

**SOCIAL WELFARE SECRETARIAT**

**NOTIFICATION**

**No:SWD 167 SLP 2017 (P1), Bengaluru, Dated:08-11-2017**

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**The Karnataka Scheduled Castes Sub-Allocation and Tribal Sub-Allocation (Planning, Allocation and Utilization of Financial Resources) Rules, 2017**

The draft of the Karnataka Scheduled Castes Sub-Allocation and Tribal Sub-Allocation (Planning, Allocation and Utilization of Financial Resources) Rules, 2017 which the Government of Karnataka proposes to make in exercises of the powers conferred by Section 27 of the Karnataka Scheduled Castes Sub-Plan and Tribal Sub-Plan (Planning, Allocation and Utilization of Financial Resources) Act, 2013 (Karnataka Act 65 of 2013 – Principal Act & Amendment Act 2017) is published in Notification No. SWD 167 SLP 2017 (P1), Bengaluru Dated 02-08-2017 inviting objections and suggestions from all the persons likely to be affected thereby with in fifteen days from the date of its publication in official gazette.

And, whereas, the Gazette was made available to the public on 02-08-2017.

And, whereas, no objections and suggestions are received in respect of the said draft rules.

Now, therefore, in exercise of the powers conferred by section 27 of the Karnataka Scheduled Castes Sub-Allocation and Tribal Sub-Allocation (Planning, Allocation and Utilization of Financial Resources) Act, 2013 (Karnataka Act 65 of 2013 – Principal Act & Amendment Act 2017) the Government of Karnataka hereby makes the following rules, namely:-

**RULES**

- 1. Title and Commencement,-** (1) These rules may be called the “Karnataka Scheduled Castes Sub-Allocation and Tribal Sub-Allocation (Planning, Allocation and Utilization of Financial Resources) Rules, 2017”.

- (1) They shall come into force from the date of their publication in the Official Gazette.

- 2. Definitions,-**(1) In these Rules, unless the context otherwise requires;

- (a) “Act” means the The Karnataka Scheduled Castes Sub-Plan and Tribal Sub-Plan (Planning, Allocation and Utilization of Financial Resources) Act, 2013, (Karnataka Act No. 65 of 2013) and Amendment Act 2017.

- (b) “Allocable Budget” means the total expenditure in the consolidated fund of the State excluding exempted expenditure.
- (c) “Census” shall mean a census conducted by the Government of India under the Census Act, 1948.
- (d) “Exempted Expenditure” means the expenditure exempted from the applicability of this Act and includes expenditure on salary, salary grant in aid, pension, administrative expenditure, principal repayment and interest payment on account of the State Government’s own borrowings and off-budget borrowings by the State Government Undertakings and any other expenditure of administrative nature notified by the Government.
- (e) “Form” means a form appended to these rules.
- (f) “Schemes” means Scheduled Castes Sub-Allocation or Tribal Sub-Allocation Schemes, as defined in sub-section (k) of Section 2 of the Act and also include those schemes which are proposed to be included in the Scheduled Castes Sub-Allocation or Tribal Sub-Allocation.
- (g) “Scheduled Castes or Scheduled Tribes Habitation” means any habitation where population of the Scheduled Castes or the Scheduled Tribes or combined population of the Scheduled Castes and the Scheduled Tribes is the highest percentage as explained hereunder in these rules, when compared to the total population of the village.

- (2) Words and expressions used in these Rules but not defined shall have the same meaning assigned to them in the Act.

**3. Selection of SC & ST Habitations for Implementation of the Community / Habitation Development Schemes in the following:**

- (1) The Habitations having above 75% of SC or ST or Combined of SC/STs.

- (2) The Habitations having above 50% upto 75% of SC or ST or Combined of SC/STs.
- (3) The Habitations having below 50% of SC or ST or Combined of SC/STs.

**4. Determination of Gaps in Development of Scheduled Castes and Scheduled Tribes under Section (2) of the Act.**

- (1) The Nodal Department shall take up necessary measures to identify the gaps in the level of development of Scheduled Castes & Scheduled Tribes vis-à-vis State average of General Population and also within Scheduled Castes & Scheduled Tribes, on the basis of the latest data available from the sources of authorised survey reports / impact studies and publications by Central and State Government and its Agencies and inputs from concerned Departments.

Further data base shall be built-up on Census Data from time to time on key indicators including the following.

- a) Demographic Indicators
  - b) Health Related Indicators
  - c) Education Related Indicators
  - d) Housing & Sanitation
  - e) Basic Amenities
  - f) Economic Development Indicators & Poverty Level
- (2) Each Department shall also identify the gaps within its mandate and activities in the development of Scheduled Castes & Scheduled Tribes vis-à-vis of general population and formulate the Schemes and accordingly prepare the Scheduled Caste Sub-Allocation & Scheduled Tribe Sub-Allocation Schemes within the State Plan priorities. They shall also communicate the identified developmental gaps to the Nodal Department.
- (3) The Nodal Department shall also carry out field based Evaluation / Research studies from time to time, through reputed agencies or research institutions, to assess the impact of each Scheme implemented under the Scheduled Castes Sub-Allocation and Tribal Sub-Allocation with respect to the status, nature and quantum of the existing gaps in development.

Special attention shall be given to identify the development gaps with regard to women, other backward social sub-groups among SC & STs. The Nodal Department shall generate the disaggregated data of Sub-groups.

- (4) The Nodal Department shall on the basis of data collected, prepare a report on the gaps in development and place the same before the Nodal Agency and the State Council for appropriate policy and administrative measures to bridge the identified gaps.

**5. Meetings and other functions of the State Council (Section 3(6))**

- (1) The State Council shall meet at least twice in a year at the place and time as decided by the Chairman of the Council.
- (2) The State Council shall meet to accord the final approval for the Annual Action Plans of the Departments under Sub-Allocations on the recommendations of the Nodal Agency for current year and also to conduct the review of the performance of all Departments.
- (3) The SCSA / TSA schemes as approved by the State Council shall be deemed to have been accorded the financial concurrence by the Finance Department and the respective Departments will issue the administrative approvals immediately on receipt of the State Council approvals.

**6. Nomination and removal of members of the State Council and their allowances.**

- (1) The Government may nominate five Members to the State Council from the Members of State Assembly, Legislative Council and Members of Parliament from Karnataka belonging to the SC/ST for a term of 30 months.
- (2) A Nominated Member may be ceased to be a Member of the State Council if they no longer continue to be a Member of Parliament, Member of Legislative Assembly or Member of Legislative Council as the case may be.

- (3) The nominated members are entitled to the travel allowance and sitting fee which is payable to the members of the State Legislative Committees when they attend the State Council meetings.
- (4) The nominated members ceased to be a Member of the State Council after expiry of 30 months or till fresh nomination to be made by the Government whichever is later

**7. Earmarking of Funds for the Scheduled Caste Sub-Allocation and Tribal Sub-Allocation from the Allocable Budget of the State under**

**Section 13,-** (1) In the total allocable budget, the allocation for Scheduled Castes Sub Allocation and Tribal Sub Allocation shall not be less than proportionate to the population of Scheduled Castes and Scheduled Tribes of the State as per the latest Census.

- (1) The Finance Department shall communicate to the Nodal Department the tentative lump sum Allocation for SCSA and TSA in every financial year subject to final allocation after finalizing the Allocable Budget along with an unspent amount out of the allocation made in the financial year prior to the immediate previous financial year, if any; to enable the Nodal Agency and Nodal Department for further allocation to various departments. The unspent amount has to be indicated separately while communicating tentative lump sum Allocation.
- (2) Out of the unspent amount, 2/3rd of the amount may be allocated to the same department and the remaining 1/3<sup>rd</sup> to Social Welfare Department under separate Head of Account to be utilized for various Schemes. Since the unspent amount cannot be carried forward beyond that year, it must be utilized fully on priority in the current financial year itself.

**8. The Manner of Communication of Sub-Allocation to Various Departments by the Nodal Department under Section 14**

- (1) The Nodal Department after receipt of the Allocation from the Finance Department, shall in turn, in co-ordination with the

Planning Department & Implementing Departments, indicate the Scheme-wise allocation for each Department under Scheduled Castes Sub-Allocation and Tribal Sub-Allocation keeping in view the gaps in development and requirement for reduction and elimination of the identified gaps. The Nodal Department shall obtain the approval of the Nodal Agency before communicating.

- (2) The Nodal Department & Nodal Agency, while making Allocation to the Implementing Departments, shall have regard to the following factors.
  - (a) The SCSA & TSA Component of Schemes may reflect overall priority of the State and the quantum of benefits and number of SC/ST Beneficiaries to be covered under the Scheme.
  - (b) The Schemes of the Departments that secure direct and quantifiable benefits exclusively to Scheduled Caste and Scheduled Tribe individuals, households, Social Groups, Habitations and institutions;
  - (c) The prioritized needs of most backward communities among the Scheduled Castes and Scheduled Tribes and most Backward regions in which SC/ST Population is substantial to ensure equity and development of such communities and regions. The Nodal Department shall identify such regions, most backward social groups, and communicate the same to the concerned Departments.
  - (d) The Departments performance in the preceding financial year as determined on the basis of quantifiable outcomes and the potentialities in bridging gaps in development and extent of utilization of funds allocated under the Sub-Allocations; in a transparent and accountable .
  - (e) Funds needed to complete any incomplete Schemes / Works.
  - (f) The funds shall be allocated based on the need and essentiality which results in the development of SC/STs

rather than proportionate to the SC/ST Population, for every Scheme. There may be more allocation to one Scheme and less allocation to another Scheme in the same Department.

**9. Identification of the Schemes to be included in Scheduled Caste Sub-Allocation and Tribal Sub-Allocation by the Departments under Section 15 and 17**

- (1) Each Department shall identify the Schemes, including new Schemes which directly benefits Scheduled Castes and Scheduled Tribes.
- (2) While identifying Schemes under sub-rule (1) above, the following shall be taken into consideration by each Department:
  - (a) Ensuring direct and quantifiable benefits exclusively to Scheduled Caste and Scheduled Tribe individuals, households, habitations, social groups and institutions in order to bridge the identified gaps in development.
  - (b) Priority to be given to provide quality education, quality residential schools, higher education, remedial and special coaching for admission to professional and other higher educational / technical institutions and for competitive selections for employment, skill development.
  - (c) Health care and treatment including health insurance, awareness etc.
  - (d) Housing and sanitation including community sanitation.
  - (e) Economic development including providing land to the landless, provision of irrigation, entrepreneurial development etc.
  - (f) All essential amenities including connectivity for habitations, social security and dignity of Scheduled Castes and Scheduled Tribes.

- (g) Any other measure that will significantly reduce gaps in development.
- (h) Due share to be given to Scheduled Caste and Scheduled Tribe women, Physically Disabled persons, the most backward sub-groups among Scheduled Castes and Scheduled Tribes, backward regions where the population of Scheduled Castes and Scheduled Tribes is substantial to ensure equity in development.

(3) **Identification of beneficiaries under Scheduled Caste Sub-Allocation / Tribal Sub-Allocation :**

To reduce the burden of applicants from repeatedly applying to avail the benefits; and also to ensure proper identification of deserving beneficiaries; the implementing Departments under Scheduled Castes Sub Allocation and Tribal Sub Allocation shall take steps to identify the beneficiaries in a transparent manner as per the eligibility criteria of the Schemes both in urban and rural areas periodically to extend the benefits either in one or more years.

**Specific steps to be taken in identification of beneficiaries :**

- (i) Each department shall invite the applications from the beneficiaries
- (ii) Verify the eligibility of the applicants and publish the list of eligible beneficiaries for the information of applicants and the public, at the office of particular village Panchayat and assembly constituency wise consolidated list at Taluk office of Social Welfare Department and concerned department.
- (iii) The list of eligible beneficiaries may be placed before the concerned Selection Committee for final phase-wise selection and after selection the list may be published.
- (iv) After exhaustion of the identified eligible beneficiaries list fresh list of eligible beneficiaries may be prepared in the similar manner as and when necessary, in the subsequent years.

**10. Obligation to cover the SC/ST in general schemes under Section 16 :**

The departments shall also ensure the coverage of Scheduled Caste and Scheduled Tribe beneficiaries under ongoing and new schemes being implemented by them in addition to the specific schemes under Scheduled Caste Sub-Allocation & Tribal Sub-Allocation.

**11. Preparation and submission of Budget Proposals under Scheduled Castes Sub Allocation / Tribal Sub Allocation for appraisal by the Nodal Agency**

- (1) In preparing the budget proposals of the Schemes, the Nodal Department & Other Departments shall follow the procedure laid down below:
  - (i) Nodal Department (a) will arrange to consult representatives of various organizations belonging to SC / ST, before finalizing the Budget proposals.
    - (b) Representatives of the Departments shall be invited during the consultation process.
    - (c) Invite the proposals / suggestions from District Monitoring Committees. The District Monitoring Committees shall submit the proposals / suggestions if any by in turn consulting the representatives of the Scheduled Castes and Scheduled Tribes communities in that District.
- (2) Each Implementing Department may also consult the concerned specific stakeholders while preparing the Schemes.
- (3) The proposed Scheme shall indicate the specific areas of impact and quantifiable benefits on its implementation.
- (4) The schemes under SC & ST Sub-Allocation shall be classified as Revenue and Capital in nature.
  - (a) Revenue Schemes are those which are implemented for securing direct and quantifiable benefits exclusively to Scheduled Caste and Scheduled Tribe individuals, households or groups and 100% of Scheme cost shall be allocated and accounted for under SCSA & TSA.

- (b) Other Revenue schemes are those which are general social sector schemes like education, health etc. where the benefits are extended to Scheduled Caste or Scheduled Tribe individuals or Households or Groups along with others.

*Provided*, that the scheme is to be classified as Other Revenue Scheme only if the Department provides the list of beneficiaries with quantifiable benefits for Scheduled Caste and Scheduled Tribes to the Nodal Department and the allocation of funds for such scheme shall be limited to the proportion of beneficiaries and benefits meant for Scheduled Caste and Scheduled Tribes.

- (c) Capital schemes are those that create public assets which are meant for the direct benefit of Individuals and Development of Habitations of Scheduled Caste / Scheduled Tribes like Roads & Drains in SC / ST Colonies, Construction of Hostels, Residential Schools, Educational Institutions, Community Bhavans, Community Irrigation Schemes etc. and 100% of Scheme cost shall be allocated and accounted under SCSA & TSA.

- (d) Other Capital Schemes are those which are non-divisible infrastructure schemes where it is not possible to quantify the benefits to be accrued to Scheduled Caste or Scheduled Tribe, but such infrastructure is necessary for overall development including Scheduled Castes & Scheduled Tribes, the portion of scheme cost to be accounted under SCSA & TSA shall be indicated on the recommendations of the Council by the Government separately.

- (5) The Department shall submit the scheme wise budget draft proposal to the Nodal Department in the **Proforma-1** for SCSA and **Proforma-3** for TSA appended to these rules to Nodal Department. The Nodal Department will examine whether it is as per the Act & Rules and return to the Department if necessary for revision and place before the Nodal Agency for recommendation to State Council.

**12. Appraisal and recommendation of the Proposals under SCSA / TSA by the Nodal Agency to the State SC/ST Development Council under Section 18 & 19 :**

- (1) The Nodal Agency with the assistance of Nodal Department shall conduct an appraisal of the budget draft proposals submitted by various Departments under the Scheduled Castes Sub-Allocation and Tribal Sub-Allocation, keeping in view the Provisions of the Act and Rules as a Pre-budget exercise. If the Nodal Agency found any deficiencies in the Scheme it may direct the concerned Departments for rectification and re-submit the same.
- (2) The scheme wise budget proposals approved by the Nodal Agency shall be forwarded to the Finance Department to include in the demands for grants for the Departments in the State Annual Budget proposals to be placed before the State Legislature. While preparing the demand for grants under Scheduled Castes Sub Allocation and Tribal Sub Allocations, it should be presented in a separate volume indicating the respective Head of Account, one for Scheduled Caste Sub-Allocation and another for Tribal Sub-Allocation for each department.
- (3) The Post-Budget Scheme-wise details under SCSA / TSA shall be submitted by the Implementing Departments to the Nodal Department in the formats enclosed to this Rules (**Proforma-2** (SCSA) & **Proforma-4** (TSA))
- (4) Then the Nodal Agency shall undertake the detailed scheme-wise discussion including new schemes if any announced in the Budget and recommend for the final approval to the State Council.
- (5) The Nodal Agency shall recommend the schemes with subsidy level etc. after appraisal under SCSA & TSA for the approval of State Council.

- (6) After the final approval of the schemes by the State Council, the concerned Departments shall issue the Government Orders indicating the Schemes & Subsidy Levels etc., for implementation of the approved Schemes. If any modification or change or re-allocation required in the approved Schemes including the amount with proper justification, the same may be considered by the Nodal Agency.
- (7) The schemes approved by the State Council may be published for the information of the public in the website of the all Development Departments and Nodal Department web portal.
- (8) The Nodal Agency shall also carry on the other functions as assigned by the State Council.

**13. Budget Release Orders under Scheduled Castes Sub-Allocation and Tribal Sub-Allocation.**

- (1) The concerned Departments, after receipt of the Expenditure Volumes, 1/4<sup>th</sup> amount of allocation made for the Scheme may be released in the first quarter for the ongoing schemes only which were approved by the Council in the immediate previous Financial Year. However, after approval of the Schemes by the State Council, the remaining allocation may be released quarterly as per the delegated powers.
- (2) The concerned Head of the Departments have to release the Funds under State Sector to the District Officers or implementing officers without any delay.
- (3) Budget Release Orders have to be posted on the website. Administrative and Technical Support Unit of the Nodal Department shall also ensure follow-up action for the timely release of funds.

**14. Transparency and Accountability in Implementation of Scheduled Castes Sub Allocation and Scheduled Tribal Sub-Allocation.**

- (1) The Nodal Department shall take steps to post the following details in the Nodal Department web portal at appropriate intervals.

- (a) The State Total Budget Outlay & Allocable Budget and Sub-Allocations
  - (b) The details of the approved schemes of all Departments
  - (c) The details of monthly progress reports
  - (d) Monitoring and evaluation reports on the implementation of Sub-Allocations.
- (2) The Nodal Department shall take steps to develop suitable software and install the same for effective monitoring of implementation of Scheduled Caste Sub-Allocation / Tribal Sub-Allocation and also for online submission of data by the Departments and for effective management of Scheduled Caste Sub-Allocation and Tribal Sub-Allocation fund.
- (3) Each Department shall also, in addition to the above, post the following information in their website.
- (a) The scheme-wise details under Sub-Allocation & details of district allocations.
  - (b) The list of beneficiaries assisted under various schemes after the end of each quarter.
  - (c) Details of the progress achieved on implementation of the Schemes including works undertaken and completed for every six months.

**15. Incentives for Commendable Performance under Scheduled Castes Sub-Allocation and Tribal Sub-Allocation**

- (1) The Government shall provide Incentives to reward the best performance Departments/Districts and individual officers for Excellence in Implementation of Act, Rules, Transparency and Service Delivery for Scheduled Castes and Scheduled Tribes. The Specific criteria for awards- (a) Utilization of funds as against financial target. (b) Achievements of physical target, Quality of Implementation. (c) Innovation practices followed to ensure transparency (d) Grievance redressed mechanism (e) Documentation on Success Stories and overall achievements.
- (2) The Nodal Agency shall recommend the best performance, Department and Individual Officers for the approval of the State Council.

**16. Functions of District Monitoring Committee (DMC)**

- (1) The District Monitoring Committee shall ensure the proper implementation of Scheduled Castes Sub-Allocation and Tribal Sub-Allocation schemes in the District.
- (2) The DMC shall meet once in a month to review the progress, both Physical and Financial.
- (3) The DMC also to ensure that the Progress Reports of various departments to place in the public domain by uploading the same in the website of the District Administration.
- (4) To monitor the elimination or reduction of identified development gaps of Scheduled Castes / Scheduled Tribes in that District.
- (5) Shall maintain scheme wise, village, panchayat and constituency wise details of both physical and financial benefits and list of beneficiaries; and place them in the web portal.
- (6) Shall review the Social Audit findings and ensure necessary corrective action based on the reports.
- (7) Facilitate analysis of gaps in the development in the District, and suggest the remedial measures.
- (8) Shall arrange to take up physical verification of works / schemes being implemented under Scheduled Castes Sub Allocation and Tribal Sub Allocation through third party.
- (9) The Implementing District Level Departments shall submit monthly progress report to District Monitoring Committee in **Format DPR-1** for SCSA & **DPR-2** for TSA.
- (10) The DMC shall also submit the consolidated quarterly report to the State Nodal Department in the **Format DQR-1** for SCSA & **DQR-2** for TSA
- (11) Shall submit an annual report to the State Nodal Department incorporating the physical and financial outcomes of each

department and achievements in reduction of gaps in the development on implementation of Scheduled Caste Sub-Allocation and Tribal Sub-Allocation.

- (12) District Monitoring Committee shall also function as District Level Grievance Redressed Cell at the district level regarding the grievances related to implementation of Scheduled Castes Sub Allocation and Tribal Sub Allocation.
- (13) Any other function as may be assigned by the Government or Nodal Agency of Scheduled Caste Sub-Allocation and Tribal Sub-Allocation from time to time.

**17. Constitution and Functions of Taluk Level Monitoring Committee under Scheduled Castes Sub-Allocation and Tribal Sub-Allocation under Section 11 (3) of the Amendment Act.**

- (1) There Shall be a Taluk Level Monitoring Committee in a each Taluk with the following members.

1	Executive Officer of Taluk Panchayath	Chairperson.
2	Tahshildar of Taluk	Vice Chairperson.
3	Taluk Level Officers of the Departments implementing Scheduled Castes Sub-Allocation and Tribal Sub-Allocation	Members
4	Three Nominated members from elected members of ZP/TP belonging to SC/ST of that Taluk to be Nominated by the Deputy Commissioner of the District.	Members
5	Assistant Director, Social Welfare Department	Member Secretary

a)The term of the Nominated Members is Thirty Months.

b)The Nominated Members may be removed for the reasons to be Recorded in writing by the Deputy Commissioner of the District.

c) Sitting Fee including Travel Allowance may be extended to the Nominated Members at the rates admissible to Taluk Panchayath Members.

**2) Functions of Taluk Level Monitoring Committee**

1. The TMC shall ensure the proper implementation of Scheduled Castes Sub-Allocation and Tribal Sub-Allocation schemes in the Taluk.
2. The TMC shall meet once in a month to review the progress, both Physical and Financial.
3. It shall submit monthly progress report to the DMC in the **Format TPR-1** for SCSA & **TPR-2** for TSA.
4. To monitor the elimination or reduction of identified development gaps of Scheduled Castes / Scheduled Tribes in that Taluk.
5. Shall maintain scheme wise, village, panchayat and constituency wise details of both physical and financial benefits and list of beneficiaries.
6. Shall arrange to take up physical verification of works / schemes being implemented under Scheduled Castes Sub Allocation and Tribal Sub Allocation through third party.
7. Shall submit an annual report to the State Nodal Department incorporating the physical and financial outcomes of each department and achievements in reduction of gaps in the development on implementation of Scheduled Caste Sub-Allocation and Tribal Sub-Allocation.
8. TMC shall also function as Taluk Level Grievance Redressal Cell at the Taluk level regarding the grievances related to implementation of Scheduled Castes Sub Allocation and Tribal Sub Allocation.

9. Any other function as may be assigned by the DMC of Scheduled Caste Sub-Allocation and Tribal Sub-Allocation from time to time.

**18. Composition of the Administrative and Technical Support Unit (Section 9)**

- (1) An Administrative and Technical Support Unit in the Secretariat of Nodal Department shall be constituted to assist the Nodal Agency in performing its functions and discharging the duties specifically assigned to it under the Act and Rules.
- (2) The Administrative and Technical Support Unit shall be headed by an Officer not below the rank of Joint Director of Social Welfare Department.
  - (a) All other necessary support staff to carry out the functions of the Unit.
  - (b) The State Government may depute such staff and officers from such other Departments as necessary for the proper functioning of the Administrative and Technical Support Unit.

**19. Functions and duties of the Administrative and Technical Support Unit**

The Administrative and Technical Support Unit shall perform the following functions:

- (a) It will function as a Planning Unit in co-ordination with Planning Department and Monitoring Unit of Scheduled Caste Sub-Allocation and Tribal Sub-Allocation.
- (b) Assist the Nodal Department and other Departments in preparing and finalizing the Sub-Allocations.
- (c) Receive the scheme wise budget proposals from various Departments, and scrutinize and appraise the same and prepare technical notes on the proposals of each Department for the approval of the Nodal Agency, keeping in view the Act and Rules particularly with reference to goal of elimination of gaps in development.
- (d) Arranging the Nodal Agency meetings as per the directions of the Nodal Agency and enabling the

Departments to present the budget proposals before the Nodal Agency.

- (e) To maintain the web portal.
- (f) Ensuring regular and effective social audits and follow up on the findings of Social audit;
- (g) Coordinate with the Sub-Allocation Unit in the Finance Department for timely release of the funds under Scheduled Caste Sub-Allocation and Tribal Sub-Allocation.
- (h) Obtaining the progress reports from the Implementing Departments / District Monitoring Committees and monitor the same.
- (i) Update the socio-economic and human development indicators for assessing the impact of implementation of Scheduled Caste Sub-Allocation and Tribal Sub-Allocation.
- (j) Arrange to publish Annual Reports on the impact and implementation of Scheduled Caste Sub-Allocation and Tribal Sub-Allocation Fund;
- (k) Arrange to provide training and capacity building exercises for Officers / Officials of the Implementing Departments.
- (l) Arrange to conduct periodical review meetings at State and District level to monitor the implementation of Sub-Allocations and guide the implementing agencies for further action;
- (m) Facilitate creating awareness and undertaking mass contact programmes for carrying out the objects of the Act and Rules.
- (n) Undertake field visits for verification of assets in respect of the schemes being implemented by various Departments.

- (o) Assist the Nodal Department to undertake periodical studies, seminars, conferences by engaging the services of reputed institutions and universities and experts.
- (p) Any other functions as assigned by the Nodal Agency & State SC/ST Development Council.

**20. Composition of the Department Level Sub-Allocation Support Unit under Section 10.**

- (1) The Administrative and Technical support unit in the Implementing Departments shall be established for preparation of Sub-Allocation Schemes and their effective implementation as per the Provisions of Act and Rules.
- (2) The Sub-Allocation support unit of the departments shall be headed by an officer of the Rank of Joint Director or Deputy Secretary with necessary staff. The Additional Chief Secretary / Principal Secretaries / Secretaries of the concerned Departments are responsible for implementation of schemes under Scheduled Caste Sub-Allocation and Tribal Sub-Allocation.

**21. Functions of the Department Level Sub-Allocation Support Unit**

The Department Level Sub-Allocation Support Unit shall perform the following functions:

- (a) The Department Level Sub-Allocation Support Unit in each department shall exclusively attend to the Planning, monitoring and reporting on the implementation of Scheduled Caste Sub-Allocation and Tribal Sub-Allocation.
- (b) Coordinate with the Administrative and Technical Support Units of the Nodal Department for effective implementation of Scheduled Caste Sub-Allocation and Tribal Sub-Allocation.
- (c) The Implementing Departments at the State Level shall submit to Nodal Department the Monthly Progress Report in the format enclosed to these Rules (**Proforma MPR-1** for SCSA & **MPR-2** for TSA). In addition, the Implementing Departments also submit the Quarterly Progress District-wise / Scheme-wise Statement in the format enclosed (**Proforma QPR-1** for SCSA & **QPR-2** for TSA).

**22. Sub-Allocations Support units in the Finance Department under Section 21**

The Finance Department shall set-up a Sub-Allocations support unit headed by Secretary or Special Secretary level officer with necessary support staff for attending to the financial approvals, Release of Funds etc. under SCSA / TSA in order to expedite the approvals.

**23. Social Auditing of Scheduled Caste Sub-Allocation, Tribal Sub-Allocation**

- (1) The Nodal Department shall appoint an appropriate agency to conduct social auditing of expenditure incurred and outcomes under Scheduled Caste Sub-Allocation and Tribal Sub-Allocation from time to time.
- (2) The modalities and methodology to conduct the social audit will be decided by the nodal department in consultation with the other departments. The nodal department shall also provide the necessary funds for conducting social audit.
- (3) The findings of the social audit shall be brought to the notice of the nodal agency and departments concerned for taking up follow-up action.
- (4) The findings of the social audit shall be posted in the web portal. The concerned department shall take action on the findings of the social audit within six months, failing which it is considered as an act of omission and necessary penalty provisions will be applied as per the Section 24 of the Act.

**24. Complaints/Penalties under Section 24 of the Act**

- (1) Either on receipt of complaint or suo-moto on its own motion, the Nodal Department may initiate action against any functionary or official being public servant who has wilfully neglected performing his duties and functions under Scheduled Caste Sub Allocation & Tribal Sub Allocation Act & Rules.
- (2) The Complaints should be specific & mentioning name, address and signature of the complainant.

- (3) Nodal Department to decide whether to refer the complaint to appropriate authority for enquiry and report to the Nodal Department on facts of the complaint.
- (4) The Enquiry Authority may obtain additional details and material particulars in support of the complaints if so required.
- (5) The Enquiry Authority shall complete the enquiry within ninety days of the receipt of the complaint and submit the report.
- (6) Nodal Department after receipt of the enquiry report will place the same before Nodal Agency and initiate suitable action with the approval of the Nodal Agency depending upon the nature of the default.

**25. Filing of complaint under Section 25 of the Act :**

The Joint Director / Deputy Director, Social Welfare Department and District Tribal Welfare Officers in respect of offences committed by Implementing officers / officials functioning at district level and below and the Joint Director of SCSA / TSA in respect of State Level Implementing officers / officials are hereby authorised for the purpose of filing complaint under Section 25 of the Act. However, the complaint shall be filed only with the prior permission of the Nodal Agency.

**26. Annual Report :** The Nodal Department with the approval of the Nodal Agency & State Council shall place the Annual Report before the State Legislature under Section 26, containing Department-wise achievements and the unutilised funds and outcomes of the implementation of SCSA & TSA during the Financial Year under report.

By order and in the name of the  
Governor of Karnataka

**GOPAL**

Joint Secretary to Govt.,  
Social Welfare Department.

Proforma – 1						
(see rule 11 (5))						
Scheme wise Pre-Budget Proposals under SCSA for the Year .....						
Name of the Department : .....						
S.No	Name of the Scheme	Current Head of Account	Amount of Required (Rs. Lakhs)	Details of Benefits including Insubsidy levels to SCs	Physical Target (Beneficiaries/ Works)	Remarks
1	2	3	4	5	6	7
<b>Revenue Head – State Sector</b>						
1						
2						
<b>Revenue Head – District Sector</b>						
1						
2						
<b>Capital Head – State Sector</b>						
1						
2						

Signature and Seal

<b>Proforma – 2</b>						
<b>(see rule 12 (3))</b>						
<b>Scheme wise Pre-Budget Proposals under</b>						
<b>SCSA for the Year .....</b>						
<b>Name of the Department : .....</b>						
S.No	Name of the Scheme	Current Head of Account	Amount of Required (Rs. Lakhs)	Details of Benefits including Insubsidy levels to STs	Physical Target (Beneficiaries/ Works)	Remarks
1	2	3	4	5	6	7
<b>Revenue Head – State Sector</b>						
1						
2						
<b>Revenue Head – District Sector</b>						
1						
2						
<b>Capital Head – State Sector</b>						
1						
2						

Signature and Seal

Proforma – 3						
(see rule 11 (5))						
Scheme wise Pre-Budget Proposals under TSA for the Year .....						
Name of the Department : .....						
S.No	Name of the Scheme	Current Head of Account	Amount of Required s. Lakhs)	Details of Benefits including In subsidy levels to SCs	Physical Target(Beneficiaries/ Works)	Remarks
1	2	3	4	5	6	7
<b>Revenue Head – State Sector</b>						
1						
2						
<b>Revenue Head – District Sector</b>						
1						
2						
<b>Capital Head – State Sector</b>						
1						
2						

Signature and Seal

<b>Proforma – 4</b>						
(see rule 12 (3))						
<b>Scheme wise Pre-Budget Proposals under</b>						
<b>SCSA for the Year .....</b>						
<b>Name of the Department : .....</b>						
S. No	Name of the Scheme	Current Head of Account	Amount Required (Rs. In Lakhs)	Details of Benefits including subsidy levels to STs	Physical Target(Benefici aries/ Works)	Remarks
1	2	3	4	5	6	7
<b>Revenue Head – State Sector</b>						
1						
2						
<b>Revenue Head – District Sector</b>						
1						
2						
<b>Capital Head – State Sector</b>						
1						
2						

Signature and Seal