and Directorates and other offices. Apart from this, depending on availability of time slots, special training programmes are also organized by ATI on receipt of request and placement of fund on select occasions. Government of India Courses also are conducted on approval from DoPT, Government of India to the proposals for training sent to the Department in advance by ATI.

The rules, regulations, instructions, manuals and records, held by it or under its control or used by its control or used by its employees for discharging its functions

As regards rules, regulations, instructions, manuals, the existing legislations, executive instructions and orders applicable to all regular Government establishments also are similarly and equally applicable to ATI, Mysore for discharge of its executive functions and duties.

