

**KARNATAKA STATE BEVERAGES
CORPORATION LIMITED**



RIGHT TO INFORMATION ACT, 2005

[RTI – MANUAL]

As on 31.03.2018

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Right to Information Act 2005

KARNATAKA STATE BEVERAGES CORPORATION LIMITED [KSBCL]

is a public authority under the provisions of the Right to Information Act, 2005. Consequently, KSBCL is required to comply with the provisions of the said Act. As per the provision of Sec.4 of the Act, the information required under Sec.4 (1) (a) & 4(1) (b) under Chapter II of the Act was published from time to time. However, updated information as on 31-03-2018 is furnished hereunder for information of the public.

Chapter –II

Sec 4(1) (a): Maintenance of Records and files:

All the files and records pertaining to the activities carried out by the Corporation viz. Operations, Finance & Accounts, Corporate Matters, Inspection, Administration, Human Resources, Infrastructure, MI etc., duly numbered and indexed are maintained at the Head Office and at various Depots of the Corporation. The list of files maintained at the Head Office is published. Please see **Annexure – I**

4 (1) (b) (i): The particulars of the Organization, Functions & Duties

Karnataka State Beverages Corporation Limited (KSBCL) is a Government of Karnataka undertaking Registered on 2nd June 2003 under the provisions of the Companies Act, 1956. The Registered Office of the Corporation is situated at 4th floor, TTMC “A” Block, BMTC Building, K.H.Road, Shanthinagar, Bengaluru – 560 027

Pursuant to Government of Karnataka Notification No.FD 16 PES 2003 (viii) dated 30.06.2003, the Corporation is a distributor under the Licence issued by Karnataka Excise (Sale of Indian & Foreign Liquor) Rules, 1968 in the State of Karnataka. The core activities of the Corporation are to procure liquor / spirit from manufactures/suppliers and sell the same to Retailers/Licencees. The scope of the activities extends to cover all initiatives, steps and activities that are incidental and ancillary to carryout the core activities.

4(1) (b) (ii): The powers and duties of the Officers & Employees

The powers and duties of the Directors & Officers and employees of the Corporation are governed by the Articles of Association of Corporation, provisions of the Companies Act 2013 & Rules framed there under, guidelines and instruction issued by the Government from time to time. Further, the Board of Directors have delegated certain powers to the Managing Director of the Corporation to carryout the operations of the Corporation. Depending on the requirement, powers are inturn sub-delegated from the Managing Director to the Senior Officers viz. Executive Directors, General Managers and other Departmental Heads with Financial limits. An Organisation chart of the Corporation is enclosed -. Please see **Annexure-II**

The powers and duties of Officers and Employees of the Corporation are stated in gist as under:

Managing Director

The Managing Director is the Head of the Organization and controls all the affairs of the Corporation. The Managing Director implements the policies of the Government of Karnataka issued from time to time and the decision of the Board of Directors.

Company Secretary

The Company Secretary is responsible for compliances of the Companies Act 2013 relating to convening and arranging the Board Meetings, Annual General Meetings/ Extraordinary General Meetings, Committee Meetings etc., Preparation of Agenda Notes, Finalisation of Minutes, Correspondence with the Board of Directors and the members, filing of various Returns and Forms with the Ministry of Corporate Affairs, Obtaining Directors Identification number, Digital Signature, wherever required. He is also designated as Public Information Officer for the Head Office under the RTI Act, 2005 and also designated as 'Nodal Officer' for centralised handling of regulatory, statutory and legal matters relating to the Corporation.

Finance, Accounts & Audit

Executive Director (Finance & Administration) - The Executive Director (Finance & Admin) is overall in-charge of Finance, Accounts and Administration of the Corporation. The functions covers controlling day to day transactions relating to receipts from the retailers, payment to the Manufacturers/Suppliers of IML/RS, overall investment of surplus funds, ensure compliance to the statutory laws and Corporate policies, Board subjects relating to Finance and Administration matters. The duties focus on planning, implementing and managing the finance, IT and administration functions.

Executive Director (Fin & Admin) is responsible for providing leadership and direction on the management team, as well as, day – to - day management of the finance, and administration functions for the organization including improvement of accounting, finance, and administrative systems and procedures.

General Manager (Finance): - The General Manger (Finance) is head of the Finance Section monitors the work of all the team of officers and staff in the Finance wing of the Corporation. The functions includes managing Cash-flow/funds for the operations of the Corporation, Investment of surplus funds, overall Financial Accounting, Auditing covering statutory, Internal Audit and CAG Audit of Corporate Accounts, ensuring Statutory Compliances, management of receipts and release of payments. Co-ordinating with Government Departments with necessary communications.

Deputy General Manager (Audit & Compilation): DGM(A&C) looks after the Internal Audit wing & Compilation section. Internal audit covers monitoring the appointment of firms for the Internal Audit of depots and Head office. The Stock and Financial Audit Reports pertaining to depots, internal audit report of HO received are reviewed regularly for appraisal to the Management and the compliances required. The Internal Audit section undertakes Post Audit of Distillery Payments and Pre-audit of other payments viz outsourced agency bill, infrastructure section related files/bills, IT related files/bills, HR section files etc.

The function of compilation includes monitoring the Company Financial Accounts/Statements, Statutory Audit and CAG Audit.

Manager (BRS & DP):- Reconciliation of Bank accounts of the Corporation, Liaison with the banks. Transferring the credit balance of the licensees in the event of transfer of license/shifting of range and processing of refund requests of cash deposits by retailers.

The officer deals with preparation of daily cash flows, status report on investments and performance report on Mutual funds on a daily basis and obtaining quotations from Banks for periodical Fixed Deposits for decision of the investment committee, implementing the decision of the Investment Committee. Monitoring and accounting of interest received/accrued on Fixed Deposits Accounting for investment / maturity / redemption of Fixed Deposits and Mutual Funds in the Books. Attending to auditing of investments.

The function involves distillery Payments, monitoring supplier/retailer accounts, other payments, filing statutory returns, advance tax payments and commercial tax assessments.

Manager (Compilation): - The officer deals with preparation of Annual Budget of the Corporation in co-ordination with the other sections, Compilation of accounts and also preparing all the statistical statements / data. Attends to Statutory & Govt Auditors and also preparing draft replies to Audit enquiries, and Income Tax related matters of the Corporation. The Function covers issue of “No Due Certificates” in respect of retailers to the Excise Department, all correspondence with Government Departments, Commercial tax related issues of retailers with the Department.

Manager (Bills & Establishment/cash):- In-charge of processing and disbursement of salary, payment of advances to staff, Leave-Encashment. Remittance of statutory payments like, Income Tax, Provident Fund, ESI and Professional Tax in respect of salary payments, TCS, Issue of TDS certificates to employees Reimbursement of Fuel, Medical, Travelling, and Telephone bills of employees, monitoring of cash/imprest of both HO & Depots and is in-charge of IML Pricing & retailer account statements.

Joint Manager (Bills & Spirit Accounts): - The officer deals with verification and payment of bills for services and purchases (other than liquor), Recovery and payment of TDS to GOI on quarterly basis and issue of TDS certificates

The function involves receipt of amounts from the Spirit buyers (distilleries), processing of tri-weekly payments to suppliers. Reconciliation & Spirit Bank accounts and Compilation of spirit accounts.

Joint Manager (Compilation): - The Function involves sending retailer statement of accounts to Commercial Tax Department/Income Tax Department, obtaining balance confirmation from retailers, issue of NDC, maintenance of Fixed Asset register, co-ordination with the Auditors and compilation related works.

Joint Manager (Internal Audit): - *The* function involves pre-audit of outsourcing agencies bills related to security, DEO's, supporting staff & Escorts, bills relating to infrastructure, procurement/purchase bills, capital expenditure. It also involves pre-audit of Auditors bills. Other files referred to the section by all the departments for opinion/comments.

Joint Manager (Distillery payment):- The officer deals with processing and verification of payments to distilleries- tri-weekly Payments, Adhoc advances, Commercial Tax Audit & returns, GST related matters.

Human Resource & Administration

General Manager (HR & Administration) :

The officer supervises the functions performed by HR & Administration Sections. He looks after appointments, outsourcing and other establishment matters. He shall be reporting to Managing Director through Executive Director (Finance & Administration).

Manager (HR & Administration) : - The Manager(HR & Administration) report to General Manager (HR&ADMIN) and looks after the overall functions of the HR Administration Section. The Manager looks after all the service matters in respect of deputed, contract and outsourced employees of KSBCL, purchases of Office equipments maintenance of office vehicles, telephones and any other works assigned by higher ups from time to time.

Operation and Inspection

Executive Director (Operations) :-

Over-all in charge of operations of Liquor Business segments, Spirit segment and in respect of all Depots of the Corporation.

Manager (Operations):

He shall be Responsible for sourcing of Liquor and Spirit from the Manufacturers/Distilleries and suppliers for re-distribution by the Corporation and inventory management and supply of spirit to the buyers located within the state, outside the state and country, and also responsible for Ethanol related activities. Overall supervise the IML & Spirit division and shall be reporting to Executive Director (Operations).

IML (Operations)

Assistant Manager (1) & (2)

1. Process of Enlistment of suppliers.
2. Receive indents, online process, scrutinize, approval and signing digitally.
3. Label registration process for submission of Labels to Excise Office.
4. Process of Form DP/MRP to submit EC's office.
5. Requests from suppliers to get TON for stock transfers.
6. Preparation of monthly Sales / Stock statements.

Spirit (Operations)

Joint Manager / Asst. Manager (Esocrts):-

1. Obtain Initial Documents from Buyers/Suppliries for supply spirit.
2. Issue of Authoristion Letter and OFS to the Customers.
3. Issue of Authorisation Letters / Trip Sheets and OTLs to escort personnel for importing spirit.
4. Scrutiny of bills check list and other documents, record the entries in the system after supply of import spirit, furnishing the information to Taxation Section.
5. After completion of import spirit transaction, the Trip Sheet, OTL needs to be entered and relieve the escort personnel for his duties.
6. Calculation and recovery of escort penalty levied during delay in loading, unloading and non shipment of spirit pertaining to local, import and export.
7. Scrutiny of bills submitted by the escort agency for having provided the escort services for transportation of spirit for local, export and import cases on monthly basis.

Assistant Manager (Spirit):

He is looking after the issue of OFS to Spirit section for local, export and virtual depots. Co-ordinating with Primary Distilleries and Depot Managers in respect of Spirit Remote Virtual Depots.

1. Receiving, scrutinizing and processing of Initial documents of all the Suppliers and Buyers and verification of documents and same is forwarded for approval and maintenance of initial documents in the respective files.
2. Processing of request letters from buyers related to OFS of local, Export, of spirit: Scrutinizing 'Excise Allotment' letter, Agreement Papers, Pricing letter, Permit verification.
3. Issue of OFS: Scrutinizing OFS and related documents for further processing and communication to concerned Spirit Depot and Attending problems related to issue and delivery of spirit at Depot's.
4. Incorporating and implementing of new additional taxes/levies as per the Govt. orders as and when they are being levied.

Management Information & Infrastructure

Executive Director (Management Information & Infrastructure) :-

ED(MI & INFRA) is overall in-charge of work related to Management Information wing and Infrastructure wing of the Corporation.

General Manager (Management Information):-

General Manager, MI is the in-charge officer for overall management of IT infrastructure and delivery of IT Services for the Corporation. MIS team has to attend to maintenance of IT Assets including connectivity. Computerization of new IML and RS Depots, Co-ordinating with NIC for issue of online Order for Supply (OFS), Procurement of Hardware and Software, Development of in-house software, maintenance and updation of Web Portal content management and reports.

Principal Technical Consultatnt (IT):

He is the incharge for the day to day administration of MIS. He is in addition provides his Technical Knowledge in the new projects that are being implemented at KSBCL and also gives his expertise for the procurement of Hardware and Software, Development of in-house software, maintenance and updation of Web Portal content management and reports.

Manager (Technical): -

The Manager(Technical) reports to ED(MI& INFRA) and looks after the over all functions relating to Infrastructure of the Corporation, which involves procurement purchase of land for the Depots, safeguard of the properties, preparation and scrutiny of estimates or works taken up, supervision of all the civil works, procurement of all goods and services in this regard and any other works assigned by the higher ups from time to time.

4(1) (b) (iii): - The procedure followed in the decision making process, including channels of supervision and accountability;

The Corporation functions according to the mandates given by the Government of Karnataka. In this backdrop, transparent and well defined procedures have been laid down for making decision. In order to carry out the activities of the Corporation depending upon the financial implications, urgency and importance of the subject matter, proposals are sent to the competent authority for its approval. Powers which are required to be exercised at the meeting of the Board/General Body are exercised with due compliance under the provisions of the Companies Act, Memorandum and Articles of Association. Further, the concurrence of the Finance Department of Government of Karnataka will also be taken wherever required as per the instructions/ procedures laid down from time to time. For smooth functioning of the Corporation, the Board has delegated certain powers to the Managing Director and the powers which are beyond the delegated powers of Managing Director, the Board will take the decisions.

4(1) (b) (iv): - The norms set for the discharge of its functions

Each Officer / Official has a clear role to play in the organization. It depends on the level / position the employee holds in the Corporation with well defined reporting pattern.

4(1) (b) (v):- The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions

The overall objective and frame work of Rules and Regulations of the Corporation is laid down in the Memorandum and Article of Association of the Company. Besides compliance of the provisions of the Companies Act, Income Tax Act & State Excise Act, are ensured while discharging functions. Further, while discharging the functions, the officers are instructed to strictly and scrupulously follow the instructions and policy guidelines issued by the Corporation which are periodically reviewed and up-dated. The conduct of the employees is regulated by the terms and conditions of the appointment and the deputation. The Corporation maintains various statutory documents, licences, manuals, agreements etc., and directions of the Board and instructions of the Government for discharging the functions.

4(1) (b) (vi):- A statement of the categories of documents that are held by it or under its control:

Memorandum and Articles of Association, Board / AGM/ Committee Meeting CSR Committee Meeting Proceedings, Delegation of Powers, Licences/ permission issued by the Government, Annual Accounts and Audit Reports, Statutory Register under the Companies Act, Sourcing and Sales Policy, Departmental Manuals under ISO, Personnel files, Correspondence files, Purchase files, Payment files, Administration files, and files relating to employees etc.,

4(1) (b) (vii):- The particulars of any arrangement that exists for consultation with, or representation by the members of the public in relation to the formulation of its policy or implementation thereof

The policies of the Corporation are fine tuned to iron out any difficulties noticed in consultation with all stakeholders.

4(1)(b)(viii):- A Statement of the Boards, Councils, Committees and Other Bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those Boards, minutes of such meetings are accessible for public

The management and the affairs of the Corporation are managed by the Board of Directors consisting of the following:

- | | | |
|---|---|--------------------------|
| 1) Sri.I.S.N.Prasad, IAS
Additional Chief Secretary
Finance Department, GoK | - | Chairman |
| 2) Sri.Ritvik Ranjanam Pandey, IAS
Secretary [B&R]
Finance Department, GoK | - | Managing Director |
| 3) Sri.M.Manjunatha Naik, IAS
Excise Commissioner
Government of Karnataka | - | Director |

The Board of the Corporation meets at periodical intervals as required under the provisions of the Companies Act and the Minutes of the Meetings are prepared and kept at the Corporate Office. In addition to the above, as required under the Companies Act., 2013 the Annual General Meetings of the share holders are held once in a year. The Minutes of these are also recorded and kept at the Corporate Office.

Audit Committee:

The Board at its 46th Meeting held on 07.08.2013 constituted an Audit Committee consisting of Chairman of the Corporation and the Managing Director as its members for reviewing the Internal Audit Reports, Statutory Audit Reports & CAG Audit Reports and for such other matters as may be referred to it by the Board of Directors.

Corporate Social Responsibility CSR Committee:

The Board at the 51st Board Meeting held on 18.06.2014 constituted CSR Committee consisting of the Chairman and the Managing Director of the Corporation as its members of the Committee in terms of Section 135 of the Companies Act 2013 for the purpose of –

A) Formulating and recommending to the Board a CSR Policy which shall include the activities to be undertaken by the Company as specified in schedule VII of the Companies Act 2013.

B) Recommend the amount of expenditure to be incurred on CSR activities.

C) To monitor the CSR policy of the Company from time to time and for such other purposes as may be required under the provisions of the Companies Act 2013.

Investment Committee:

Apart from the above, the Board also constituted an Investment Committee headed by Managing Director as the Chairman and Executive Director [Finance & Administration], Executive Director [Operations] and General Manager [Finance] as members which takes decision for investment of surplus funds on day to day basis.

Prevention of Sexual Harassment Committee:

Further, committee for prevention of sexual harassment is also constituted, which consists of Manager [HR], as Chairperson and Joint Manager [O], Assistant System Analyst, as members and Joint Manager [HR] as convenor of the committee.

4(1) (b) (ix): - A Directory of its Officers and Employees:-

Details of the Officers and Employees are furnished – Please see **Annexure-II.**

4(1) (b) (x):- The Monthly Remuneration received by each of its Officers and Employees, including the System of Compensation as provided in its Regulations

Details of the remuneration received by the Officers and the Employees are furnished - Please see **Annexure –III.** Apart from the above remuneration mentioned in **Annexure-III** the Officers and the employees are also eligible for the following benefits as per the existing provisions:

1. Employer contribution towards provident fund
2. Gratuity
3. Medical reimbursement as per the medical rules of the corporation
4. Group Insurance Scheme of Medi-assist.
5. Leave salary/encashment/ pension contribution to eligible employees
6. Reimbursement of telephone bills.
7. Conveyance allowance
8. Ex- gratia/ Performance Incentive

4(1) (b) (xi):- The Budget Allocated to each of its Agency, indicating the particulars of all Plans, proposed Expenditures and Reports on Disbursements made

The Corporation prepares the Annual Budget for each Financial Year which will be approved by the Board.

4(1) (b) (xii):- The Manner of Execution of Subsidy Programmers, including the amounts Allocated and the details of Beneficiaries of such Programmes

Subsidy programmes are not being implemented by the Corporation.

4(1) (b) (xiii):- Particulars of Recipients of Concessions, Permits or Authorizations granted by it

No concessions, permits are granted by the Corporation.

4(1) (b) (xiv):- Details in respect of the information, available to or held by it reduced in an electronic form

The detailed information in respect of the following are published on the website of the Corporation.

- 1) Information about the Company
- 2) Annual reports
- 3) Hand book on policies
- 4) Daily Sales Report
- 5) Monthly Sales Report
- 6) Details of purchases of MSIL
- 7) Price List
- 8) Excise Duty Slab
- 9) Tenders published from time to time

4(1) (b) (xv):- The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use

The Registered Office of the Corporation is situated at Bangalore with Depots spread over the State. In order to hasten-up and to facilitate the supply of information to the citizen, the Corporation has decentralised the whole process by appointing Company Secretary as Public Information Officer for Head Office and all the Depot Managers- both IML & Spirit Depots- as Public Information Officers for their respective Depots. This enables the interested applicant to submit their requests for information under RTI Act and get their reply/information with least delay.

The working hours of the Corporate Office and Depots are furnished as under:

a) Registered / Corporate Office - Working hours

- | | |
|---------------------|-------------------------|
| i. Monday to Friday | 10. 00 AM to 6.00 PM |
| ii. Lunch Break | from 1.30 PM to 2.00 PM |
| iii. Saturday | 10.00 AM to 2.00 PM |

b) IML / Spirit Depots – Working hours

- i. Monday to Saturday 10. 00 AM to 6.00 PM
- ii. Lunch Break from 1.30. PM to 2.00 PM
- iii. Second Saturday Holiday

4(1) (b) (xvi): -The names, designations and other particulars of the Public Information Officers

The name and designation of the Public Information Officer and Assistant Public Information Officer for the Registered Office [Head Office] at Bangalore and for all the Depots of the Corporation along with the Appellate Authority is furnished- Please see **Annexure-IV.**

4(1) (b) (xvii): - Such other information as may be prescribed

The Corporation is promptly submitting Periodical Report/s under the Right to Information Act to the Government and to the Karnataka Information Commission and such other information and reports required under the Act.

Further, as required under the Companies Act, 2013, the Corporation publishes its Annual Reports [Profit & Loss Account] and submits the same to the Government and publish on the website of the Corporation.

For Karnataka State Beverages Corporation Limited

Sd/-

**I.S.N.PRASAD,IAS
CHAIRMAN**

**PLACE: BENGALURU
DATE : 26.05.2018**