



Government of Karnataka

**HAND BOOK UNDER SECTION 4 (1) (b) OF THE
RIGHT TO INFORMATION ACT 2005**

4 (1) (a), 4 (1) (b) and 26 (3) (b)



Karnataka Biodiversity Board

(Department of Forest, Ecology and Environment)

ANNEXURE – I

**4 (1) (b) (i) : ORGANISATION CHART, FUNCTION AND DUTIES
OF THE KARNATAKA BIODIVERSITY BOARD**

Officers on Deputation from Government Departments

Sl. NO	Designation	Name
1.	Chairman	Sri Anata Hegde Ashisar
2.	Principal Chief Conservator of Forests and Member Secretary	Dr. Virender singh IFS,
3.	Deputy Conservator of Forests	Vacant
4.	Assistance Conservator of Forests	Sri. Subarao. LR (I/C)
5.	Deputy Director (AYUSH)	Dr. Purushotham B V
6.	Deputy Director (Horticulture)	Mrs. Sahana S Hegde
7.	Account superintendent	Vacant
Employees appointed on contract Basis		
7.	Consultant ABS	Mrs. Veena P G
8.	Consultant BMC/PBR	Mrs. Ashwairya B N
Outsource employees through Manpower Agency		
9.	Research Associate/Reader Zoology	Mr. S. Pritham
10.	Research Associate/Reader Botany	Dr. C. R. Jawahar
11.	Executive Assistant- (Administration & Accounts)	Mr. Y.H Shivmurthy
12.	Executive Assistant and PA to Member Secretary (MS Correspondence)	Mrs. B. Ambuja
13.	Executive Assistant - (General, RTI & Stocks)	Mr. Puttaraju S.P.
14.	Executive Assistant	Mr. Karthik SN
15.	Account Supervisor	Ms. Kavitha R
16.	Technical Executive - BMC, PBR & Training	Mr Prasanna K R
17.	Technical Executive - BMC, PBR & Training	Mr. Mahamadshafi Korabu
18.	Technical Executive - BMC, PBR & Training	Mr. Nikhil N
19.	Technical Executive - NMPB Project	Mrs Shruthi S
20.	Technical Executive - ABS	Mrs. Vijaya Lakshmi Hadimani
21.	Technical Executive - ABS	Ms.D. Denila
22.	Data entry Operator	Mrs. Archana K, Mrs. Bhavani H & Mr. Narasimhamurthy SG
24.	Dalayyat/ Peon (4 Post)	Mr. T.C Nagaraj, Mr. H.M.Ravi, Mr. S.N Gaali Hanumantharayappa and Mr. Neelakumar
25.	Drivers (4 Post)	Mr. Premanand, Mr. Girish, Mr. Vishwanath and Mr.Srinivasa Thimma Devadiga

Salary details of Officers and Staff of KBB

Sl. No	Name Sri/Smt.	Designation	Salary
1	Ananth Hegde Ashisara	Chairman	55,000.00 Consolidated
2	Dr. Virender Singh	Member Secretary	2,24,400 + Allowances
3	Purushotham B.V.	Deputy Director (AYUSH)	78,200+ Allowances
4	Sahana S Hegde	Deputy Director (Horticulture)	69,200+ Allowances
Supporting Staff- Employees outsourced through Manpower			Gross Amount
1	R.Kavitha	Accounts Supervisor	32,669.00
2	Y.H.Shivmurthy	Exécutive Assistant (A/c & Admin)	30,056.00
3	B.Ambuja	EA & PA to Member Secretary	33,187.00
4	S.P.Puttaraju	EA (General)	27,261.00
5	Karthik SN	EA (PA to Chairman)	23,000.00
6	K.Archana	DEO	19,602.00
7	Bhavani	DEO	15,000.00
8	Narasimmamurthy	(Group C)	15,000.00
9	Premananda	Driver	19,731.00
10	Girish	Driver	16,256.00
11	Vishwanatha P	Driver	15,000.00
12	Srinivasa Thimma Devadiga	Driver	15,000.00
13	S.N. Gali Hanumantarayappa	Dalayat	19,248.00
14	T.C Nagaraj	Dalayat	19,248.00
15	H.M Ravi	Dalayat	19,248.00
16	Neela Kumar	Dalayat	19,248.00
Research Associates			
1	S. Pritham	Zoology	48,488.00
2	Dr. C.R.Jawahar	Botany	48,488.00
Employees appointed on contract Access and Benefit Sharing (ABS)			
1	Veena P.G.	Consultant	59,563.00
Employees appointed on contract People's Biodiversity Registers (PBR)			
1	Ishwaraya. BN	Consultant	50,025.00

National Biodiversity Authority (Fund)
Employees outsourced through Manpower Agency

1	Vijayalakshmi Hadimani	Technical Executive	31,000.00
2	D. Denila	Technical Executive	31,000.00
3	K.R.Prasanna	Technical Executive	31,000.00
4	Mahamadshafi Korabu	Technical Executive	25,000.00
5	Nikhil N	Technical Executive	25,000.00
NMPB			
1	S.Shruthi	Technical Executive	34,000.00

Vacant Posts

KBB

1	Consultant(Legal)	One Post
NMPB		
2	Technical Executive	One Post

KARNATAKA BIODIVERSITY BOARD

The Karnataka Biodiversity Board was established as per Section 22 of the Biological Diversity Act, 2002 in June 2003 and started functioning from 1st August 2003. The Government of Karnataka also notified the Karnataka Biological Diversity Rules in 2005 vide G.O no. FEE 151 ENV 2005 dated 3rd May 2006 as per the powers conferred under the Section 63 of the Biological Diversity Act, 2002. The Government of Karnataka has made amendment to the Karnataka Biological Diversity Rules, 2005 vide G.O no. FEE 106 ENV 2014 dated 29/08/2016 (The Karnataka Biological Diversity (Amendment) Rules, 2016).

Objectives of the Board:

1. Implementation of Biological Diversity Act 2002 and Karnataka Biological Diversity Rules 2005.
2. Conservation of Biological Diversity.
3. Promotion of *in-situ* and *ex-situ* conservation of biological resources, incentives for research, training and public education to increase awareness with respect to biodiversity.
4. Planning schemes and programs for the sustainable utilization of Biological Diversity

FUNCTIONS AND DUTIES OF KARNATAKA BIODIVERSITY BOARD

As per Section 23 of the Biological Diversity Act, 2002, the functions of the State Biodiversity Board shall be to:

- a. Advise the State Government, subject to any guidelines issued by the Central Government, on matters relating to the Conservation of Biodiversity, Sustainable use of its components and Equitable sharing of the benefits arising out of the utilization of biological resources;
- b. Regulate by granting of approvals or otherwise requests for commercial utilization or bio-survey and bio-utilization of any biological resource by Indians;
- c. Perform such other functions as may be necessary to carry out the provisions of this Act or as may be prescribed by the State Government.

As per rule 13 of the Karnataka Biological Diversity Rules, 2005, the general powers and functions of the Board

in particular and without prejudice to the generality of other provisions, the board may perform the following functions;

- (i) lay down the procedure and guidelines to govern the activities provided under section 23 of the Act.
- (ii) advise the state government or any matter concerning conservation of Biodiversity sustainable use of its components and fair and equitable sharing of benefits arising out of the use of biological resource and knowledge.
- (iii) provide technical assistance and guidance to the departments of the State Government and Biodiversity Management Committee.
- (iv) regulate by granting of approvals or otherwise requests for commercial utilization or bio-survey and bio-utilization of any biological resource by Indian nationals.
- (v) facilitate updating and implementation of State Bio-diversity Strategy and Action Plan.
- (vi) commission studies and sponsor investigations and research.
- (vii) engage consultant for a specific period, not exceeding three years, for providing technical assistance to the Board in the effective discharge of its functions.

Provided that if it is necessary and expedient to engage any consultant beyond the period of three years, the Board shall seek prior approval of the State Government for such an engagement.

- (viii) collect, compile and publish technical and statistical data, manuals, codes or guides relating to conservation of Biological bio-diversity, sustainable use of its components and fair and equitable sharing of benefits arising out of the use of biological resource and knowledge.
- (ix) organize through mass media a comprehensive program regarding conservation of biological bio-diversity, sustainable use of its components and fair and equitable sharing of benefits arising out of the use of biological resource and knowledge.
- (x) plan and organize training of personnel engaged or likely to be engaged in programmes for the conservation of biological bio-diversity and sustainable use of its components.
- (xi) take steps to build up database and to create information and documentation system for biological resources and associated traditional knowledge through biodiversity registers and electronics data bases, to ensure effective management, promotion and sustainable uses.
- (xii) give directions to the local bodies / Bio-diversity Management Committee in writing for effective implementation of the Act, and to facilitate their meaningful participation in all measures relating to conservation, sustainable use, and equitable benefit-sharing.
- (xiii) report to the State Government about the functioning of the Board and implementation of the Act and the rules made there under.
- (xiv) recommend, prescribe, modify, collection fee of biological resources from time to time.
- (xv) to devise methods to ensure protection of rights including intellectual property rights over biological resources and associated knowledge including systems of maintaining confidentiality of such information as appropriate, including the protection of the information recorded in People's Biodiversity Registers.
- (xvi) sanction grants-in-aid and grants to Bio-diversity Management Committee for specific purposes.
- (xvii) undertake physical inspection of any area in connection with the implementation of the Act.
- (xviii) ensure that biodiversity and biodiversity-dependent livelihoods are integrated into all sectors of planning and management, and at all levels of planning from local to state, to enable such sectors and administrative levels to contribute effectively for conservation and sustainable use.
- (xix) prepare the annual Budget of the Board incorporating its own receipts as also the devolution from the State and Central Government provided that the allocation by the

Central Government shall be operated in accordance with the budget provisions approved by the Central Government.

- (xx) Board shall have full powers for granting administrative and technical sanctions to all the estimates; it may however delegate such administrative and technical sanction powers to the Member Secretary of the Board as may be deemed necessary.
- (xxi) recommend creation of posts to State Government, for effective discharge of the functions by the Board and to create such posts, provided that no such post whether permanent/ temporary or of any nature, would be created without prior approval of the State Government.
- (xxii) perform such other functions, as may be necessary to carry out the provisions of the Act or as may be prescribed by the State Government from time to time.
- (xxiii) shall have power to acquire, hold and dispose of property, both movable and immovable and enter into contract for the same.

COMPOSITION OF THE BOARD

The Government of Karnataka has constituted the Board vide Govt. order No. No. FEE 32 ENV 2019 Bangalore dated 24.10.2019 for a period of three years. Sri. Anata Hegde Ashisar was appointed as the Chairman of the Board for a period of three years (Govt. order No: FEE 32 ENV 2019, dated 24.10.2019) and Chairman was reported on 24th October 2019.

Sl. No	Board Members	Designation
1	Shri. Ananth Hegde Ashisar, Chairman, Karnataka Biodiversity Board, Bengaluru	Chairman
2	Additional Chief Secretary to Government, Department of Forest, Ecology and Environment, M.S. Buildings, Bengaluru	Ex-officio Member
3	Principal Secretary to Government, (Ecology and Environment), Department of Forest, Ecology and Environment, M.S. Building, Bengaluru	Ex-officio Member
4	Secretary to Government, Department of Agriculture, M.S. Buildings, Bengaluru	Ex-officio Member
5	Principal Chief Conservator of Forests and (HOFF), Aranya Bhawan , Malleshwaram, Bengaluru	Ex-officio Member
6	Commissioner, Department of Ayush, Danavantari Road, Ananda Rao Circle, Bengaluru.	Ex-officio Member
7	Additional Principal Chief Conservator of Forests (Social Forestry), Aranya Bhavan, 18th Cross, Malleshwaram, Bengaluru.	Special Invitee
8	Drugs Controller, Drugs Control Department Palace Road, Near, Karnataka Public Service Commission, Bengaluru	Special Invitee
9	Dr. Virender Singh, IFS, Member Secretary, Karnataka Biodiversity Board, Ground Floor, Vanavikas, 18 th Cross, Malleshwaram, Bengaluru-560 003	Member Secretary – Convener

ANNEXURE – II

4.(1) (b) (ii) The Powers and duties of the officers and Staff of the Karnataka Biodiversity Board

Duties and Responsibilities of Member Secretary

All the decisions will be taken by the Board and implemented by Member Secretary.

The Member Secretary shall be appointed by the State Government on deputation. He shall be a super - time scale officer of Indian forest service or Indian Administrative Service having adequate knowledge and experience in conservation and Management of biological resources.

1. The Member Secretary shall be responsible for coordinating and convening the meetings of the Board, maintenance of the records of the proceedings of the Board and such other matter as may be assigned to him by the Board.
2. All orders or Instructions to be issued by the Board shall be under the signature of the Member Secretary or of any other officer authorized in this behalf by the Board.
3. The Member Secretary either himself or through an officer authorized for the purpose may sanction and disburse all payments against the approved budget.
4. The Member Secretary shall have powers of to give administrative approvals to the estimates included in the budget of the Board.
5. The Member Secretary shall exercise such other powers and perform such other functions as may be delegate to him from time to time by the Board.

Duties and Responsibilities of Deputy Conservator of Forests

1. Prepare projects, scrutinize project received from other agencies and identifying the suitable implementing agencies, formulate and communicate the necessary guidelines, terms and conditions for implementation and monitoring including physical and financial aspect of all the project studies assigned to him.
2. Formation of BMCs and preparation of PBR's.
3. Formulation of guidelines on compensatory activities to offset Biodiversity Loss.
4. Imparting training and capacity building of stakeholders.
5. Liaison with other agencies regarding projects implemented through Karnataka Biodiversity Board.
6. Supervise, guide and monitor the activities of BMCs relating to biodiversity.
7. Documentation of major changes taking place over time and forces driving such changes in timber and non-timber forest produce from time to time.
8. Establishment and monitoring of tree genetic diversity conservation sites
9. Documentation and Conservation of sacred groves, sacred trees and urban biodiversity
10. Management of community controlled sustainable use areas such as village forests and grasslands and common property resources.
11. Upgrading of botanical gardens and Biodiversity oriented urban forestry programmes
12. Promoting sustainable utilization of timber and non-timber forest produce.
13. Capacity building programme for stakeholders in implementing Biological Diversity Act.
14. All aspects of Biodiversity Management Committees in the Coastal district
15. Studies on livelihood implications of biodiversity loss on forest produce gatherers
16. Development of plans for medicinal plant conservation through line departments
17. Establishment of ethno medicinal plant gardens at taluka and district centers.
18. Conservation of Ficus tree resources through avenue plantations
19. Establishment of multipurpose trees species like Honge and Neem and cultivated plants genetic resources centers.
20. Land use planning and Biodiversity conservation and integration thereof in the plans of concerned agencies.
21. Capacity building for development and management of Agri-Horti Biodiversity based enterprises including value addition to the commercially important crops.
22. Compilation and inventorisation of crop genetic diversity especially fruit trees like jackfruit, mango, garcina, tamarind.
23. Inventorisation of all Wild relatives of cultivated plants/crops.
24. Establishment and management of Conservation sites in low rainfall tracks like Deccan plateau.
25. Any other work entrusted by Member Secretary

Duties and Responsibilities of Assistant Conservator of Forests and Administrative Officer

1. Manage the day to day administration activities of the Board.
2. Formation of BMCs and preparation of PBR's.
3. Imparting training to the stakeholders of biodiversity.
4. Compilation of data on inventories and uses of forest resource of the State.
5. Creation of satellite imagery based mapping of forest habitat including resources
6. Liaison with other agencies regarding projects implemented through Karnataka Biodiversity Board.
7. Supervise, guide and monitor the activities of BMC's relating to biodiversity.
8. Litigation conducting officer of Board.
9. Project proposed to National Biodiversity Authority (NBA) Ministry of Environment Forests, (MoEF), Department of Science & Technology and other Institutes with in India.
10. People's Biodiversity Registers (PBRs) works under preparation in various districts.
11. Any other work entrusted by Member Secretary.

Duties and Responsibilities of Deputy Director (AYUSH)

1. Collect, compile and publish manuals, codes or guides relating to conservation of biodiversity, sustainable use of its components and fair and equitable sharing of benefits arising out of the use of biological resource and knowledge.
2. Imparting training to the stakeholders of biodiversity
3. Compilation of scientific and community based inventories of all medicinal plants in the State.
4. Documentation of traditional conservation and sustainable use practices such as sacred plants like Tulasi, Bilvapatre, Ficus etc.,
5. Establishment of herbaria, museums and electronic data base on the medicinal plants
6. Creation of Satellite imagery based mapping of medicinal plants Documentation of traditional knowledge on use of medicinal plants in herbal preparations
7. Studies on health implication by biodiversity loss Eg. Herbal medicines or nutrition etc.
8. Documentation of major changes taking place over time and forces driving such changes in the major eco-systems viz., forests, orchards, plantations and medicinal plant resources
9. Enhancing and integrating and planned in-situ and ex-situ medicinal plants conservation efforts.
10. Development of plans for medicinal plant conservation through line departments.
 11. Establishment of medicinal plants genetic resources centers in degraded forest areas, irrigation tank catchment areas and other suitable places.
 12. Establishment of ethno medicinal plant gardens at taluka and district centers.
 13. Promoting and monitoring sustainable utilization of medicinal plants
 14. Formation of a policy and regulatory frame work for conservation development and sustainable harvesting of medicinal plants
 15. Capacity building for development and management of biodiversity based enterprises such as method of harvesting, cultivation and value addition to medicinal plants.
 16. Documentation and response of people to newly emerging challenges such as GMO's and IPR's.
 17. Implementation of Act and Rules in case of Pharma, Cosmetics, Biotech, Minor Forest Produce.
 18. Documentation of Tradition Knowledge.
 19. Any other work entrusted by Member Secretary

Duties and Responsibilities of Deputy Director Agriculture/Horticulture

1. Identification of research thrust area, publicize, scrutinize project received from other agencies and identifying the suitable implementing agencies, formulate and communicate the necessary guidelines, terms and conditions for implementation and monitoring including physical and financial aspect of all the project studies assigned.
2. Identification and inventory of Agriculture and Horticultural crops in the state.
3. Compilation of Scientific Inventory involving Agriculture and Horticulture Departments, Botanical survey, Agricultural Universities and Research Institutions.
4. Documentation of folk and other public domain knowledge of uses of Agri-Horti Biodiversity.
5. Documentation and response of people to newly emerging challenges such as GMO's and IPR's.
6. Documentation of major changes taking place over time and forces driving such changes in arable fields, orchards and plantation.
7. Enhancing and Integrating existing and planned in-situ and ex-situ conservation on Agri-Horti Biodiversity.
8. Documentation of Fruit and Spice tree genetic diversity resources in the State.
9. Documentation of on-farm crop genetic diversity conservation sites.
10. Injecting Agro-Horti Biodiversity concerns in the functioning of civic bodies and other departments.
11. Advising and creation of a policy and regulatory frame works for in-situ protection of Agro-Horti Biodiversity.
12. Land use planning and Biodiversity conservation and integration thereof in the plans of concerned agencies.
13. Imparting training and capacity building of stakeholders on Agri-Horti Biodiversity.
14. Capacity building for development and management of Agri-Horti Biodiversity based enterprises including value addition to the commercially important crops.
15. Declaration and Management of Heritage Sites and Hotspots as per provision in BD Act 2002
16. Any other work entrusted by Member Secretary

Duties and Responsibilities of Consultant (Access and Benefit Sharing (ABS))

1. Carrying out ABS related activities in the Board.
2. Strengthening the legal, policy and institutional capacity to develop State ABS frameworks.
3. Creating awareness among stake holders for compliance of the provisions of the BD Act, 2002 and its ABS Regulations 2014.
4. Organize sector specific meeting and workshop for capacity building among stake holders.
5. Support the Board in developing best practices on ABS.

Duties and Responsibilities of Consultant BMC/PBR

The consultant will help Karnataka Biodiversity Board in coordinating the activities related to preparation of People's Biodiversity Registers (PBR) that are being developed across the State.

1. Facilitate and oversee the preparatory process of People's Biodiversity Registers (PBRs) at local grass root level across the State.
2. Act as the liaison between KBB and the local bodies to strengthen constitution of BMCs and preparation of PBRs.
3. Manage a technical support team that functions at State and local levels in PBR process, if required.
4. Monitor and evaluate local level actions on PBR process wherever required.
5. Develop legal policy and regulatory frameworks to streamline the process of PBR documentation.
6. Ensure the guidelines provided by NBA for preparing the PBRs are appropriately followed at various levels.
7. Undertake any other duty/responsibility assigned by the Member Secretary, Karnataka Biodiversity Board

Duties and Responsibilities of Research Associate (Botany)

1. Prepare projects, scrutinize project received from other agencies and identifying the suitable implementing agencies, formulate and communicate the necessary guidelines, terms and conditions for implementation and monitoring including physical and financial aspect of all the project studies assigned to him.
2. Establishment of Herbaria, Museums and Electronic data base on the forest biodiversity
3. Imparting training to the stakeholders of biodiversity
4. Documentation of traditional, conservation-sustainable use practices such as sacred trees and plants and formulate plans for their effective management.
5. Enhancing and integrating and planned in-situ and ex-situ biodiversity conservation efforts in cooperation with various research and development organizations.
6. Identification and prescribing plans for Conservation of ecologically sensitive areas in the State
7. Establishment and monitoring of tree genetic diversity conservation sites.
8. Documentation and Conservation of sacred groves, sacred trees and urban biodiversity.
9. Upgrading of botanical gardens and Biodiversity oriented urban forestry programmes.
10. Any other work entrusted by Member Secretary.

Duties and Responsibilities of Research Associate (Zoology)

1. Prepare projects, scrutinize project received from other agencies and identifying the suitable implementing agencies, formulate and communicate the necessary guidelines, terms and conditions for implementation of and monitoring including physical and financial aspect of all the projects.
2. Compilation of Scientific and Community based inventories on fauna of the State.
3. Establishment of Zoos, Museums and Electronic data base on the faunal biodiversity.
4. Identification and inventory of biodiversity indicators of habitat quality like birds and butterflies etc.,
5. Documentation of traditional, conservation-sustainable use practices such as sacred animals like monkeys.
6. Documentation of turtle, herons, bat colonies and seabird breeding conservation sites.
7. Any other work entrusted by Member Secretary.

Work in brief:

1. Research projects:

- a) Correspondence and follow-up on Research projects.
- b) Preliminary review and analysis of reports. Engaging in specific discussions with KBB officers and correspondences with the Principal Investigators.
- c) Providing scientific inputs and resolving issues associated with research in general.
- d) Holding project review meetings.

2. Biodiversity Heritage Sites (BHS):

- a) Implementation of Section-37 of Biological Diversity Act, 2002 and Rule-20 of the Karnataka Biological Diversity Rules, 2005.
- b) Working as per the 'Guidelines for identification and management of Biodiversity heritage sites' provided by NBA.
- c) Overview of all four heritage sites and preparation of management plans for Heritage sites.
- d) Correspondences with BMC of BHS and addressing any queries associated with BHS.
- e) Consideration of new BHS proposals and taking necessary action as per the Biological Diversity Act, 2002 & Karnataka Biological Diversity Rules, 2005.

3. National Biodiversity Action Plan (NBAP):

- a) Implementation of NBAP as per the Convention on Biological Diversity (CBD).
- b) Addressing all correspondences on NBAP.

4. National Biodiversity Authority (NBA):

- a) General correspondence with the Government of India.
- b) Coordination with all sections and preparation of annual report for NBA.

5. Ecologically Sensitive Areas (ESAs) & Assessment of Carrying capacity of Western Ghats:

- a) Correspondences and queries on ESAs.
- b) Correspondence and addressing matters associated with Expert Committee on Carrying capacity of Western Ghats.

6. Expert Committees:

a) Technical Expert Committee:

- I. Scientific review of research projects funded by the Board.
- II. Correspondences with Principal Investigators for presentation during project review meetings.
- III. Initiating necessary action as per meeting resolutions.

b) Publication Committee:

- I. Scientific review of research project reports submitted by the principal investigators (PI) and placing them for publication before the committee.
- II. Pursuance/ Follow-ups with Principal investigators for submission of summary reports.
- III. Gathering information and preliminary review of summary reports submitted to the Board.
- IV. Initiating necessary action as per meeting resolutions.

c) Biodiversity Heritage Sites Management Committees:

- I. Correspondences with 4 respective BHS Committees on management of concerned BHS.
- II. Coordination with BMCs and concerned members associated with all 4 BHS for visits to the BHS on matters relating to preparation of management plans and any other queries.
- III. Concurrence with committee members and preparation of proceedings of the visit to the BHS and initiating action on the meeting resolutions.

d) Expert Committee for Review of BHS draft rules:

- I. Preparation of BHS Rules as per Section-37(2) of the Biological Diversity Act, 2002 and its implementation.

Duties and Responsibilities of Technical Executives

1. Formation of Biodiversity Management Committees
2. Preparation of People's Biodiversity Registers
3. Conducting Awareness Trainings on Biodiversity
4. Field visits

Duties and Responsibilities of Accounts Supervisor

1. Maintenance of accounts & cash book, safe custody of vouchers and bills.
2. Preparation of the Budget.
3. Preparation of utilization certificates and progress reports from time to time.
4. To facilitate auditing of accounts and compliance of audit paras.
5. Preparation of various reports, returns etc., on financial matter.
6. Monitoring and follow up of financial progress of all the projects and work.
7. Safe custody of cheques, DD, financial instruments, Account documents etc.,
8. Reconciliation with audit, Treasury, Banks, Income Tax etc.,
9. Any other work assigned by Member Secretary and Administrative Officer.

**Duties and Responsibilities of Executive Assistant and
PA to Member Secretary**

1. Responsible for assisting Member Secretary in the overall administration and management of facilities of the Board for effective function.
2. All correspondence of Member Secretary files and Government Correspondence files.
3. Preparation of various reports on the activities of Karnataka Biodiversity Board including Annual administration report.
4. Custody and monitoring various reports, Government Orders, Circulars documents pertaining to the board.
5. Any other work assigned by Member Secretary.

**Duties and Responsibilities of Executive
Assistant (Administrative and Accounts)**

1. Responsible for assisting Member Secretary in the overall administration and management of facilities of the Board for effective function.
2. Liaise with Government and other organization regarding release of funds and other activities of Karnataka Biodiversity Board.
3. Preparation of various reports on the activities of Karnataka Biodiversity Board including Annual administration report.
4. Custody and monitoring various reports, Government Orders, Circulars documents pertaining to the board.
5. Administrative and Accounts maintenance, HR management, Audit and all Bank Transactions.
6. Any other work assigned by Member Secretary.

Duties and Responsibilities of Executive Assistant (General)

1. Responsible for assisting Member Secretary in the overall administration and management of facilities of the Board for effective function.
2. Liaise with Government and other organization regarding release of funds and other activities of Karnataka Biodiversity Board.
3. Preparation of various reports on the activities of Karnataka Biodiversity Board including Annual administration report.
4. Custody and monitoring various reports, Government Orders, Circulars documents pertaining to the board.
5. Any other work assigned by Member Secretary.

Duties and Responsibilities of Data Entry Operator

1. Drafting letters and other correspondence
2. Maintaining the office files and other documents etc.,
3. Maintaining the inward and dispatch.
4. Data Entry, Data processing and report generation.
5. Any other work assigned by Member Secretary and Administrative Officer.

Duties and Responsibilities of Dalayath

1. To keep the office neat and tidy. To deliver the files / tappals to other sections and Departments as per the instructions of Member Secretary.

ANNEXURE – III

4 (1) (b) (iii) The Procedure followed in the decision making process

4 (1) (b) (iii) : The procedure followed in the decision making process

As per the provisions of Section 22 & 25 of the Biological Diversity Act, 2002 and Rules 3 and 10 of the Karnataka Biodiversity Rules, 2005, the Chairperson and Member Secretary respectively are appointed by the State Government to exercise powers and perform such other duties as prescribed by the State Government. The Chairperson is the Chief Executive of the Board. Policy decisions are taken by the Board and implemented by the overall supervision of the Member Secretary. Deputy Director (Ayush), Deputy Director (Horti/Agri), Deputy Conservator of Forests (DCF) and Assistant Conservator of Forests (Administrative Officer/ACF) are the four officers on deputation who help in routine discharge of the duties in the Board. The Board has also constituted various technical committees whose expertise helps the Board in taking decisions. The powers are vested by the Board to Member Secretary in carrying out the day to day administration of the Board. All the employees in the Board are outsourced and work under the overall supervision of the Member Secretary.