

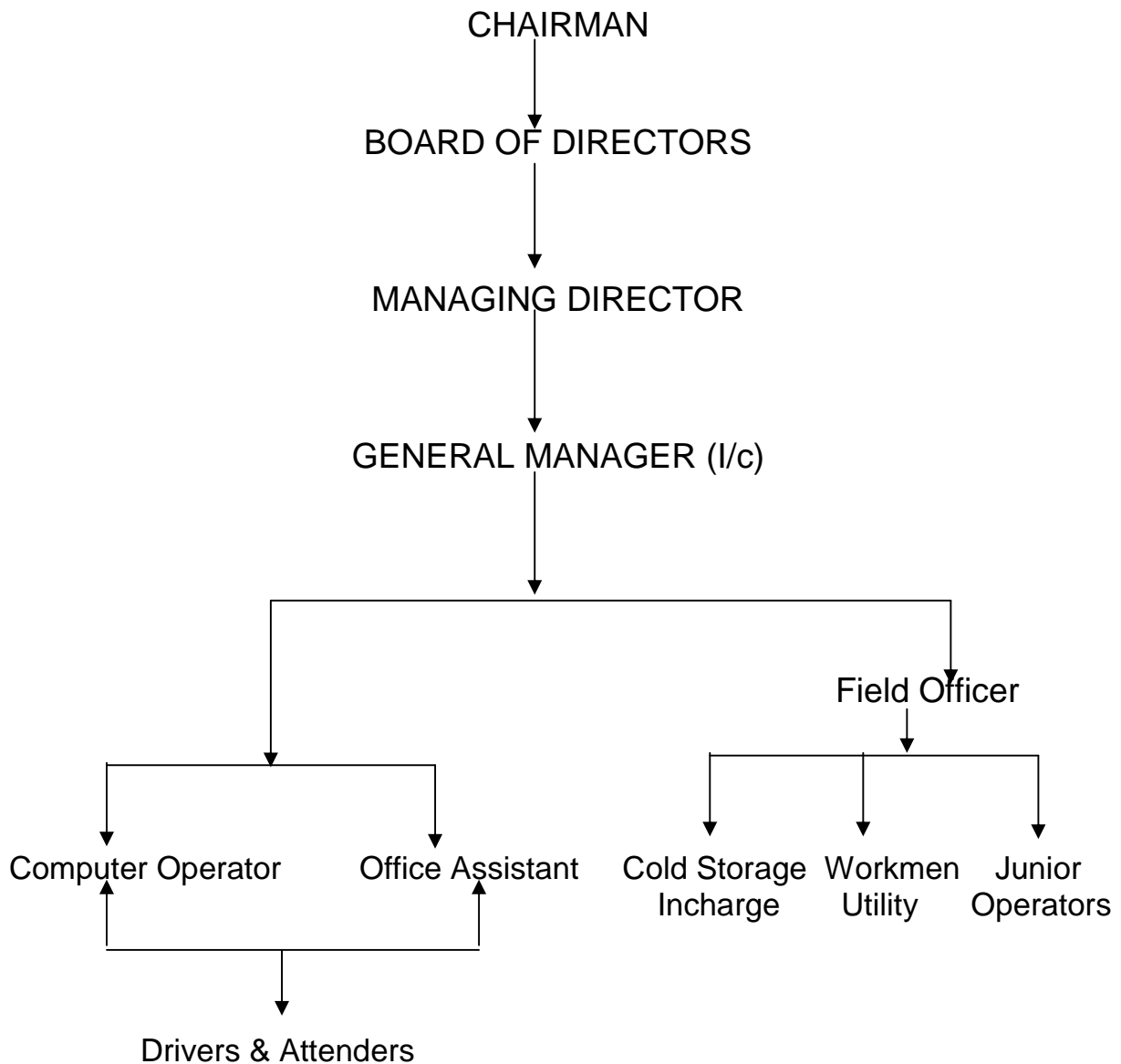
KARNATAKA STATE AGRICULTURAL PRODUCE
PROCESSING & EXPORT CORPORATION LIMITED
(A GOVERNMENT OF KARNATAKA ENTERPRISE)
NO.17, GENERAL K.S. THIMAYYA ROAD
(RICHMOND ROAD), BENGALURU – 560 025.

RIGHT TO INFORMATION ACT, 2005

4(1)(B)
(AS ON AUGUST 2021)

(i) The particulars of its organization, functions and duties

ORGANISATION STRUCTURE



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Functions & Duties of the organization :-

- To develop and promote the production, processing and export of agriculture, horticulture and floriculture products.
- To identify the modern technology for increasing the productivity, production, processing and storage of these commodities and to implement the same in the State.
- To create post-harvest infrastructure facilities for the development and export of agricultural products (including horticulture and floriculture) and also to promote the private participation in this sector.
- To establish processing and export growth centres for the processing of these products.
- To supply the agriculture inputs/technology required by farming community.
- To undertake market research about the export quality products and disseminate the information to both the exporters and growers.
- To conduct seminars, meeting involving farmers, scientists, bankers and other related parties to create an awareness among them and also to educate them about the potentiality of agri exports.
- To organize exhibitions, buyer seller meets, participate in domestic as well as overseas exhibitions, study tours abroad involving farmers to create awareness in them about the technologies adopted by their counterparts to increase both production and productivity.

(ii) The powers and duties of its officers and employees

Managing Director :- Managing Director being the Chief Executive of the Company has got overall authority / powers to run the day to day affairs of the organization subject to the superintendence and control by the Board.

General Manager :- The General Manager is the second line officer supporting the Managing Director in decision making process besides co-ordinating various activities of the Corporation.

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Field Officer :- To look after the field level activities of procurement, grading, packing and export of agri and horticulture commodities.

Computer Operator :- To attend the routine office work including attending the telephone calls.

Office Assistant :- To assist General Manager in the day-to-day functioning including maintenance of all office files.

Cold Storage Incharge : - To look after the activities of cold chain facility at Bijapur.

Workmen Utility :- Up keeping of office, delivery of letters and assisting in office work.

Junior Operator :- To Look after the operations and maintenance of pack – house, pre-cooling unit and cold storage and all machineries and equipments.

Drivers :- Driving and maintenance of office vehicles.

Attenders :- Up keeping of office, delivery of letters & files.

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

The day-to-day business and other decisions are being taken by the Managing Director as per the delegation of powers given by the Board of Directors. However decision involving major financial implications etc., which are not delegated to Managing Director will be decided in the Board of Directors' meeting from time to time.

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(iv) The norms set by it for the discharge of its functions

The company is discharging its functions as per the norms and authority delegated as per the Delegation of Powers / Articles of Association and Government directions from time to time.

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

All the applicable Acts and rules will apply, namely :-

- a) Memorandum & Articles of Association
- b) Companies Act, 1956 / 2013.
- d) Income Tax Act, 1961.
- d) Commercial Taxes – Central & State.
- e) Exim Policy.
- f) Provident Fund Act & other applicable Acts.
- g) C&R Rules
- h) Other office circulars, orders etc.

(vi) A statement of the categories of documents that are held by it or under its control

Office Files

1) Administration

Board Meeting Files	–	Notices, Agenda & Minutes
Annual General Meeting Files	–	Notices, Agenda & Minutes
Registrar of Companies	–	Regarding filing of returns, forms etc.,
Provident Fund	–	Regarding payment of provident fund, filing of returns
C&R Rules	–	Rules & Correspondence

2) Finance

Income Tax	–	Filing of Returns, Assessment Orders etc.,
Commercial Tax	–	Filing of Returns, Assessment Orders etc.,
Accountant General	–	Correspondence, Audit Report etc.,

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Auditors	–	Appointment of Statutory, Internal auditors & other Correspondences
Banks	–	Correspondence with bank, statement of accounts etc.,

3) Marketing

Exports	–	Exports documents of commodities
General Enquiries	–	Relating to commodities

Books of Records

- 1) Minutes book of Board Meeting & Annual General Meeting
- 2) Financial accounts books (computerized)
- 3) Fixed Assets Register
- 4) Salary Register (Computerised)
- 5) Inward & Outward book
- 6) Vehicle logbooks
- 7) Attendance Register

(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

Not applicable since the company is not involved in formulating any policies.

(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

The Govt. has appointed the Board of Directors to the company in order to advise and pursue the functions. However, since the company is a Pvt. Ltd., company wholly owned by Govt. of Karnataka and as such the meeting is not open to public. Accordingly the minutes of the meeting also are not accessible to public.

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(ix) A Directory of its officers and employees

Sl. No.	Name / Designation of Officers & Employees	Tel. No.
1	Shri M.H. Banthanal, Managing Director, HO, Bangalore	22271194
2	Smt. Ambika N, General Manager (I/c), HO, Bangalore	22271194
3	Shri Sadananda.S Manur, Field Officer, Hubballi	70225 – 02400
4	Shri D. Ramachandra, Computer Operator, HO, Bangalore	22271194
5	Shri H.T. Lokesh, Driver, HO, Bangalore	22271194
6	Shri M. Gangadhara, Driver, HO, Bangalore	22271194
7	Shri C.B. Ramesh, Driver, HO, Bangalore	22271194
8	Shri R. Srinivasa, Attender, HO, Bangalore	22271194
9	Shri K.R. Gopinath, Attender, HO, Bangalore	22271194
10	Shri M.D. Ramu, Attender, Vijayapura	96112 – 76383
11	Shri B. Devaraju, Attender, HO, Bangalore	22271194
12	Shri G.C. Biradar, Cold Storage Incharge, Bagalkot	80952 – 67012
13	Shri S.V. Deshpande, Junior Operator, Vijayapura	77603 – 49293
14	Shri Bhimanagouda B Biradar, Junior Operator, Kushtagi, Koppal Dist.	98860 – 59136
15	Shri Umesh D. Holer, Workmen General Utility, Vijayapura	90604 – 72446
16	Shri S.P. Nagaraju, Driver, HO, Bangalore	22271194
17	Shri C. Shivashankar, Office Assistant, Gadag	98453 – 13453

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

Sl. No.	Name / Designation of Officers & Employees	Gross Salary Amount (Rs.)
1	Shri M.H. Banthanal, Managing Director, HO, Bangalore	1,41,881/-
2	Smt. Ambika N, General Manager (I/c), HO, Bangalore	—
3	Shri Sadananda.S Manur, Field Officer, Hubballi	84,531/-
4	Shri D. Ramachandra, Computer Operator, HO, Bangalore	73,618/-
5	Shri H.T. Lokesh, Driver, HO, Bangalore	49,220/-
6	Shri M. Gangadhara, Driver, HO, Bangalore	39,935/-
7	Shri C.B. Ramesh, Driver, HO, Bangalore	42,772/-
8	Shri R. Srinivasa, Attender, HO, Bangalore	40,881/-
9	Shri K.R. Gopinath, Attender, HO, Bangalore	40,881/-
10	Shri M.D. Ramu, Attender, Vijayapura	18,900/-
11	Shri B. Devaraju, Attender, HO, Bangalore	18,900/-
12	Shri G.C. Biradar, Cold Storage Incharge, Bagalkot	25,400/-
13	Shri S.V. Deshpande, Junior Operator, Vijayapura	23,300/-
14	Shri Bhimanagouda B Biradar, Junior Operator, Kushtagi, Koppal Dist.	23,300/-
15	Shri Umesh D. Holer, Workmen General Utility, Vijayapura	18,900/-
16	Shri S.P. Nagaraju, Driver, HO, Bangalore	23,300/-
17	Shri C. Shivashankar, Office Assistant, Gadag	25,400/-

As per the provisions of Provident Fund Act contribution is being made & Gratuity Contribution is being remitted under LIC Gratuity Scheme regularly.

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

The company has not allocated any funds by the Govt. in the budget. However, the company makes use of its own resources to carry out its plans and expenditures.

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

The Government has nominated the Company as the Nodal Agency for the implementation of “Interest Subsidy Scheme” for the construction of “Cold Storages & Godowns”. The scheme details have been published in the newspapers and also brochures printed and circulated to the prospective beneficiaries. Government has released a sum of Rs.550 lakhs towards grant for this programme and so far an amount of Rs.2,86,15,695/- has been released to six beneficiaries under this scheme.

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

Not applicable.

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

All the details pertaining to Right to Information Act, 2005 [i.e under section 4(1)(a) and 4(1)(b)] is available in the website.

- (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 company has not established its own library or reading room for public use. However, information in respect of trading / export procedures / formalities is being provided to the public / budding entrepreneurs whenever they visit office. The working hours of the Company is from 10:00 hours to 17:30 hours on all working days.

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(xvi) The names, designations and other particulars of the Public Information Officers

Smt. Ambika N, General Manager (I/c)
Karnataka State Agricultural Produce
Processing & Export Corporation Limited
(A Government of Karnataka Enterprise)
No.17, General K.S. Thimayya Road
(Richmond Road), Bengaluru – 560 025.
Tel :- 22271194 / 22243082.
Mobile :- 98458 – 61210.
Email:- kappec1996@gmail.com

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

Nothing at present.