

RTI 4 1 (A)

STORES DEPARTMENT

Sl No	File No	File Name	File opening Date	Closed date
01	01	Purchase Order file	01.04.2016	
02	02	MRN Copies	01.04.2016	
03	03	Letter of Indent	01.04.2016	
04	04	Rejection Report	01.04.2016	
05	05	Conductor File	01.04.2016	
06	06	Inspection Report File	01.04.2016	
07	07	GAS File	01.04.2016	
08	08	Lamination File	01.04.2016	
09	09	Scrap Issue Voucher	01.04.2016	
10	10	Store Return Note	01.04.2016	
11	11	Material Indent File	01.04.2016	
12	12	Material Gate Pass	01.04.2016	
13	13	Non stock Indent	01.04.2016	

PURCHASE DEPARTMENT

Sl No	File No	File Name	File opening Date	Closed date
01	Pur.IND 222	Transformer Oil	28.2.2015	Dec 2015
02	Pur.IND 224	Metal Parts	28.02.2015	Sept 2015
03	Pur.IND 225	Cork Sheet	28.02.2015	
04	Pur.IND 227	Procurement of Fasteners	28.02.2015	
05	Pur.IND 234	3 Star Tank	23.05.2015	
06	Pur.IND 235	Supply of Oil Duct with Wrapping	02.06.2015	Aug 2016
07	Pur. IND 236	Supply of 1.6mm 12 PC Copper Wire	02.06.2015	
08	Pur.IND 237	Pressboard packing piece	03.06.2015	Aug 2016
09	Pur.IND 252	Transformer Oil	25.01.2016	
10	Pur.IND 253	Bushing	25.01.2016	
11	Pur.IND 258	Supply of cotton tape 50 mtrs	25.01.2016	
12	Pur.IND 260	Supply of Epoxy coated Diamond Dotted kraft Paper	25.01.2016	
13	Pur.IND 270	Supply of off Circuit Tap Switch	25.02.2016	
14	Pur.IND 272	Supply of Rating & Diagram plate and BESCO unique ID Plate	25.01.2016	
15	Pur.IND 279	3 Star Core Assembly	25.01.2016	
16	Pur.IND.281	Supply of Pressboard oil duct with wrapping	25.01.2016	
17	Pur.IND 283	Supply of DPC Aluminium Conductors Strips	25.01.2016	

18	Pur.IND 284	Supply of DPC Aluminium Conductors wires	25.01.2016	
19	Pur.IND 285	Supply of press board packing pieces	25.01.2016	
20	Pur.IND 286	Tank Assembly	25.01.2016	
21	Pur. IND 287	Metal Part	25.01.2016	
22	Pur.IND 288	Supply of Silicagel Breather 250 & 500 grms	25.01.2016	
23	Pur.IND 289	Supply of Oil Level Gauge with Acrylic Gas	25.01.2016	
24	Pur.IND 290	Supply of Fasteners	25.01.2016	
25	Pur.IND 291	Supply of SRBP Tubes	25.01.2016	
26	Pur.IND 292	Supply of Aluminium Braing flux	25.01.2016	

Sl No	File No	File Name	File opening Date	Closed date
01	Pur.Pro 01	Electronic Weigh Bridge	16.10.2014	
02	Puc.Pro 02	Test Lab se up for Distribution Transformer	16.10.2014	
03	Pro.Pro 03	LV Winding Machine	16.10.2014	
04	Pro.Pro 04	HV Winding Machine	16.10.2014	
05	Pro.pro 05	Paper Cutting Machine	16.10.2014	
06	Pro.pro 06	Paper roll to sheet cutting machine	16.10.2014	
07	Pro.Pro 07	ETO Crane	5.9.2015	
08	Pro.Pro. 08	Transformer Oil filtering machine	16.10.2014	
09	Pro.Pro. 09	4 feet Shearing Machine	16.10.2104	
10	Pro.Pro 10	Bench Type Drilling Machine	16.10.2014	
11	Pro.Pro 11	Fork Lift Truch (3mt capacity)	16.10.2014	

Enquiry file

Sl No	File No	File Name	File opening Date	Closed date
01	P Enq 01	PVA Gum	9.3.2015	
02	P Enq 02	Aluminium Flat	13.4.2016	
03	P Enq 03	A1 Terminal Marking Symbols	13.4.2016	
04	P Enq 04	Hammer Drive Screws	6.11.2013	
05	P Enq 05	Fasteners	10.08.2016	
06	P Enq 06	Dissolved Acetylene Gas	5.4.2014	
07	P Enq 07	Compressed Oxygen Gas	17.10.2014	
08	P Enq 08	Breather 250 Grms	30.05.2015	
09	P Enq 09	Bandsaw Blade A10	10.08.2016	
10	P Enq 10	Copper sheet 0.4 mm	13.04.2016	
11	P Enq 11	Silicagel Breather	24.05.2016	

General Purchase Files

SI No	File No	File Name	File opening Date	Closed date
01	Pur 01	Purchase order master file	01.04.2016	
02	Pur 02	Tender File	23.12.2015	
03	Pur 03	Vendor List File	01.09.2014	
04	Pur 04	Vendor Registration File	01.09.2014	
05	Pur 05	Vendor Approval File	01.09.2014	
06	Pur 06	Purchase Specification and drawing file	01.04.2016	

PVC FILE

SI No	File No	File Name	File opening Date	Closed date
01	P PVC 01	InD 233 Aluminium Conductors (Wires)	28.7.2015	
02	P PVC 02	IND 283 Aluminium Conductors (Strips)	11.07.2016	
03	P PVC 03	IND 284 Aluminium Conductors (wires)	11.07.2016	
04	P PVC 04	IND 01 Transportation of Transformer	01.06.2015	

MARKETING DEPARTMENT

SI No	File No	File Name	File opening Date	Closed date
01	01	ISO	01.01.2009	
02	02	IEEMA File	01.01.2009	
03	03	Repair Work order	01.04.2011	
04	04	IEEMA Annual Subscription	01.04.2012	
05	05	Test Report (FR)	01.04.2013	
06	06	New India Insurance	01.04.2013	
07	07	Transporter Bill	10.12.2013	
08	08	Correspondance	01.04.2013	
09	09	Bank Guarantee	01.01.2014	
10	10	Transportation contract	19.8.2014	
11	11	Despatch Register	01.03.2015	
12	12	Free Repair Challan	01.07.2015	
13	13	Free Repair Original Buyer Copy	01.07.2015	

14	14	Delivery challan	01.07.2015	
15	15	Asian Fab Tec	30.07.2015	
16	16	Test Report	31.11.2015	
17	17	Preventive Maintenance Acknowledgement	01.12.2015	
18	18	Offer letter	01.01.2016	
19	19	Offer (Pvt par;ty)	1.1.2016	
20	20	All ESCOMs Receipts details	01.01.2016	
21	21	All ESCOMs PVC details	01.01.2016	
22	22	All ESCOMs supply details	01.01.2016	
23	23	Pending bill details of all ESCOMs	01.01.2016	
24	24	Despatch instructions	01.04.2016	31.08.2016
25	25	Sales Report	01.04.2016	
26	26	General letters	1.4.2016	
27	27	Lorry acknowledgement copy	11.07.2016	
28	28	New Transformers work order	01.01.2016	

CENTRAL ECISE

Sl No	File No	File Name	File opening Date	Closed date
29	01	Service Tax Return	01.04.2000	
30	02	Monthly ER-1 Return	01.04.2015	
31	03	Audit file	01.04.2015	
32	04	Daily Production Report	01.04.2016	
33	05	Daily Sales Report	01.04.2016	
34	06	Invoice Register	01.04.2016	
35	07	GR 1 Register	01.04.2016	
36	08	Canvat Input Documents	01.04.2016	
37	09	Service ax inpu documents	01.04.2016	
38	10	Service ta challan documents	1.04.2016	
39	11	PO file	01.04.2016	
40	12	PVC files	01.04.2016	
41	13	Register of Accounts	01.04.2015	
42	14	Miscellaneous file	01.04.2015	

PERSONNEL DEPT FILE

Sl No	File No	File Name	File opening Date	Closed date
01		Standing Orders	1978	
02	KAVIKA/PA/2016-7/036	Direct Recruitment file	15.5.2016	
03	KAVIKA/PA/2016-7/011	AO/AE/TECH/SUP Direct Recruitment file	4.9.2012	
04	KAVIKA/PA/2012-16/012	Security Guard Direct Recruitment file	05.10.2012	
05	KAVIKA/PA/2012-13/013	Company Secretary Direct Recruitment/on Contract file	29.12.2012	
06	KAVIKA/PA/2000-16/002	Compassionate Ground appointment file	10.10.2000	
07	KAVIKA/PA/2016-17/017	Accountant Personnel Recruitment file	13.06.2016	
08	KAVIKA/PA/2012-16/010	Engagement on Contract basis	25.06.2012	
09	KAVIKA/PA/2000-16/001	Officers promotion file	22.07.2000	
10	KAVIKA/PA/2016-17/034	Departmental staff Office Order and Officer function file	15.02.2016	
11	KAVIKA/PA/2015-16/029	Employees Strength file	02.07.2015	
12	KAVIKA/PA/2015-16/028	Officers functions and responsibility	01.10.2015	
13	KAVIKA/PA/2016-17/033	Officers Transfer file	11.02.2016	
14	KAVIKA/PA/2005-16/005	Leave Encashment file	05.09.2005	
15	KAVIKA/PA/2007-16/006	EDLI & LIC file	20.04.2007	
16	KAVIKA/PA/2013-14/015	Group Mediclaim Insurance file	03.12.2013	
17	KAVIKA/PA/2015-16/021	IEEMA Training/ Seminar file	25.2.2015	
18	KAVIKA/PA/2015-16/024	Amendment to Payment of Gratuity Ac	28.05.2015	
19	KAVIKA/PA/2016-7/035	Canteen Management Committee file	5.4.2016	
20	KAVIKA/PA/2005-15/004	Festival Advance file	1.9.2005	
21	KAVIKA/PA/2009-16/08	KAVIKA Kannada Sangha file	22.01.2009	
22	KAVIKA/PA/2004-16/002	Renewal of Contract Licence of security and contract file	21.02.2004	
23	KAVIKA/PA/2012-16/027	Security & Cleaning File	24.09.2015	
24	KAVIKA/PA/2011-16/030	Deputation of officers from KPTCL	30.6.2011	
25	KAVIKA/PA/2014-16/018	Chairman's bill file	5.12.2014	

26	KAVIKA/PA/2015-16/026	Deputation of IRS, IE & AS officers file	20.8.2015	
27	KAVIKA/PA/2015-16/029	RTI Information Officer appointment file	30.1.2015	
28	KAVIKA/PA/2014-15/017	RTI Application file/ RTI correspondence with Govt.	22.03.2014	
29	KAVIKA/PA/2013-16/014	Relating to Hyderabad Karnataka region file 16.09.2013		
30	KAVIKA/PA/2015-16/030	Toyota Innova Car file	19.06.2015	
31	KAVIKA/PA/2014-16/020	KAVIKA Casual workers union file	16.12.2014	

List of Directors

Sl.No.	Name of Directors	Address
01	S. Manohar Chairman	No. 764, 1th Cross Indiranagar Slum Rajajinagar, Bangalore (BBMP) Bangalore-10
02	S V Govindaraju Managing Director	KAVIKA Limited PB No 2610, Mysore Road, Bangalore 560 026
03	Dr Aditi Raja Director	Director Finance KPTCAL, Cauvery Bhavan, Bangalore-09
04.	Sri. Chandrasasa Sanil Director	Raghavendra Wood works Market Road, Moodbidre, Managalore
05.	Sri. Moula Sabi Director	Mp/84, Ganjigunte-1, ganjigunte Shidlaghatta Chikkaballapur Dist
06	Sri. K H Krishnamurthy Director	No 64, Kapanegowdana Palya Kasaba Hobli, Magadi Talok Ramanagar Dist
07.	Smt. H N Kavitha Director	Holavanahalli, 6 th Block, Koratagere Tumkur Dist
08.	Sri. Khasim Patel Director	E/21,Mudabal (B), Mudabal Jevargi, Gulbarga Dist
09.	Sri. N V Shanthamurthy Director	No. 150,Nanjedevanpur Chamarajanagar Taluk, Mysore
10.	B. Vijayanand Director	Ward No. 31, Moula Saheb Compound, Devenagar, Bellary
11.	N V Narayanaswamy Director	No. 51 1 st Cross 4 th Block Katriguppe BSK 3 rd Stage, Bangalore -85