

Chapter 2

Powers and duties of Officers and employees

[Section 4(1)(b)(ii)]

ADMINISTRATION AND LAW WING

	Designation	No.of Posts	Name of the Officer / employee	Duties & Powers
1	Secretary	1	Shri Santosh Kumar	Secretary is the Chief Executive Officer of the State Commission and shall, subject to control of the Chairperson, exercise all administrative and financial powers of the State Commission. All correspondence of the Commission is made in the name of the Secretary.
2	Registrar	1	Shri T.M Nagaraj	Head of the Law Division. Supervision of work in law division and scrutiny of complaints - both fresh complaints. Attending to the cases filed before the High Court of Karnataka against the orders of the Commission. He is designated as first appellate authority under the RTI Act for law wing.
3	Deputy Secretary	1	Shri A Dinesh Sampathraj	Deputy Secretary is the middle level Officer, between the Chief Executive Officer and Under Secretary, and coordinates between all the Divisions of the Commission. Files submitted to the Under Secretary, are routed to the Secretary through Deputy Secretary.
4	PS to Chairman	1	Vacant	The Personal Secretary assists the Chairperson and coordinates between the Chairperson and Members of the Commission.
5	Under Secretary	1	Shri S Nataraj	Under Secretary renders assistance to Chief Executive Officer in respect of

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				'Administration and Accounts' section and also the Drawing & Disbursing Officer of the Commission.
6	Section Officer	4	Smt Radha H.N	Works relating to the 'Administration & Accounts' sections. Files submitted by the case workers, will be examined and put up before the Under Secretary. Attending cases relating to Right to Information, preparation of pay & allowances bills of the Chairperson & Members and service matters of the Secretary and Inspector General of Police.
7			Vacant	
8			Vacant	
9			Vacant	
10	Additional Registrar	1	Shri B.M Raju	Scrutiny of complaints, reserved matters and supervision of work in Law Division.
11	Assistant Registrar	1	Shri Mahesh .N	Issue of process and attending general correspondence pertaining to Law division. He is designated Public Information Officer under the RTI act and in that capacity, he is required to furnish the information's sought for under RTI Act to the applicants.
12	Public Relations Officer	1	Smt Gowthami .S	Publication Relation Officer functions as a link between the Commission, general public, visitors & various Government & non-govt. organisations and guides the public / complainants regarding the procedure to file their grievances / complaints before the Commission. On the instructions of the Hon'ble Chairperson and Members, he also arranges the press meet and issues press reports.
13	Accounts Officer	1	Shri K.B Devarajegowda	Verification of files pertaining to financial matters and work as internal financial advisor to Commission.

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14	Court Officer	3	Smt M.N Vibha	Looking after the Bench work of Bench-I, II and III in-charge of pending records
15			Kumari Girija Shankar	
16			Shri Chikkana .N	
17	Accounts Superintendent	1	Vacant	Preparations of the bills of contract employees including financial proposals of the Commission and also pay and allowances, service matters of officers & staff on deputation to the Commission.
18	Senior Assistant	1	Shri Nagaraju .K	In-charge of despatch section, maintenance of accounts of franking and assists in scrutiny process.
19	Judgment Writer	2	Shri Mohammed Sanaulla	Looking after the Bench work of Bench-I, II and III in-charge of pending records
20			Shri Swamy S.R	
21	Legal Assistant - Research Assistant	2	Kumari Rachitha Somashekar	Attends to scrutiny work of Bench - I, Bench - II and Bench - III
22			Shri Keerthesh G.M	
23	Assistant	3	Kumari Sowmya Raj	Maintenance of files and records.
24			Smt Varini .N	
25			Smt Padmashree Yankanchi	
26	Personal Assistant - Steno-grapher	7	Smt Roopa K	Taking dictation, Typing and office work.
27			Smt Venkatlakshmi .C	
28			Smt Hemavathi S.K	
29			Shri Ajith M.M	
30			Smt Nagarathna .N	
31			Kumari Padmashree S Desai	
32			Kumari Pooja Shree	
33	Assistant Librarian	1	Smt Sheela C.V	Systematic maintenance of Library, purchase of books, periodicals etc. Maintenance of electronic instruments, stock verification and putting up paper clipping for suo-moto cases.
34	First Division Assistant	1	Smt Veena .N	Record keeper and in-charge of disposed records.

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35	Record Keeper	1	Smt Bindushree R	
36	Steno-grapher	2	K Venkatalakshmi	Attends to dictation work of Members and Chairperson.
37			Vacant	
38	Junior Assistant	1	Smt Sushma B.R	Office Assistance.
39	Typist	2	Smt S. Pushpalatha	Attending typing work of section.
40			Smt Saritha .B	
41	Driver	5	Shri Krishnappa .R	Duties of vehicle driving.
42			Shri Munirathnam .M	
43			Shri Arun Kumar K.P	
44			Shri Manoj .B	
45			Shri Sathish Kumar B.S	
46			Junior Assistant - Computer Operator - Typist	
47	Smt Mamatha K.E			
48	Shri R.L Rohith Kumar			
49	Shri Mohammed Saqib Pasha			
50	Smt Shashikala .D			
51	Shri Punith Raj .N			
52	Dalayat - Group D	14	Shri H. Ranganna	They discharge the duties of carrying the files from the officer to the section and attend to any other work assigned to them by the superior.
53			Shri Muniraju .L	
54			Smt Latha .N	
55			Smt Manjula .S	
56			Shri Ramalingaiah	
57			Smt P. Leela	
58			Shri Nagaraj B Dalawai	
59			Smt Gayatri Shreugar	
60			Smt Ragini .R	
61			Shri Shashikumar .K	
62			Smt Shalini M.K	
63			Shri Nagaraj .M.R	
64	Jamedar - Dalayat - Orderly	5	Smt Sudha Rani K.R	Office Assistance.
65			Shri Huchegowda	
66			Shri Sachin .R	
67			Shri Manohar .M	
68			Shri Paramesh	
69	Sweepers - Scavengers	4	Vacant	Cleaning and watchman duties.
70			Vacant	

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71	-		Vacant	Assistance of Officers.
72	Watchman		Vacant	
73	Home Orderly	7	Shri Vilas Kumar Bhandari	
74			Smt Lakshmi	
75			Shri Sikandar MD	
76			Vacant	
77			Vacant	
78			Vacant	
79			Vacant	

INVESTIGATION WING

	Designation	No.of Posts	Name of the Officer / employee	Power & Duties
80	Inspector General of Police	1	Shri P.Harish Shekaran(I/C)	Head of the Investigation Team at the Commission, Investigates and submits reports on the human rights violation cases as directed by the Commission. As per the directions of the Commission in important human rights violation cases, undertakes surprise visits to hospitals, hostels, old age homes and apartments of general public and city police stations on complaints of unlawful / illegal detentions, registration of false cases and cases of torture and lock-up deaths.
81	Deputy Superintendent of Police	2	Shri Keshav K.E	Assisting IGP in investigation, meeting complainant in person based on complaint collection and recording of statements of complainant / witness, collection and verification of required documents, video & photos of the cases. Visiting the police stations, hospitals, jails and other hostels and other Govt. institutions, for enquiry where violation of human rights cases are reported based on the complaints filed in the Commission. Supervision of the investigation team in the Commission.
82			Shri S Manjunatha	Assisting Inspector General of Police in investigation, meeting complainant in person based on complaints, collection and recording of

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				statements of complainant / witness, collection and verification of required documents, video & photos of the cases. Visiting the police stations, hospitals, jails and other hostels and other Govt. institutions, for enquiry where violation of human rights cases are reported based on the complaints filed in the Commission. Supervision of the investigation team in the Commission.
83	Section Superintendent	1	Smt Vijitha C	Supervision of all administration works to be submitted to the Inspector General of Police. Registration and disposal of the human rights violation cases which are referred for investigation work relating to allotting the cases to the Deputy Superintendent of Police as per the order of the Inspector General of Police. Preparation of 'Annual Report' of the division. Assistant Public Information Officer under Right to information TI of the investigation division, and discharges duties as per the directions of the Inspector General of Police.
84	Sub Inspector of Police	2	Vacant	Assisting Deputy Superintendent of Police in all investigation cases, guiding the team relating to all investigation cases and also assisting Deputy Superintendent of Police during raids ordered by the

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				Commission.
85			Vacant	Assisting Deputy Superintendent of Police in all investigation cases, guiding the team relating to all investigation cases and also assisting Deputy Superintendent of Police during raids ordered by the Commission.
86	Head Constable	5	Smt Roopa R Siddi	Discharging the duties at helpline of the Commission. Preparation of files and recording the statements of complainants / witness as per the directions of respective Deputy Superintendent of Police. Compilation and despatch of all final reports. Assisting the Deputy Superintendent of Police during visits and raids related to human rights violation cases.
87			Smt Jyothi D M	
88			Shri Prakash C	
89			Shri Kemparaju N	
90			Smt Savitha S.N	
91	Armed Head Constable	3	Shri G S Basavaraju	Sentry duties of Inspector General of Police and Deputy Superintendent of Police, discharging all duties and orders given by Inspector General of Police and Deputy Superintendent of Police.
92			Shri K.N Nagappa	
93			Shri Harshavardhan	
94	Driver	2	Shri Vinaya Kumar Rao	Driver for Inspector General of Police vehicle allotted by the Commission.
95			Shri Anand .L	Driver for Deputy Superintendent of Police -1 vehicle allotted by the Commission.
96	Police Constable (Civil)	7	Shri Nagaraju S	Recording the statements of complainants / witness and other statements, typing work in the computer as per
97			Smt Ranju Paramesh	

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98			Shri Srinivasamurthy	the directions of respective Deputy Superintendent of Police. Maintenance of pendency statements and daily records registers. Preparation of files and recording the statements of complainants / witness as per the directions of respective Deputy Superintendent of Police. Compilation and despatch of all final reports. Assisting the Deputy Superintendent of Police during visits and raids related to human rights violation cases.
99			Smt Gowramma R	
100			Vacant	
101			Vacant	
102			Vacant	
103	Armed Police Constables (Orderlies)	4	Vacant	Work in the office of the Inspector General of Police, handles all tappal works relating to the IGP wing and also delivery of notices to the concerned in the HRC cases and also works as Motor cycle dispatch rider of the Investigation wing, discharging duties / orders given by Inspector General of Police and Deputy Superintendent of Police.
104			Vacant	
105			Vacant	
106			Vacant	
107	Drivers (Head Constables & Police Constables)	3	Shri Venkateshappa A.M	Driver for Inspector General of Police vehicle allotted by the Commission.
108			Vacant	
109			Vacant	
110	Dalayat - Group D	2	Smt G Geetha	They discharge the duties of carrying the files from the officer to the section and attend to any other work assigned to them by the superior.
111			Smt Paravathamma	
	TOTAL	111		