

# **KARNATAKA STATE BEVERAGES CORPORATION LIMITED**

## **Manual in terms of Section 4 of the Right to Information Act, 2005**

### **i) Particulars of organisation, functions and duties**

- a. Karnataka State Beverages Corporation Limited (KSBCL) is a Government of Karnataka undertaking registered under the Companies Act, 1956 in the year 2003. Pursuant to Government of Karnataka notification No.FD 16 PES 2003 (viii) dated 30.06.2003, the Corporation is a distributor licensee under Karnataka Excise (Sale of Indian & Foreign Liquor) Rules, 1968 in the State of Karnataka. The core activities of the Corporation are to procure liquor and spirit from manufacturers/suppliers and sell the same to wholesalers/licencees. The scope of activities extends to cover all initiatives, steps and activities that are incidental and ancillary to carryout the core activities.
- b. In accordance with its Articles of Association, the Corporation is managed by a Board of Directors constituted by the Govt. of Karnataka from time to time. The Principal Secretary, Finance Department is the Chairman and the other Board members are appointed from amongst senior IAS officers. The Managing Director is vested with substantial administrative and managerial powers. The Government has also appointed two Executive Directors in the Corporation.

### **ii) Powers and duties of KSBCL Officers and employees**

The Board of Directors have delegated substantial administrative powers to the Managing Director. For the smooth functioning of the organization, the Managing Director has delegated certain powers to the executives through a policy of *delegation of powers*.

The organization structure of the Corporation is divided into the following categories:-

- a) Managing Director
- b) Executive Director
- c) General Manager
- d) Deputy General Manager
- e) Assistant General Manager
- f) Managers
- g) Joint Managers

- h) Assistant Managers
- i) Supervisors
- j) Senior Assistants
- k) Assistants
- l) Data Processing Operators
- m) Junior Assistants
- j) Attenders

**iii) Procedure followed in the decision making process including channels of supervision and accountability**

The Corporation is functioning in a commercial manner having due regard to mandates given by the State Government. All major decisions are taken by the plural executive, viz., the Board of Directors. The Board has also vested the Managing Director with substantial powers of management. In accordance with the delegation of powers/authority, officers exercise the powers and take appropriate decisions in the day-to-day functioning.

Under the Managing Director, the Corporation has officers at different levels (in the rank of Executive Directors/General Managers/Deputy General Managers/Asst. General Managers – Finance, Operations, etc.) to monitor the functions as per the set parameters / bench marks. These officers are responsible for the smooth functioning of the activities of the Corporation and they will be regularly reporting to the top level.

**iv) Norms set for the discharge of functions**

Each officer/employee has a clear role to play in the Organisation. It also depends on the level/position he holds in the Corporation with well defined reporting pattern.

**v) Rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging functions**

The Company has, from time to time, issued various policies on sourcing and sale of liquor and spirit in the form of circulars to guide all those dealing with the Corporation. The same is compiled and printed as a Hand Book on Policies and distributed to all concerned.

**vi) Statement of the categories of documents held**

**Important documents maintained at the Corporate Office are:**

**A. Secretarial Dept. has/maintains the following documents /registers:**

- a) Register of Directors and their Shareholding
- b) Register of Charges
- c) Common Seal Register
- d) Register of Investments (shares)
- e) Minutes of Board meetings and sub committees
- f) Company returns
- g) Annual accounts
- h) Requisitions under Right to Information Act and replies thereto
- i) Legal cases

**B. HR Dept. has/maintains the following record/documents /registers:**

- a) Service Registers & circulars
- b) Recruitment
- c) Promotion
- d) Govt. returns
- e) Sanction of advances
- f) Replies to Legislature and Parliament

**vii) 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.

**viii) 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 advise, 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**

Sl. No.	Requirement	Compliance	Remarks
1.	Boards, Councils	Board of Directors constituted by the Govt. of Karnataka	Statutory-members appointed by GoK from amongst senior officers

The minutes of the meeting of the Board of Directors are not open to public.

**ix) Directory of its officers and employees**

A list of officers & employees working in the Corporation depot-wise & rank-wise is maintained

**x) Monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations**

Entire regular manpower of the Corporation is on deputation from Government/other Public Sector Undertakings. Employees on deputation draw salary and allowances, which they would have drawn had they continued in their parent organisation.

**xi) The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made**

The Corporation is planning to formulate budgets for various items of expenditure and monitor the actuals vis-à-vis the budget with effect from financial year 2006-07.

**xii) The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes**

Not applicable

**xiii) Particulars of recipients of concessions, permits or authorisations granted by it**

Not applicable

**xiv) Details in respect of the information, available to or held by it, reduced in an electronic form**

The Corporation hosts a website (ksbcl.com) on which all vital information relating to the Corporation is available. Further, the information relating to the various transactions of manufacturers and suppliers are made available.

**xv) 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. Officers of the Corporation have been nominated as required under the Right to Information Act, 2005 pertaining to the respective locations. There are no libraries, reading rooms, etc. for public use.

**xvi) Names, designations and other particulars of the Public Information Officers**

Name, designation and address of PIO, APIO and Appellate Authority are enclosed.

**xvii) Such other information as may be prescribed**

Efforts will be on to update the information as required under the RI Act, whenever there is change in the incumbents, due to transfer, promotion, retirement, or due to organizational changes, and changes in other information.

**Managing Director**

**KARNATAKA STATE BEVERAGES CORPORATION LIMITED**

**NOTIFICATION**

No. CSL2-007

Date: 08.11.2005

Sub: Right to Information Act, 2005 – nomination of  
officers under Chapter 8 of the Act.

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Government of India has enacted the Right to Information Act, 2005. The Act received the assent of the President of India on 15<sup>th</sup> June 2005 and has come into force from 14<sup>th</sup> October 2005. The Act aims to ensure right to information to the citizens, to secure access to information under the control of public authorities, in order to promote transparency and accountability in the working of every public authority. In terms of notification dated 22.09.05 of Finance Department, Government of Karnataka, Karnataka State Beverages Corporation Ltd., is a public authority and as such has to comply with the provisions of the Act.

Section 5(1) and 5(2) of the Act envisages appointment of Public Information Officer at the Corporate Office and Assistant Public Information Officers in level district officers to receive applications from public and to dispose them of in accordance with the provisions of the Act. Also, it is required to notify the Appellate Authority under the Act.

Hence, as required under sections 5(1) and 5(2) of the Right to Information Act, 2005, the officers indicated in the annexure

have been appointed as Public Information Officer, Assistant Public Information Officers and Appellate Authority.

All the officers shall ensure compliance of the Act as stipulated.

Managing Director

Encl: as above

To

- 1) The Compiler, Karnataka Gazette.

Copy to:

- 1) The Chief Secretary to Government, Vidhana Soudha, Bangalore.
- 2) The Addl. Chief Secretary to Government & Principal Secretary, Vidhana Soudha, Bangalore.
- 3) The Principal Secretary (Finance), Finance Department, Vidhana Soudha, Bangalore.
- 4) The Principal Secretary, Department of Personnel & Administrative Reforms (AR), Bangalore.

cc: All PIOs & APIOs

## KARNATAKA STATE BEVERAGES CORPORATION LIMITED

### List of Public Information Officers of the Corporation nominated under the Right to Information Act 2005 (Notification No.CSL2-007 dated 08.11.2005)

Sl. No.	Depot & Address	Officers & details
1	Karnataka State Beverages Corporation Ltd., Head Office, "Seethalakshmi Towers", No.78, Mission Road, Bangalore – 560 027	<b>Public Information Officer</b> T Rajagopala Rao Assistant Company Secretary Ph: 080-22483638/39/43
2	KSBCL Liquor Depot, C/o Mysore Feeds Pvt. Ltd., Nayandahalli, Mysore Road, Bangalore – 560 026	<b>Asst. Public Information Officer:</b> Shri K.K.Govindaraj Depot Manager Ph: 080-28600460
3	KSBCL Liquor Depot, C/o Mysore Vegetable Oil Products Ltd. 17, Platform Road, Bangalore – 560 020	<b>Asst. Public Information Officer:</b> Shri B.K. Narayana Murthy Depot Manager Ph: 080-23342940
4	KSBCL Liquor Depot, Plot No.6-D, Phase-I, Peenya Industrial Area, Ingersoll Rand Road, Bangalore – 560 058	<b>Asst. Public Information Officer:</b> Shri K. Nagaraj, Depot Manager Ph: 080-28392433
5	K.S.B.C.L. Liquor Depot, C/o K.S.D.L, P.B.No.5531, Yeshwanthpura, Bangalore – 560 055	<b>Asst. Public Information Officer:</b> Shri H.K. Pattabhiraman, Depot Manager Ph: 080-23376292
6	KSBCL Liquor Depot, No.4, KSWC Godown No.2,3 & 4, Bangalore Road, Bellary – 583 101	<b>Asst. Public Information Officer:</b> Shri Subhakar Ajri Depot Manager Ph: 08392-250674

7	KSBCL Liquor Depot, 1-C, CWC Godown, APMC Market Yard, Belgaum – 590 010	<b>Asst. Public Information Officer:</b> Shri Prashanth Shetty Depot Manager Ph: 0831-2479397
8	KSBCL Liquor Depot, Unit No.I, Godown Nos.4&5, APMC Yard, Bijapur – 586 101	<b>Asst. Public Information Officer:</b> Shri Bharat A Shriyan Depot Manager Ph: 08352-255108
9	KSBCL Liquor Depot, C/o KSWC Godown, APMC Yard, Kolar Road, Bangarpet – 563 114	<b>Asst. Public Information Officer:</b> Shri G. Vishwanath Depot Manager Ph: 08153-251455
10	KSBCL Liquor Depot, APMC Yard, Sathyamangala Road Chamarajanagar – 571 313	<b>Asst. Public Information Officer:</b> Shri Vishwanath Kamath Depot Manager Ph: 08226 - 222416
11	KSBCL Liquor Depot, C/o KSWC Godown, APMC Yard, Jyothinagar Post, Chickmagalur – 577 102	<b>Asst. Public Information Officer:</b> Shri Diwakar Hegde Depot Manager Ph: 08262-221553
12	KSBCL Liquor Depot, Central Warehousing Corporation, No.B1 Block, PB Road, Davanagere – 577 003	<b>Asst. Public Information Officer:</b> Shri C. Basavaraju Depot Manager Ph: 08192-257147
13	KSBCL Liquor Depot, KSWC Godown No.1A, Mailoor, Bidar – 585 403	<b>Asst. Public Information Officer:</b> Shri Md. Shahabaz Khan Depot Manager Ph: 08482-235427

14	KSBCL Liquor Depot, Central Warehousing Corporation Godown-C, Humnabad Road, Nehru Gunj, Gulbarga – 585 104	<b>Asst. Public Information Officer:</b> Shri A Krishna Mohan Depot Manager Ph: 08472-267879
15	KSBCL Liquor Depot, Godown No.6/A, 7/A & 8/A, APMC Yard, BM Road, Hassan – 573 201	<b>Asst. Public Information Officer:</b> Shri RJ Kanchan, Depot Manager Ph:08172-256295
16	KSBCL Liquor Depot, CWC Godown No.3, Old Hebbal Road, Srinagar Cross, Hubli – 580 031	<b>Asst. Public Information Officer:</b> Shri P. Prabhakar Depot Manager Ph: 0836-2370759
17	KSBCL Liquor Depot, C/o Sunrise Coffee Curing Works Godown, Sundarnagar, Harangi Road, Kushalnagar – 571 234	<b>Asst. Public Information Officer:</b> Shri K.G. Dinamani Depot Manager Ph: 08276-271499
18	KSBCL Liquor Depot, KSWC Godown, Honnappa Building, Induvalu Village, Mysore Mandya Road, Mandya – 571 401	<b>Asst. Public Information Officer:</b> Shri S. Somanna Depot Manager Ph: 08232-238950
19	KSBCL Liquor Depot, C/o Canara Work Shops Ltd., Godown No.III, VS Kudva Road, Maroli, Mangalore – 575 005	<b>Asst. Public Information Officer:</b> Shri Lokanatha K Shetty Depot Manager Ph: 0824-2221988
20	KSBCL Liquor Depot, C/o Naren Sarakki Industries, Opp. Railway Goodshed, Bannimantap Layout, Mysore – 570 021	<b>Asst. Public Information Officer:</b> Shri K. Shankaranarayana Sastry Depot Manager Ph: 0821-2499655

21	KSBCL Liquor Depot, C/o KSWC Godown No.2&6, No.15, APMC Yard, Rajendra Gunj, Raichur- 584 102	<b>Asst. Public Information Officer:</b> Shri V.R. Shankar Dev Depot Manager Ph: 08532-236241
22	KSBCL Liquor Depot, C/o KSWC Godown, APMC Yard, Sagar Road, Shimoga – 577 201	<b>Asst. Public Information Officer:</b> Shri G.S. Shankar, Depot Manager Ph: 08182-250441
23	KSBCL Liquor Depot, KSWC Godown 1&2, APMC Yard, Sirsi – 581 402	<b>Asst. Public Information Officer:</b> Shri H.V. Gokhale, Depot Manager Ph: 08384-236264
24	KSBCL Liquor Depot, KSWC Godown No.2A, 2B & 2C, Gubbigate, BH Road, Tumkur – 572 101	<b>Asst. Public Information Officer:</b> Shri J.P. Nataraja Shetty Depot Manager Ph: 0816-2272748
25	KSBCL Liquor Depot, Plot No.16, C/o Bakeson Biscuit Company, Shivalli Industrial Area, Manipal – 576 104	<b>Asst. Public Information Officer:</b> Shri H. Taranath, Depot Manager Ph: 0820-2572052
26	KSBCL Liquor Depot, KSWC Godown No.3&4, APMC Yard, Guttal Road, Haveri – 581 110	<b>Asst. Public Information Officer:</b> Shri Karunakara Shetty, Depot Manager Ph: 08375-234579
27	KSBCL Liquor Depot, KSWC Godown No.1,2&3, Old APMC Yard, Badami Road, Bagalkot – 587 101	<b>Asst. Public Information Officer:</b> Shri D.N. Bhosle, Depot Manager Ph: 08352-225713

28	KSBCL Liquor Depot, C/o Central Warehousing Corporation, No.2A, Sambapur Road, Gadag – 582 101	<b>Asst. Public Information Officer:</b> Shri D. Kushal Singh, Depot Manager Ph: 08372-232011
29	KSBCL Liquor Depot, C/o KSWC Godown, APMC Yard, NH4, Poona Bangalore Highway, Chitradurga – 577 501	<b>Asst. Public Information Officer:</b> Shri P.R. Gopinath, Depot Manager Ph: 08194-223745
30	KSBCL Liquor Depot, CWC F&G Blocks, Jain Mahaveer Goshala Foundations, Katarki Road, Koppal – 583 231	<b>Asst. Public Information Officer:</b> Shri M.K. Nagaraja Depot Manager Ph: 08539-221912

**Appellate Authority:**

**Dr. K.N. Chandrashekar,**  
Executive Director-2,  
M/s.Karnataka State Beverages Corporation Ltd.  
“Seethalakshmi Towers”  
No.78, Mission Road,  
Bangalore – 560 027.

PH: 080-22483646

Managing Director