

4 (1) (b)

i) The Particulars of its organization, functions and duties:-

KARNATAKA VIDYUTH KARKHANE LIMITED
Mysore Road, Bangalore-560 026
(KAVIKA)

ORGANISATION CHART OF THE COMPANY ENCLOSED

4 (i) b

(ii) Powers and duties and its officers and employees:-

Shop Floor/Quality Controls:

1) Managing Director	Over all Incharge of the Organization and report to Board of Directors.
2) Executive Director	Incharge of All the Administration, Production, Finance, Purchase and all the Departments and report to MD
3) Dy. General Manager	Head of the departments of Finance, P&A Marketing and Purchase and report to ED.
4) Manager	Head of the departments and report DGM/ED/MD
5) Dy. Manager	Incharge of the function of the department and report to Manager of the respective departments.
6) Asst. Engineer	Responsible for achieving the production norms and Quality control of the respective departments and report to Deputy Manager/Managers of the respective departments.
7) Technical Supervisor/Junior Engineer	To supervise and get the work done from the workers and report to AE/DM/Managers
8) Chargeman	To guide the workers to do the production and report to Technical Supervisor and other higher authorities.
9) Sr. Highly Skilled/ Highly Skilled 'A' Grade to 'D' Grade workers	To do production as per the norms fixed from time to time. They are governed by certified standing orders of the Company. They report to immediate higher authorities.

Marketing/Purchase/Personnel & Administration and Labour
Welfare/Accounts/Designs:

1) Managing Director	Chief Executive of the organization and ultimate control over the affairs of the organization and report to chairman/Board
2)Executive Director	Incharge of all Departments and report to MD.
3)Deputy General Manager	Incharge of the respective Departments
4)Manager	Incharge of the respective Departments.
5)Deputy Manager	
6)Accounts Officer	Maintenance of Accounts/respective department files of the Company and report to Finance Manager/Respective HOD and higher authorities.
7) Commercial Superintendent /Commercial .Supervisor/Senior Assistant / Junior Assistant/PS/Steno/Typist	Attending the files of the respective Department and report to higher authorities. To attend to the work of respective departments. Maintenance of office, attending to stenography and typing work.

4 (i) (b)

(iii) The procedure followed in the decision making process, including channels of supervision and accountability.

1) Shop Floor worker and Officer	To carry out day today production and produce quality production and comply with the production norms and procedure fixed from time to time and accountable to produce quality of work.
2) Managing Director	Will decide on the same course of action to be taken on a proposal and if necessary will submit the same to Chairman/Board
3)Executive Director	Will decide and order for actions whenever requested and when, higher authorities approval is requested, the same to be forwarded.
4)Managers/DGM	Taken decision on the subjects whenever possible and obtain the orders of the higher authorities.
5)Deputy Manager	Process the files and recommend the action to be taken.
6)Commercial Superintendent/ Commercial Supervisor/ Senior Assistant/Junior Assistant./PS/Steno/ Typist	Put up the files and process the files of the higher authorities and maintain statistic and safe custody of files. Maintenance of office. Attending to Stenographer and typing work.

4(i) b**(iv) The Norms set by it discharge of its functions:**

1) Managing Director 2) Executive Director 3) General Manager 4) Manager 5) Deputy Manager 6) Accounts Officer	Each of them should discharge their duties as per the stipulated directions of the Company's duties and responsibilities.
7) Commercial Superintendent/ Commercial Supervisor	Carry out the function entrusted to them by their higher authorities expeditiously.
8) Shop Floor worker and Officer	To be produce the quality production as per the production norms fixed from time to time as guide by its HOS's

4 (i) b**(v) The Rules, regulations instructions, manual records held by it or under its control or used by its employees for discharging of functions.**

1. The Factories Act, 1948 and Rules.
2. The Companies Act, 2013 and Rules
3. The Maternity Benefits Act, 1961 and Rules
4. The Minimum Wages Act, 1948 and Rules
5. The Payment of Bonus Act 1965 and Rules
6. The Payment of Gratuity Act 1972 with Rules
7. The Trade Union Act, 1926 and Rules
8. The Workmen Compensation Act, 1925 and Rules
9. The Apprentice Act, 1961 and Rules
10. The Employees Provident Fund and Miscellaneous Provincial Act
11. The Employees State Insurance Act 1948
12. The Equal Remunerative Act, 1948
13. The Industrial Disputes Act, 1947
14. The Industrial Employment Standing Orders Act 1946 and Rules
15. The Contract Labour (Regulation and Abolition) Act, 1970 and Rules
16. The Karnataka Transparency in Public Procurement Act, 1999 and Rules
17. The Right to Information Act, 2005
18. Karnataka Sales Tax Act, 1957
19. The Commercial Sales Tax 1956
20. Karnataka Tax on Entry Goods Rules, 1979
21. The Karnataka Tax on Professions, Traders, Callings and Employments Act 1976
22. Karnataka Value Added Tax Act 2003.
23. Income Tax Act
24. Arbitration Act 1996
25. Indian Contract Act 1872 and amendments
26. Sexual harassment of Women at work place (Prevention, Prohibition and Redressal) 2013 and all other concerned regulatoryies.

4 (i) b

(vi) : A Statement of the Categories of documents that are held by it or under its control:

Administration	Payment Register, Personnel files of the Officer/workers Leave Registers of the Staff
Miscellaneous	Files correspondence with various departments of State Government and Central Government etc.,
Subject Matter Files	Files Pertaining the Subject etc.,

4(i) b

(vii): The particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the formation of its policy or implementation thereof.

.....Nil.....

4(i) 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, councils, Committees and other bodies are open to the public, or the minutes of such meetings are accessible for public:

Board of Directors List enclosed.

4(i) b

(ix): Directory of Officers/Employees

List of Officers/Employees is enclosed

4(i) b

(x): The Monthly remuneration received by each of its officers and employees, including the system of compensation as provided in is regulations.

.....List enclosed.....

4(i) b

(xi): Budget Allocation to each of its agency, indicating the particulars of all plan proposed expenditure and reports on disbursement made.

.....Nil.....

4(i) b

(xii): The manner of execution of subsidy programmers, including the amounts allocated and the details of beneficiaries of such programmers;

.....Nil.....

4(i) b

(xiii): Particulars of recipients of concessions, permits or authorizations granted by it:

.....Nil.....

4(i) b

(xiv): Details in respect of information, available to or held by it, reduce in an electronic form;

.....Nil.....

4(i) 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;

.....Not maintained.....

4(i) b

(xvi): The names, designations and other particulars of the public information officers;

1. S.V. GOVINDARAJU, Managing Director is appointed as appellate authority under RTI Act
2. Smt. Chitra.K Company Secretary is appointed as Public Information Officer

4 (i) b

(xvii) : Such other information as may be prescribed; and thereafter update these publications ever year;

Will be followed

MANAGING DIRECTOR

Section 26(3)(b) in The Right To Information Act, 2005

(b) the postal and street address, the phone and fax number and, if available, electronic mail address of the Central Public Information Officer or State Public Information Officer, as the case may be of every public authority appointed under sub-section (1) of section 5 :

S.V.Govindaraju
Managing Director
And Appellate Authority under RTI Act
Karnataka Vidyuth Karkhane Limited (KAVIKA)
P B No. 2610, Mysore Road,
Bangalore-560 026
Phone: 080 26742734
Fax No. 080 26744291
Mail – md@kavika.co.in

Smt. Chitra. K
Company Secretary
And Public Information Officer under RTI Act
Karnataka Vidyuth Karkhane Limited (KAVIKA)
P B No. 2610, Mysore Road,
Bangalore-560 026
Phone: 080 26748274
Fax No. 080 26744291
Mail – cs@kavika.co.in

KAVIKA LIMITED

LIST OF OFFICERS OF THE COMPANY

Sl No	Name	Designation
01	S. Manohar	Chairman
02	S V Govindaraju	Managing Director
03	Sunil Kumar	Executive Director
04	M V Srinivasaiah	DGM- Designs i/c
05	V Sukumar	Finance Manager (Contract)
06	Althaf Pasha	Deputy Manager-Personnel (Contract)
07	K Chitra	Company Secretary
08	T Ravikumar	Manager-Production/Maintenance/Stores i/c
09	V Munirama	Manager-Production i/c
10	N S Sureshnath	Manager-Marketing i/c
11	Husain Sheik	Deputy Manager-Purchase i/c
12	C Indresh Kumar	Deputy Manager-Finance i/c
13	N Dattatriya	Assistant Engineer
14	P Selvan	Assistant Engineer
15	A Devaraj	Assistant Engineer
16	M Rajendraprasad	Assistant Engineer
17	M Manjunath	Assistant Engineer
18	B J Govindgowda	Assistant Engineer
19	H Lakshminarayana	Secretarial Officer
20	R Venkateshwara prasad	Personnel Officer

Employee Salary Details:

Sl no	EmpCode	Name	Designation	Basic Salary
		S.V Govindaraju	Managing Director	
1	1341	MANJUNATH N	PERSONALSECRETARY-II	36300.00
2	1474	RAJAGOPALA GOWDA .D.C	FOREMAN	38100.00
3	1347	MUNIRAMA V	DEPUTY MANAGER	39000.00
4	3829	MUNIYAPPA	Skilled Worker Gr-B	18100.00
5	3801	KESHAVA MURTHY	JUNIOR CHARGEMAN	34500.00
6	3767	KAMARAJ .T.	JUNIOR CHARGEMAN	34500.00
7	1346	SURESH NATH N S	DEPUTY MANAGER	39000.00
8	3802	LAKSHMINARAYANA .E.	JUNIOR CHARGEMAN	34500.00
9	1345	RAVIKUMAR T	DEPUTY MANAGER	39000.00
10	1434	VENKATESHA M	SECURITY SUPERINTEND	26700.00
11	3783	LINGANNA.H.	SR. HIGHLY SKILLED	29600.00
12	3877	SYED NAZIMUDDIN	HIGHLY SKILLED	24600.00
13	1437	ASHOKAN C P	SECURITY SUPERVISOR	26000.00
14	3938	MUNITHIMMAIAH.T	Skilled Worker Gr-B	16400.00
15	3964	MARAPPA.N.	Skilled Worker Gr-B	19000.00
16	1305	DATTATREYA N	ASSISTANT ENGINEER	42150.00
17	3691	PARASHIVIAIAH	SR. HIGHLY SKILLED	31200.00
18	3895	SHABITHA BAI	Skilled worker Gr-C	14200.00
19	1418	VENKATESWARA PRASAD R	Personnel OFFICER	34500.00
20	3889	JAYACHANDRAN .R.	HIGHLY SKILLED	25300.00
21	1344	LAKSHMINARAYANA H	Secraterial OFFICER	34500.00
22	1334	RANGANATHA T G	SR. DRAUGHTSMAN	31200.00
23	3859	RAJU.C.	HIGHLY SKILLED	24600.00
24	3790	NAGARAJ.G.K.	SR. HIGHLY SKILLED	31200.00
25	3775	HIDAYATHULLAKHAN	SR. HIGHLY SKILLED	32000.00
26	3881	MAHADEVAIAH.T.	HIGHLY SKILLED	24600.00
27	3963	KUMAR.P.	Skilled worker Gr- A	22200.00
28	4003	RAMANNA	Skilled worker Gr- A	21000.00
29	1495	RAGHUNATHA .R.N	SENIOR ASSISTANT	21700.00
30	3956	PANNIR SELVAM	Skilled worker Gr- A	21000.00
31	3894	JAYADEVAPPA.G	HIGHLY SKILLED	24000.00
32	1424	SRINIVASA MURTHY P	FIRST AID ASSISTANT	21000.00
33	1352	INDRESH KUMAR C	ACCOUNTS OFFICER	35480.00
34	3940	RAMAKRISHNA.G	Skilled worker Gr- A	19000.00
35	3949	VISHWANATH.K.P	HIGHLY SKILLED	22200.00
36	1454	DEVARAJ.A.	ASSISTANT ENGINEER	29600.00
37	3941	DEVARAJ.S.R	Skilled worker Gr-C	13600.00
38	1351	MANORMANI L	STAFF NURSE	35400.00
39	3988	SRINIVASA MURTHY	Skilled worker Gr- A	21600.00
40	3866	APPAJI.S.	Skilled worker Gr-C	16000.00
41	3998	NARASIMHAPPA	Skilled worker Gr- A	21600.00
42	3959	RAJU.M.	Skilled worker Gr-C	14200.00
43	1358	SELVAN P	ASSISTANT ENGINEER	35400.00
44	3831	MUNIRAJU .G.	SR. HIGHLY SKILLED	24600.00

45	1466	RAJENDRA PRASAD .M.	ASSISTANT ENGINEER	28800.00
46	1361	LALITHA K	RECEPTIONIST CUM TEL	22200.00
47	3863	NARSIMHA MURTHY	Skilled worker Gr-C	15250.00
48	3873	SRINIVASA.K.	HIGHLY SKILLED	24600.00
49	3944	NAGESH RAO	Skilled worker Gr- A	19000.00
50	3981	SRIKANTAI AH	Skilled worker Gr- A	22200.00
51	3872	RAMAKRISHNA	HIGHLY SKILLED	24000.00
52	3957	DANKANA	HIGHLY SKILLED	21600.00
53	3827	SHAMARAO.N.	HIGHLY SKILLED	22800.00
54	3898	BABU.V.	HIGHLY SKILLED	24000.00
55	3879	RAMANJANEYA.D.	HIGHLY SKILLED	25300.00
56	3893	SANGANNA HONAKERI	HIGHLY SKILLED	24000.00
57	1357	SRINIVASAI AH M V	MANAGER	45300.00
58	3972	RUDRAMURTHY.H.V	Skilled worker Gr- A	22200.00
59	3996	RAMALINGA REDDY.C.	Skilled worker Gr- A	21600.00
60	4005	MANJUNATHA.R.	Skilled worker Gr- A	21600.00
61	3841	SHIVAKUMAR.C.	HIGHLY SKILLED	22800.00
62	3874	PRAKASH.T	HIGHLY SKILLED	24600.00
63	4000	PARASURAMAPPA.Y.	Skilled Worker Sr-D	14900.00
64	3855	SAGAYARANI	Skilled worker Gr- A	19000.00
65	3955	MOHAMED FASIULLA	HIGHLY SKILLED	22200.00
66	3987	SHAIK ABDUL KADHAR BASHA	Skilled worker Gr-C	15250.00
67	1422	SHEKAR L N	COMRL. SUPTNDT.	23400.00
68	3937	REVANNA	Skilled Worker Gr-B	18550.00
69	3962	MANJUNATHA .D.L.	Skilled worker Gr- A	22200.00
70	1459	MANJUNATHA M.	ASSISTANT ENGINEER	28800.00
71	3861	MUSTAFA.K.	Skilled Worker Sr-D	13900.00
72	1355	SELVI D K	PERSONALSECRETARY-II	31200.00
73	1496	SATHYAVATHI.V.	SENIOR ASSISTANT	21000.00
74	3927	SRINIVASA.N	DRIVER	22800.00
75	3943	VENKATESH MURTHY	HIGHLY SKILLED	22200.00
76	3974	MANJUNATHA.K.S.	COOK	18100.00
77	1494	SRINIVAS.M.R.	HIGHLY SKILLED	21000.00
78	3926	YADU SHANKAR.S	DRIVER	22800.00
79	3958	VENKAT	Skilled worker Gr- A	19000.00
80	3966	PRAKASHA .G.	Skilled worker Gr- A	22200.00
81	3952	ALEXANDER PARANJYOTHI .M	HIGHLY SKILLED	22200.00
82	4001	HEMANTH KUMAR.G.	Skilled worker Gr- A	21600.00
83	3967	RAVI.N.K.	Skilled worker Gr- A	22200.00
84	3839	KRISHNASWAMY.G.	Skilled worker Gr- A	19000.00
85	3978	MAHESHA.H.C.	Skilled Worker Sr-D	14200.00
86	1423	RANGASWAMY R	COMRL. SUPTNDT.	23400.00
87	3867	OBALESHWARA.S.	Skilled worker Gr- A	21000.00
88	3965	SATISH.S.	Skilled worker Gr- A	22200.00
89	3888	C . RAVINDRA	Skilled worker Gr- A	19500.00
90	3901	ERANNA.S.D.	HIGHLY SKILLED	24000.00
91	3948	WILSON.K.A	HIGHLY SKILLED	22200.00

92	1360	HUSSAIN SHEIK	ASSISTANT ENGINEER	34500.00
93	3850	LAKSHMAN.J.	Skilled worker Gr- A	17200.00
94	3984	DALI.B.B.	Skilled worker Gr- A	21600.00
95	3993	SHIVASHANKARA	Skilled worker Gr-C	15600.00
96	3942	SURESH KUMAR.S.C	Skilled worker Gr- A	19000.00
97	1453	SHEKAR.M.	ASSISTANT ENGINEER	30400.00
98	3869	VENKATESH .S.	Skilled Worker Gr-B	18550.00
99	3920	KEMPARAJU .N	Skilled worker Gr- A	19000.00
100	3992	RANGA SHETTY.M.B.	Skilled worker Gr- A	21600.00
101	1425	PRAKASH R	COMRL. SUPTNDT.	22875.00
102	1450	DINESH P	SR. ASSISTANT (S.G.)	19450.00
103	3929	KRISHNA.D	Skilled Worker Gr-B	19000.00
104	3947	SREEVIJAYA.S	Skilled worker Gr- A	19000.00
105	1455	GOVINDE GOWDA.B.J	ASSISTANT ENGINEER	29600.00
106	3860	SADASHIVA.K.	Skilled worker Gr- A	21000.00
107	3911	SOMASHEKARA.K.	Skilled Worker Gr-B	16400.00
108	3904	DHANANJAYA.P	Skilled Worker Gr-B	17650.00
109	3908	MOHAMED SIDDIQ	Skilled worker Gr- A	19500.00
110	3887	GOPAL.C.	Skilled worker Gr-C	15250.00
111	1451	SRINIVASA MURTHY D	SR. ASSISTANT (S.G.)	19500.00
112	3906	NARASIMHA MURTHY.V	Skilled Worker Gr-B	16400.00
113	4014	HANAMAPPA BAJANTRI	D grade/Helper	10000.00
114	3970	VENKATESHA.K.M.	Skilled Worker Gr-B	19000.00
115	3976	THIMMAPPA.L.	Skilled Worker Jr. D	13300.00
116	3994	SIDDANA GOUDA	Skilled Worker Gr-B	18550.00
117	3910	PARAMASHIVAIAH.M	HIGHLY SKILLED	22800.00
118	3909	UMESH.M.	Skilled Worker Gr-B	19000.00
119	3991	NAGARAJ	Skilled Worker Sr-D	14200.00
120	3915	MANJUNATHA.R.	Skilled Worker Sr-D	14200.00
121	4009	MURTHY V	Skilled Worker Sr-D	14550.00
122	3913	NARASIMHA MURTHY.S	Skilled Worker Sr-D	15250.00
123	1426	RAMESH B C	Skilled worker Gr- A	21000.00
124	3914	RAVI.R	Skilled worker Gr- A	19000.00
125	3922	RAMAKRISHNA.N	Skilled Worker Sr-D	15600.00
126	3954	SIDDOJI RAO	Skilled worker Gr-C	15600.00
127	3980	KAVERI.N.	Skilled worker Gr-C	14900.00
128	1449	SOMASUNDARAM G	COMRL. SUPTNDT.	22220.00
129	1467	SATISH.L	JUNIOR ENGINEER	28100.00
130	3935	RANGAMMA.J	Skilled Worker Sr-D	15250.00
131	4013	SAIYADAPPA NARAYANAKAR	Skilled worker Gr-C	13000.00
132	1497	SAROJA BAI.N	Skilled worker Gr- A	19500.00
133	3933	MOHANAKUMAR. G	Skilled worker Gr-C	15650.00
134	4011	PADMALATA	Skilled worker Gr-C	13300.00
135	3969	HARIKUMAR.R.	Skilled worker Gr-C	15600.00
136	3975	RAJENDRA PRASAD.T.V.	Skilled worker Gr-C	15250.00
137	3918	KRISHNA.M	Skilled Worker Gr-B	16400.00
138	3977	PRAKASH.R.	Skilled Worker Sr-D	14200.00
139	3953	MELVEN	Skilled Worker Gr-B	18100.00
140	3936	SASHI BUSHAN.G	Skilled Worker Gr-B	18550.00

141	3932	SHIVALINGAM.J	Skilled worker Gr-C	16050.00
142	3973	KRISHNA .C.	Skilled Worker Sr-D	12000.00
143	3990	PRAKASH N	Skilled Worker Sr-D	14200.00
144	4016	CHANDRA KUMAR B.N.	D grade/Helper	10000.00
145	3971	LAKSHMANA.M.	Skilled Worker Jr. D	12500.00
146	4007	GEETHA.R.	Skilled Worker Sr-D	14325.00
147	3961	YOGESH.N.	Skilled worker Gr-C	15600.00
148	1478	UMESH KUMAR	JUNIOR ENGINEER	27400.00
149	3979	KRISHNA	Skilled Worker Sr-D	14200.00
150	4018	RANGASWAMY G.V.	D grade/Helper	10000.00
151	4017	PRAVEEN KURNE	D grade/Helper	10000.00
152	4015	SHILPA B.	D grade/Helper	10000.00
153	4010	SRIKANTH	Skilled worker Gr-C	13300.00
154	1508	CHITRA.K.	COMPANY SECRETARY	28100.00
155	4012	LALASINGA NAIK	Skilled worker Gr-C	13300.00
156	4019	R. VENKATESHA	Security Guard	14900.00