

**Information published under Section 4(1)(a) & (b) to Right to Information Act 2005**

As per Section 4(1)(a) & (b) of the Right to Information Act 2005, every public authority has to make known the information to the Public as enumerated in the said act. Accordingly, the following details are furnished as per the Section 4(1)(a) & (b) in respect of our Corporation i.e. Karnataka Silk Industries Corporation Limited.

As per Section 4(1) (a) the following records and registers duly indexed

a) Personnel Department : Details of List of files

**LIST OF FILES RELATING TO PERSONNEL DEPARTMENT**

<b>Sl. No.</b>	<b>Name of the File</b>	<b>File No.</b>
1	Circular File Vol-I	KSIC/E-2/EST/102/83-84
2	Circular File Vol-II	KSIC/E1/KSIC/PER/22/02-03
3	Guidelines on Disciplinary Action	E4-1/DCP/90-91
4	Shortage of 4 Nos. of sarees occurred at Karnataka Govt. Secretariate Club Exhibition, Bangalore n 22.10.2011.	HO/MKTG/KGS-Exb-Shortage/11-12
5	Exhibition cum Sales of KSIC sarees at Kalinga Cultural Trust, Hyderabad	KSIC/MKTG/EXBN-KALINGA/ 2010-11
6	Shortage of 4 Nos. of Sarees occurred at Unity Building Showroom, Bangalore on 22.10.2011.	KSIC/MKTG/EXBN-UBSR/ 2011-12
7	Appeal Preferred by Sri R.Byroji Rao, Sales Attender, Reshmalaya, Bangalore	KSIC/PER/APP/11-12
8	Rs. 27.68 lakhs Doubtful Debts for the financial year 10-11	KSIC/PER/AA-DD/11-12
9	Appointment of local Advocates for conducting enquiries – regarding workers unauthorized absence	KSIC/PER/WUA/4/10-11

10	Theft of 17 Nos. of zari sarees at Gajalakshmi Hall, Malleshwaram.	KSIC/MKTG/PER/GL/12-13
11	Theft of Sandalwoods at Silk Weaving Factory, Mysore	KSIC/PER/DCP/15/11-12
12	Sanction of Charge Allowance to Marketing Department Officers/Staff.	E1/SEA/Marketing/2002-03
13	Medical Reimbursement Vol. IV	KSIC/PER/MED/10-11
14	File relating to Retainer fee of Sri H.M.Muralidhar, Advocate	KSIC/PER/RF-CA/10-11
15	Appointment of Sri Sathyanarayana, Company Advocate	KSIC/PER/SA/PA/10-11
16	Appointment of Sri R.Surendra in the panel of Advocates of KSIC	KSIC/PER/RS/PA/11-12
17	Replies to Audit Queries	KSIC/PER/AEQ/11-12
18	Legal fees schedule and payment of fees for Departmental Enquiries in other corporations	KSIC/PER/LFS/12-13
19	Fees Schedule for conducting enquires to Advocates	KSIC/PER/FCE/17/12-13
20	Payment of fees to Advocates for adducing evidences before the court	KSIC/PER/PFE/21/08-09
21	Enhancement of legal fees /conveyance allowance to Advocates	KSIC/PER/ELF/08-09
22	Sanction of Charge Allowance to SWF, Mysore Staff/Workers & Silk Filature, T.Narasipura	KSIC/PER/SWF/CA/05/05-06
23	Deputation of employees Vol-II	KSIC/PER/DEP/03-04
24	Recovery of dues of Rs. 25,910.95 and Rs. 13,260 from M/s. Dhathu Nirman PVT. LTD, O.S.No. 3747/92	KSIC/PER/O.S.No.3747/92/11-12
25	Miscellaneous Applicaton No. 3/12 filed by Sri J.Venkatesh (Ex-employee of SWF, Mysore before the Labour Court at Mysore	KSIC/PER/Misc. Petition.3/12/ 12-13
26	Writ Petition No. 7583/11 filed by Sri H.Nagaraj, Ex-employee of Silk Filature, T.Narasipura	KSIC/PER/W.P.No. 7583/HSN/ 11-12
27	Writ Petition No. 19837/2012 filed by Sri R.Byroji Rao v/s KSIC	KSIC/PER/W.P.No. 19837/ 2012

28	Writ Petition No. 66429/2011 (L-TER) filed by Sri Ramesh C Ankad against the award of the Labour Court in I.D.No. 89/2005 (Old No. 10/99)	KSIC/PER/RCA/W.P.No. 66429/11/11-12
29	Writ Petition No. 35519/12 filed by Sri Y.N.Krishnamurthy v/s KSIC	KSIC/PER/YNK/W.P.No. 35519/12/12-13
30	Writ Petition No. 31454/2009 filed by Sri L.H.Bhimappa, Deputy Manager	KSIC/PER/W/P/No. 31454/2009/09-10
31	Writ Petition No. 2987/08 Govinda & Others v/s KSIC, Silk Weaving Factory, Mysore	KSIC/PER/W.P.No.2987/08/ 08-09
32	O.S.No. 7958/2006 Sri Shamraj, Sri Shankar G.V. v/s Mahanagara Palike & KSIC, Bangalore	KSIC/PER/O.S.No/7958/2006/ 06-07
33	KSIC v/s Adya Exhibits	KSIC/PER/AE/12-13
34	KSIC v/s Vidyaranyapura Showroom, Bangalore	KSIC/PER/VS/12-13
35	RFA No. 1657/2010 KSIC v/s Micro International	KSIC/RFA No. 1657/10
36	W.P.No. 36902/2011 filed by Sri H.M.Nagesh v/s KSIC	KSIC/PER/W.P.No.36902/11-HMN/11-12
37	Women Fashion Lifestyle fest M/s AAFE	KSIC/PER/WFLF/2010-11
38	Filing of Civil Suit for recovery of Rs. 6 Lakhs together with interest and costs from M/s. Syeda Ayisha Kousar	KSIC/PER/CS v/s SAK/10-11
39	Reference No. 47/2011 Venkataraju v/s KSIC	KSIC/PER/ID-CV/DLC/11-12/47/2011
40	Application No. 18/12 filed by G.Shrinivas S/o. Gavishetty before the Labour Court, Mysore	KSIC/PER/A.No 18/12/12-13
41	W.P.No. 18708/2012 filed by H.L.Gangadhar, Ex-employee, SWF, Mysore	KSIC/PER/W.P.No.18708/2012/HLG/12-13

42	W.A.No. 929/2006 filed against Govt. Silk Weaving Factory, Employees Union and others W.P.No. 3704/2001, Review Petition No. 71/2007	KSIC/PER/W.A.No.929/ 2006/06-07
43	Karnataka Administrative Tribunal, Bangalore Application Nos. 5537-5542/2012 Ex-employees of Govt. Silk Filature, T.Narasipura v/s KSIC	KSIC/PER/KAT/SF/TNP/12-13
44	Application filed by 8 employees of SWF, Mysore before the Labour Court, Mysore regarding claiming of Medical Reimbursement	KSIC/PER/LCMA/No.22/11 to 29/11/11-12
45	File relating to Status of the High Court Cases	KSIC/PER/SHC/10-11
46	Grant of Additional Increment to the employees who have completed 20 years, 25 years & 30 years of service without a single promotion in the entire service.	KSIC/PER/PER/GAI/12-13
47	Employment on Compassionate Grounds	KSIC/PER/ECG/1/06-07
48	Unit Correspondence, Silk Filature, T.Narasipura & Silk Weaving Factory, Mysore	KSIC/PER/15/2005-06
49	Correspondence in General Showrooms, Units & Head Office	KSIC/PER/UCS/23/03-04
50	Disciplinary Matters pertaining to Units & Head Office	E4/DCPU/33/04-05
51	Transfer of Officers /Staff	KSIC/PER/TRS/03-04
52	Miscellaneous File	KSIC/PER/MIS/05-06
53	Special Allowance to Presenting Officers, Typist who participate in Domestic Enquiry	KSIC/PER/SA-PO-Ty/08-09
54	Sanction of Special Allowance	KSIC/PER/SPL/32/09-10
55	Purchasing the Premises of Asiatic Building, K.G.Road on Lease or Sale Basis to KSIC	KSIC/PER/A-B/DOS/06-07
56	Public Accounts Committee – Furnishing of Report on 7 <sup>th</sup> Report of 9 <sup>th</sup> Legislative Council 91-92	KSIC/PER/PAC/CM/08-09
57	Amendments of KSIC Compendium Rules	KSIC/E1/ACR/46/04-05

58	Redeployment of Workers/Staff	KSIC/PER/RDW/11-12
59	Extension of Leave Encashment to the Workers of Silk Weaving Factory, Mysore	KSIC/PER/E1/LEB/05-06
60	Declaration of holiday on the demise of Workers/Staff while discharging the work/in service.	KSIC/PER/DDH/09-10
61	File relating House Building Co-Operative Society for KSIC Employees (Silk Weaving Factory, Mysore)	KSIC/PER/OHB/12-13
62	Filling up the post of Deputy Manager (F&A) at Silk Weaving Factory, Mysore	KSIC/PER/DM(F&A)/SWF/08-09
63	Sanction of Allowance for employees working on Computer	KSIC/PER/SCA/6/07-08
64	Fixing of Professional Fees to Company Advocates	KSIC/PER/PFA/09-10
65	Enhancement of the retirement age to 60 years to the employees of KSIC w.e.f July 2008	KSIC/PER/ERA/08-09
66	Increase of Refreshment Charges – reg.	KSIC/PER/SWF-IR/08-09
67	Initiating Disciplinary Action against the unauthorized absence of workers.	KSIC/PER/UA-SWF/09-10
68	Installation of salary package and Stores Accounts Package at Silk Weaving Factory, Mysore	KSIC/PER/SSP/21/07-08
69	Regularisation of services of temporary employees	E2/KSIC/RTS/03-04
70	Inspection Report of Senior Labour Inspector in respect of Jubilee Showroom, Bangalore	KSIC/PER/JSR-IR/07-08
71	Allotment of Quarters to the officers/officials of Silk Weaving Factory, Mysore & Silk Filature, T.Narasipura Vol-II	KSIC/PER/AQ/05-06

72	Allotment of Land for shifting and extending of Silk Weaving Factory, Mysore	KSIC/PER/SWF-Land/11-12
73	Resignation of Workers File	KSIC/PER/VRW/10-11
74	Review Petition filed by Sri D.Gangadhar	KSIC/PER/RPF/35/09-10
75	Review Petition of Sri N.Somashekhar, Ex-employee of KSIC	KSIC/PER/RPF/11-12
76	Appeal of Sri V.Venkataraju his termination	KSIC/PER/APP/25.09-10
77	O.S.No.4063/95 filed by M/s. Amar Jyothio Industries, Bangalore before CCH-16 Bangalore against KSIC	EST/I/CCC/5/95-96
78	OS No. 5247/97 KSIC v/s Jyothi Weaving Factory, OS No. 6844/95 JWF v/s KSIC Legal notice & Legal Proceedings for non-return of SS Uarn by JWF	ADM/CCC/LGN/95-96
79	Subjecting the workers of the unit to medical checkup unable/disabled to discharge the duties on account of ill health	KSIC/PER/3/10-11
80	Creation of Posts of Canteen Supervisor Head Cook/Asst. Cook, Silk Weaving Factory, Mysore	KSIC/PER/CCS/SWF/08-09
81	Filling up the post of Maintenance Assistants at SWF, Mysore	KSIC/PER/FMA/18/08-09
82	Promotion to the post of Senior Typists and Personal Secretary	KSIC/PER/ST-PS/DPC/07-08
83	Filling up of the vacant post of Security Officer at SWF, Mysore	KSIC/PER/SO/33/09-10
84	Filling up the post of Maintenance Supervisor/ Jobber	KSIC/PER/FMS/7/06-07
85	The file relating to Transfer of Sericulture & Agriculture Departments to Horticulture Department	KSIC/PER/SA-Hort./11-12

86	Sanction of one Advance Increment to employees for having acquired higher qualification.	KSIC/PER/SAI/07-08
87	Right to Information Act Vol-III Correspondences	KSIC/PER/RIA/26/09-10
88	Implementation of Vth Pay Commission w.e.f 01.04.2007	KSIC/PER/VPC/07-08
89	Registration of Trade Unions	KSIC/PER/Union/06-07
90	Amendments to Leave Rules 1999-2000	E2/LRA/99-2000
91	Family Planning benefits to the employees of KSIC	KSIC/PER/E4-11/2001
92	Govt. Correspondences Vol-III	KSIC/PER/GOV/07-08
93	Transfer of Khata in the name of KSIC in respect of Silk Filature, T.Narasipura land – reg.	KSIC/PER/TNP/PT/05-06
94	Payment of DA to the employees of KSIC Vol-III	KSIC/PER/PDA/7/07-08
95	Correspondence with Govt. and other Corporation	KSIC/PER/Govt./38/09-10
96	Anomaly in Pay Fixation Vol-III	KSIC/PER/APF/16/08-09
97	30% of Reservation to Women in Govt. & Semi-Govt. Recruitments	KSIC/PER/E4-6/2002
98	Filling up the vacant post of Group 'D' in Karnataka Govt. Secretariate through Deputation	KSIC/PER/DPE-D Group/07-08
99	Preparation of Inventory of lands belonging to different Departments/Organisations	KSIC/PER/GDO/08-09
100	Correspondence relating to letters of DPE	KSIC/PER/DPE/11-12
101	Enhancement of Special Allowance to Govt. Employees as per Govt. Order	KSIC/PER/SPA/05-06
102	Amendments to Payment of Gratuity Act 1972 & Correspondences	KSIC/PER/GA/10-11
103	Deputing Staff to the Legislative Assembly	KSIC/PER/E4/2002
104	Implementation of 6 <sup>th</sup> Pay Commission w.e.f 01.04.2012	KSIC/PER/VIth PC/12-13
105	Payment of Revised Pay Scales w.e.f 01.04.1998 by merging DA as on 01.04.1996 (the basic pay + 32.5% IR 20% + 12.5% Fitment benefit to retired employees)	KSIC/PER/RPS/15/07-08

106	Fixing of Production Norms and Piece Rate for Honest Looms in Old Weaving Shed, SWF, Mysore.	KSIC/PER/SWF/HLP/09-10
107	File relating to Group Gratuity Cash Accumulation Scheme	KSIC/PER/GCS/10-11
108	Payment of Revised HRA	KSIC/PER/RHRA-22/08-09
109	File relating to extending Interim Relief to KSIC Employees (Vith Pay Commission extending)	KSIC/PER/IRA/11-12
110	Anomaly in pay fixation of Design Assistants	KSIC/PER/APD/27/09-10
111	Promotion for the post of Senior Driver	KSIC/PER/11/PSR/07-08
112	Replies to C&I Department DPAR, KSBPE Vol-II	E4/DCK/60/99-2000
113	Payment of Dearness Allowance to the employees of KSIC	KSIC/PER/PDA/7/07-08
114	Verification of reimbursement of Medical bills/Claims of employees of Silk Filature, T.Narasipura & SWF, Mysore	KSIC/PER/MRB/SWF/SF/10-11
115	Empanelment/Tie up of Hospitals at Mysore for availing Medical Facilities for major diseases	KSIC/PER/MT-EH/10-11
116	Amendment to KSIC Medical Reimbursement Rules	KSIC/PER/A-MR/2007-08
117	Medical Reimbursement Misc. File	KSIC/PER/MR/ME/10-11
118	Payment of HRA to the employees of SWF, Mysore at the rates applicable to the employees of State Govt.	KSIC/PER/E4-8/2001
119	Adopting Govt. Medical Reimbursement Attendance Rules to KSIC	KSIC/PER/AG/MAR/07-08
120	Govt. Circulars File	KSIC/PER/GOC/11-12
121	Furnishing Information Regarding Closure of SSM, CPT & SF, Kanakapura to Labour Department/Inspector of Factories and other Govt. Offices	KSIC/EST/CSK/04-05
122	Payment of Annual Bonus to KSIC employees – reg.	KSIC/PER/PAB/08-09
123	Medical Reimbursement Misc. File	KSIC/PER/MR-ME/10-11
124	Amendment to KSIC Medical Reimbursement Rules 1985	KSIC/PER/A-MR/2007-08



125	Recognition of union at SWF, Mysore (Referendum)	KSIC/PER/Ref.dum/11-12
126	Filling up the vacant post of JOAs at SWF, Mysore	KSIC/PER/FPJ/40/09-10
127	Request of JOAs for promoting to the post of OA	KSIC/PER/POA/17/07-08
128	Creation of 5 Additional Posts of ASOs Grade-II	KSIC/PER/ASO-2/07-08
129	Request of Workers to Promote as JOA	KSIC/E1/RWP/4/06-07
130	Filling up the post of JOA	KSIC/PER/JOA/06-07
131	Creating & Filling up the posts in the Marketing Department	HO/MKTG/SRS/2012-13
132	Filling up the post of Maintenance Engineer at Silk Filature, T.Narasipura Unit	KSIC/PER/DRT-ME/SF/TNP/07-08
133	Filling up the post of Boiler Attendant Grade-II – Silk Filature, T.Narasipura	KSIC/PER/FBA/8/07-08
134	Filling up the post of Boiler Attendant Grade-II (Silk Weaving Factory, Mysore) Boiler Firemen, Jobbers	KSIC/E1/BA-II/SWF/04-05
135	Filling up the vacant post of Boiler Attendant Class – I at Silk Weaving Factory, Mysore	KSIC/PER/E4/32/2001
136	Promotion file relating to JOA/OA/SOA	KSIC/PER/DPC/11/06-07
137	Request of KSIC Ex-employees of Silk Filature, T.Nasaipura, Kanakapura, Channapatna & SWF, Mysore for extending pensionary benefits and other benefits.	KSIC/PER/GRB/80/12-13
138	Furnishing of Information under RIA 2005 Vol-IV	KSIC/PER/RIA/12-13
139	Furnishing Annual Returns under Right to Information Act 2005	KSIC/PER/RIA/12-13
140	Pay Fixation Statements as on 01.04.2006	KSIC/PER/PFS/3/06-07
141	File relating to Seniority List File as on 31.01.2011	KSIC/PER/SRE/10-11
142	Grievances of Retired Employees/ Superannuation under VRS Scheme	KSIC/PER/GE/05-06

143	Grievances of workers Silk Weaving Factory, Mysore (With reference to the Truce Agreement dated: 01.04.2006)	KSIC/PER/Grievance Settlement/06-07
144	Grievances of employees of Units, Head Office & Unions	KSIC/PER/GRI/08-09
145	Bipartite Agreement between the unions of KSIC & Management	KSIC/PER/E4/309/2003
146	Truce Agreement Copy in respect of Silk Weaving Factory, Mysore w.e.f 01.04.1992 to 31.03.1997	-
147	1978 Agreement in respect of Silk Filature, T.Narasipura	-
148	Truce Agreement Silk Filature, T.Narasipura 01.04.1983	-
149	01.04.1992 to 31.03.1997 units Truce Agreements copy	-
150	Truce Agreement of Silk Filature, T.Narasipura 01.04.1983	-
151	Truce Agreement copy Silk Weaving Factory, Mysore 01.04.1983	-
152	Truce Agreement with a unions of Silk Filature, T.Narasipura (Agreement w.e.f 01.04.2006)	-
153	Truce Agreement Silk Filature, T.Narasipura w.e.f 01.07.2006	-
154	Terms of Settlement between employees & Management Silk Weaving Factory, Mysore w.e.f 01.07.2007	-
155	Truce Settlement copy Silk Weaving Factory, Mysore w.e.f 01.04.2006	-
156	Terms of Settlement entered between Management & Workers Unions Silk Weaving Factory, Mysore on 21.09.2012 (Agreement w.e.f 01.08.2012) (Revision Pay Scale w.e.f 01.08.2012)	-
157	Terms of Settlement entered between Management & Workers Unions Silk Filature, T.Narasipura on 21.09.2012 (Revision Pay Scale w.e.f 01.08.2012)	-

158	Complaint filed against the Supplier of Digital Printing Machine before the Consumer Forum, Bangalore	KSIC/PER/DPM/11-12
159	Charter of Demands of KSIC Employees Welfare Association KSIC Head Office, Bangalore (6 <sup>th</sup> Pay Commission & other benefits)	KSIC/PER/VI PC-TA/HOEWA/12-13
160	Allotment of office space to the office of KSIC Ltd., at 4 <sup>th</sup> floor of BMTC Shanthinagar, TTMC, A Block	KSIC/PER/AOS-BMTC/12-13
161	Forgery by employees of SWF, Mysore	KSIC/PER/FOR/05-06
162	Re-designation of 3 posts of Printers of SWF, Mysore as Design Helpers.	KSIC/PER/E4-22/2001
163	Registration of KSIC Trade Mark	KSIC/SEC/S1-8/86-87
164	Promotion File relating to Manager (Sales)	KSIC/PER/C&R/MS/06-07
165	Filling up the post of General Manager by internal candidates (Silk Weaving Factory, Mysore).	KSIC/PER/ GM -DPC/06-07
166	Payment of Incentives to the employees of the Corporation	KSIC/PER/Incentives/06-07
167	Performance Payment of Incentive	KSIC/PER/PI/08-09
168	Amendments to KSIC CDA Rules (Redesignation of 3 posts of Personal Secretaries cum Stenographers as Personal Secretary cum Computer Operators	KSIC/PER/CDA/PS-CO/06-07
169	Promotions to the Post of Cashier-cum Accountant	KSIC/PER/CCA/08-09
170	Promotions for the post of Assistant Sales Officer Grade-I	KSIC/PER/ASO-Grade-I/DPC/06-07
171	Amendment to KSIC Cadre & Recruitment Rules (Upgrading & Redesignation of 5 posts of Typists as Data Entry Operators to Head Office & Silk Weaving Factory, Mysore).	KSIC/PER/DEO-C&R/08-09

172	Filling up the post of Assistant Master (Maintenance) Grade-I/II, Workshop Supervisor & Assistant Dyeing cum Processing Master/Assistant Dyeing Master/Assistant Weaving Master.	KSIC/PER/DPC-DM/AWM/11-12
173	Filling up the post of ASO Grade-II and Junior Sales Assistant & Senior Sales Assistant	KSIC/PER/DPC-ASO-II/SS/10-11
174	File relating to issuing of option letters to Junior Office Assistant/ Office Assistant & Office Attenders working in Showrooms	KSIC/PER/JOA-OPT/06-07
175	Filling up the post of Manager (Procurement) at Head Office, Bangalore	KSIC/PER/DPC/Selection/M (Proc)/12-13
176	Promotion File relating to the post of Junior Sales Assistant & Senior sales Assistant	KSIC/PER/DPC/12/06-07
177	Promotion to the Technical Staff	KSIC/PER/TEC/B/06-07
178	Appointment of Consultant for the Weaving Unit/Project at Spun Silk Mills, Channapatna	KSIC/PER/CWP/10-11
179	Correspondence with Govt. Regarding Housing Board Quarters of Spun Silk Mills, Channapatna	KSIC/KHBQ/CPT/04-05
180	Allotment of Quarters (constructed by Karnataka Housing Board) at the land belonging to Spun Silk Mills Channapatna) to retired employees of Spun Silk Mills Channapatna)	KSIC/SSM-SIHS/KHB/06-07
181	Report submitted by Special Officer regarding Channapatna Quarters	KSIC/SSM/CPT-Q/SO-R/11-12
182	Appointment of Heading Finance & Accounts on Contract Basis at KSIC Head Office	KSIC/MD-EST/App-FM/06-07
183	Encroachment of 22 Guntas of Land Pertaining to Silk Weaving Factory, Mysore	E4-III/LDR/SWF/109/86-87
184	Use of KSIC Guest House & Quarters	E4-UGH/VO/93-94
185	Construction of Centenary Building at Silk Weaving Factory, Mysore	KSIC/PER/CCB-SWF/10-11

186	File relating to Centenary Celebration & extending Special Performance Incentive	KSIC/PER/CET/16/11-12
187	Releasing of Funds from the Govt. for the year 2012-13 for technical upgradation & modernization for the year 2012-13.	KSIC/PER/12-13/EB/12-13
188	Handing over old building of KSIC (Silk Filature, Kanakapura) to Sericulture Department (Govt. Cocoon Market, Kanakapura)	KSIC/PER/KUL/18/05-06
189	Details/Fixing of Land Value of Silk Filature, Kanakapura which was sold to KSSIDC & GTTC	KSIC/GTTC-KSSDC/Value/05-06 (Vol-I&II)
190	Handing over Administrative Block & other building to GTTC	KSIC/PER/SF-KKP/GTTC/05-06
191	File relating to conversion of Piece Rated Workers to Time Rate Scale	KSIC/PER/SWF-PR to TR/09-10
192	File relating to Complaint filed by Chairman of KSIC against the then Managing Director of KSIC	KSIC/PER/ Alleg-GR/12-13
193	File relating to extending VRS benefits (Medically Unfit)	KSIC/PER/VRS/12-13
194	Identifying surplus workman and deploying to some other departments	KSIC/PER/SW-Depl/12-13
195	Display of "Mysore Silk" name Board by M/s.Karnataka Silk Emporium, Bangalore	KSIC/PER/MUB-KSE/11-12
196	Misusing of "Mysore Silk" Brand Name by M/s. Bhairava Silk Udyog, Mission Road, Bangalore	KSIC/PER/MUB-BS/11-12
197	Misusing of "Mysore Silk" Brand Name by M/s. Mysore Silk Enterprises, No. 50, Double Road, Opp. to BTS, Bangalore-27	KSIC/PER/MSE-B/07-08
198	Display of "Mysore Silk Palace" name board	KSIC/PER/MUB-MSP/11-12
199	Complaint against Mysore Silk Emporium, Mysore	KSIC/PER-MKT/MSE/08-09
200	Inviting Tenders for the appointment of Security Agency for deploying Security & Other Personnel	KSIC/PER/ASA/11-2

201	Deputing Officials for collecting questions of LA/LC & Appointment of Nodal Officer	KSIC/PER/E-4/02-03
202	File relating to Vision & Mission Workshop	KSIC/Acct/V&M/07-08
203	Work Allocation File in respect of Officers/Staff of Head Office	KSIC/E-1/W1/02-03
204	File relating to ISO-9001-2008, EMS-14000, OHS-18001	KSIC/ISO/QMS/05-06
205	File relating to Management Review Meeting Proceedings of Integrated Management System	KSIC/PER/IMS-MRM/10-11
206	Integrated Management System Audit by M/s. TUV Rheinland (India) Pvt. Ltd., (Certifying Body)	KSIC/PER/IMS-Audit/09-10
207	Draft Standing Orders – Silk Weaving Factory, Mysore	KSIC/SWF-SF-SO/PER/2007-08
208	File relating to revised TA/DA Rates	KSIC/Revised TA/DA/06-07
209	Extending 3% reservation in employment to Physically Handicapped at PSUs	KSIC/PER/PSU-PH/07-08
210	Implementing Voluntary Retirement Scheme to surplus Staff & Workers	KSIC/PER/VRS/06-07
211	Municipal Tax Correspondences of Spun Silk Mills, Channapatna	KSIC/PER/SSM-MT/11-12
212	Disciplinary Proceedings against Sri Y.N.Krishnamurthy (Gratuity Payment/Deposit at ALC Office)	KSIC/PER/YNK-DCP/05-06
213	Complaint filed by Smt. M.C.Malini, W/o Sri Y.N.Krishnamurthy before Karnataka State Women's Commission	KSIC/PER/KSWC-MC-MK/07-08
214	Furnishing of Information to Sri H.N.Mahesh Kumar under Right to Information Act 2005 relating to Sri Y.N.Krishnamurthy	KSIC/PER/RIA/HNM-PB/12-13
215	Grievances of employees of Units & Head Office, Bangalore	KSIC/PER/GRI/08-09
216	Formation of KSIC employees Cooperative Society at Silk Weaving Factory, Mysore	KSIC/PER/EHCS/12-13

217	Taking Enforcement action against the Merchants, traders who use the name “Mysore Silk” in violation of the registration given to KSIC	KSIS/Mis-Use/GIR/2005-06
218	Issue of Notices against infringement of Geographical Indication	KSIC/PER/GIR-LN/05-06
219	VRS Scheme of SSM, CPT / KKP	KSIC/VRS/E4/2003-04
220	Eviction of Illegal occupants from 46 houses of SSM, CPT	E4/DCP/SSM-RD/2000-01
221	HO Staffs & Officers Personnel Files	KSIC/PER/PF/12-13
222	File relating to giving Permission for undergoing Project work and permission to visit the Units	KSIC/PER/Proj-Per/ 12-13/
223	Annual Increment File	KSIC/PER/A-I/12-13
224	Appointment of Chairman by Govt.	KSIC/PER/CA/11-12
225	Expenditure details of Chairman Section	KSIC/E5/CE-2/2012
226	File relating to Grant of Additional Increment to Govt. Servants who Continue in the same post for 20 Yrs without a single promotion in the entire service File	KSIC/PER/20-Yrs/ 12-13
227	Monthly Manpower File	KSIC/PER/MMP/12-13
228	Implementation of Prime Minister Programme File	E4/I/IPP/11/95-96
229	Medical Leave Rules File	KSIC/PER/M-L/12-13
230	Day-wise Punching Statements File	KSIC/PER/DP/12-13
231	File relating to OOD of Officers/Officials	KSIC/PER/OOD/12-13
232	Monthly Attendance Abstract File	KSIC/PER/AA/12-13
233	Ho Officers/Officials Service Particulars File	KSIC/PER/SP/12-13
234	Festival Advance File	KSIC/PER/FA/12-13
235	Leave Encashment File	KSIC/PER/LE/12-13
236	H.O Officers/Officials Training Feed Back File	KSIC/PER/TFB/12-13
237	Man-power Survey for Technical Education in the Country at the Regional Level File	KSIC/PER/MS/12-13
238	Quarterly Report in Connection with representation of SC Employees File	KSIC/PER/QR-SC/12-13

239	Recovery of Labour welfare Fund File	KSIC/PER/LWF-HO/12-13
240	Deputation of Officers/Officials to Census to BBMP File	KSIC/PER/De-Sen/12-13
241	Employment Exchange Information File	KSIC/PER/EE/12-13
242	Prime Minister's 15 Points Programme Information File	KSIC/PER/PI/12-13
243	Declaration of General Holiday's File	KSIC/PER/E1-GH/12-13
244	Personnel Section Circular File	KSIC/PER/CIR/12-13
245	Quarterly Report in connection with Representation of Sc Employees File	KSIC/PER/QR-SC/12-13
246	Category/Religion/Caste & Group-wise Government Employees in the Department/Board/Corporation Information File.	KSIC/PER/CRC-GR/12-13
247	File Pertaining to Sexual Harashment in working places.	KSIC/PER/SHW/8/12-13
248	Sadashiva Ayoga for SC/ST file	KSIC/PER/SA-SC/ST/ 12-13
249	Furnishing the list of Officers/ officials to Election Duty File	KSIC/PER/FLE/5/12-13
250	File relating to Kannada Language use in Administration.	KSIC/PER/Kan-A/12-13
251	Work Allocation File	KSIC/PER/WA/12-13
252	Employment to Physically Handicaped file	KSIC/PER/PHP/I/12-13
253	SF TNP/SWF MYS Employees letters file	KSIC/PER/Ltrs/12-13
254	Declaration of Holidays on Elections & Deputation of Staff for Election Duty File	KSIC/PER/D.H/D.E/12-13
255	Pay Fixation File	KSIC/PER/PF/12-13
256	10% Discount Copan File along with Register	KSIC/PER/Dis-C/12-13
257	PAR'S File Along with Box Files	KSIC/PER/PAR's/12-13
258	Clearing Back Log of vacancies lost to SC/ST	KSIC/PER/BL/04-05
259	Information regarding Representation of SCs/ STs in the Services of State Govt., and State PSES-reg (National Commission for SC/ST)	KSIC/PER/E4-42/2001



260	Caste-wise ST-SC Information File	KSIC/E4/PER/12-13
261	File pertaining to development of ST/SC welfare.	KSIC/PER/DW-SCST/12-13.
262	HO Employees Service Register (Current)	KSIC/SR-HO/12-13
263	Earned Leave Register	KSIC/PER/EL/12-13
264	Medical Leave Register	KSIC/PER/CML/12-13
265	Officers/Officials Attendance Registers.	KSIC/ PER/Attn/12-13
266	HO Staffs & Officers Personnel Files	KSIC/PER/PF/12-13
267	File relating to giving Permission for undergoing Project work and permission to visit the Units .	KSIC/PER/Proj-Per/ 12-13/
268	Annual Increments File	KSIC/PER/A-I/12-13
269	File relating to Grant of Additional Increment to Govt Servants who Continue in the same post for 20 Yrs without a single promotion in the entire service File	KSIC/PER/20-Yrs/ 12-13
270	Monthly Manpower File	KSIC/PER/MMP/12-13
271	Implementation of Prime Minister Programme File	E4/I/IPP/11/95-96
272	Medical Leave Rules File	KSIC/PER/M-L/12-13
273	Day-wise Punching Statements File	KSIC/PER/DP/12-13
274	File relating to OOD of Officers/Officials	KSIC/PER/OOD/12-13
275	Monthly Attendance Abstract File	KSIC/PER/AA/12-13
276	Ho Officers/Officials Service Particulars File	KSIC/PER/SP/12-13
277	Festival Advance File	KSIC/PER/FA/12-13
278	Leave Encashment File	KSIC/PER/LE/12-13
279	H.O Officers/Officials Training Feed Back File	KSIC/PER/TFB/12-13
280	Man-power Survey for Technical Education in the Country at the Regional Level File	KSIC/PER/MS/12-13
281	Quarterly Report in Connection with representation of SC Employees File	KSIC/PER/QR-SC/12-13
282	Recovery of Labour welfare Fund File	KSIC/PER/LWF-HO/12-13
283	Deputation of Officers/Officials to Census to BBMP File	KSIC/PER/De-Sen/12-13

284	Employment Exchange Information File	KSIC/PER/EE/12-13
285	Prime Minister's 15 Points Programme Information File	KSIC/PER/PI/12-13
286	Declaration of General Holiday's File	KSIC/PER/E1-GH/12-13
287	Personnel Section Circular File	KSIC/PER/CIR/12-13
288	Quarterly Report in connection with Representation of SC Employees File	KSIC/PER/QR-SC/12-13
289	Category/Religion/Caste & Group-wise Government Employees in the Department/Board/Corporation Information File.	KSIC/PER/CRC-GR/12-13
290	File Pertaining to Sexual Harashment in working places.	KSIC/PER/SHW/8/12-13
291	Sadashiva Ayoga for SC/ST file	KSIC/PER/SA-SC/ST/ 12-13
292	Furnishing the list of Officers/officials to Election Duty File	KSIC/PER/FLE/5/12-13
293	File relating to Kannada Language use in Administration.	KSIC/PER/Kan-A/12-13
294	Work Allocation File	KSIC/PER/WA/12-13
295	Employment to Physically Handicaped file	KSIC/PER/PHP/I/12-13
296	SF TNP/SWF MYS Employees letters file	KSIC/PER/Ltrs/12-13
297	Declaration of Holidays on Elections & Deputation of Staff for Election Duty File	KSIC/PER/D.H/D.E/12-13
298	Pay Fixation File	KSIC/PER/PF/12-13
299	10% Discount Copan File along with Register	KSIC/PER/Dis-C/12-13
300	PAR'S File Along with Box Files	KSIC/PER/PAR's/12-13
301	Clearing Back Log of vacancies lost to SC/ST	KSIC/PER/BL/04-05
302	Information regarding Representation of SCs/ STs in the Services of State Govt., and State PSES-reg (National Commission for SC/ST)	KSIC/PER/E4-42/2001
303	Caste-wise ST-SC Information File	KSIC/E4/PER/12-13
304	File pertaining to development of ST/SC welfare.	KSIC/PER/DW-SCST/12-13.

305	HO Employees Service Register (Current)	KSIC/SR-HO/12-13
306	Earned Leave Register	KSIC/PER/EL/12-13
307	Medical Leave Register	KSIC/PER/CML/12-13
308	Officers/Officials Attendance Registers.	KSIC/ PER/Attn/12-13
309	Correspondence file - Vehicle No. KA-03 ML 3411.	KSIC/PER/PC/2008-09.
310	Correspondence file - Vehicle No. KA-03 MK 4916.	KSIC/PER/VEH/2008-09.
311	Correspondence file - Vehicle No. KA-03 ME 3684	KSIC/PER/VEH/2008-09
312	Correspondence file - Vehicle No. KA-03 D 6778	KSIC/PER/VEH/2010-11.
313	Correspondence file - Vehicle No. KA-01 MJ 3687	KSIC/PER/VEH/2012-13.
314	Correspondence file - Vehicle No. KA-03 5993	KSIC/PER/VEH/2008-09.
315	Correspondence file - Vehicle No. KA-03 MQ 7094	KSIC/PER/VEH/2008-09
316	File relating to payment of Petrol / Diesel of Head Office vehicles	KSIC/E5/PER/INS/2012-13.
317	Payment of Electricity bill of Head Office	KSIC/PER/KEB/2010-11.
318	Payment of Electricity bill of Mayo hall Park.	KSIC/PER/HO/MP/2010-11
319	Payment of Water bill of Mayo hall Park	KSIC/EST/MP/2010-11.
320	Payment of Rent bill of Head Office	KSIC/PER/HOR/2011-12.
321	Payment of News Paper of Head Office	KSIC/PER/NWP/2012-13.
322	Payment of Rent bill of Chairman Residence	KSIC/E5/PER/CHR/2011-12
323	Payment Mineral Water bill	KSIC/PER/MW/2011-12.
324	Supply of Flowers to Head Office Payment	KSIC/PER/SFS/2010-11.
325	Correspondence of EDLI Insurance File	KSIC/E5/EDLI/REN/2012-13.
301	Correspondence of Group Insurance Accident	KSIC/E5/PER/GPAJ/2012-13.
302	Purchase of New Car to Head Office	KSIC/E5/PER/NC/2012-13.
303	Engaging of Taxi to Officers.	KSIC/E5/ETC/2011-12.
304	Payment of Excel Security file	KSIC/PER/ES/2010-11.
305	Payment of M/s. Sai Security File	KSIC/PER/SS/2012-13.
306	Allotment of Vehicle to Officers	KSIC/PER/ALLOT/VEH/2010-11.

307	Fuel Expenditure File	KSIC/PER/Fule/2011-12.
308	Maintenance of Mayo hall Park.	KSIC/E5/PER/MHP/2011-12.
309	File relating to payment of Incentives/Scholarship to the children's of Employee of KSIC Units & Head Office	KSIC/E5/PER/IP/2012-13.
310	File relating to purchasing of Uniforms to Head Office employees	KSIC/PER/E5/U/2012-13.
311	Sanction of Vehicle Purchase Advance	KSIC/PER/VEH/PA/2010-11.
312	House Keeping file	KSIC/PER/E5/PG/2012-13.
313	File relating to Maintenance/ Repairs works at Head Office	KSIC/PER/E5/RM/2012-13.
314	Training Programme File	KSIC/PER/PRP/2008-09.
315	Correspondence file regarding Vehicle passes	KSIC/PER/MD/VIP/2010-11.
316	File relating to Providing cell phone to Officers and Reimbursement of cell phone.	KSIC/PER/CPE/2007-08
317	Maintenance of Master Files	KSIC/PER/DS/MF/11-12
318	Courier Payment File Vol-IV	KSIC/PER/CSF/06-07
319	Purchase of Postal Stamps Vol-II	KSIC/EST/DS/2000-01
320	Sri Rangaswamy, T.No. 670 – to reinstate him to the service	KSIC/PER/Reinst/13-14
321	Application No. 19/2013 filed by Sri G.Srinivas, S/o. Gavishetti before the Labour Court, Mysore – reg	KSIC/PER/G.S-A.No. 19/13/13-14
322	Filed Writ Petition No. 11670/2012 against the award of the labour court (Sri C.Krishnaiah)	KSIC/PER/LCA/110/2006/11-12

**b) List of files pertaining to Marketing Department**

<b>I Rent Files</b>	
<b>I /1</b>	JSR Rent 2011-12
<b>I /2</b>	BNSR Rent 2010-11
<b>I /3</b>	New Jayanagar Show Room Rest 2010-11
<b>I /4</b>	New Show Room Malleshwaram Rent 2009-10
<b>I /5</b>	New Show Room T.Nagar Chennai Rent 2010-11
<b>I /6</b>	HYDSR Rent Vol. II 2010-11
<b>I /7</b>	M.E.I. Rent/Electricity Bills Vol. II 2010-11
<b>I /8</b>	Zoo Show Room Rent 2006-07
<b>I /9</b>	K.R.C.S. & YNSR Correspondence Mysore 2008-09
<b>I /10</b>	Opening of New Showroom Opposite Zoo Garden Mysore Rent 2010-11
<b>I /11</b>	Adoption of Animals at Mysore Zoo
<b>I /12</b>	Rent file of Gandhi Bazar Ground Floor(BSR Arcade Blore)
<b>I /13</b>	Opening of New Showroom at Om shree Plaza Gandhi Bazaar Blore
<b>I /14</b>	Opening of Showroom at Garuda Mysore(Makkaji Chowk) K.R.Circle, Mysore.
<b>II Imprest &amp; Exhibition Expenses Files</b>	
<b>II /1</b>	Imprest File of JSR 2011-12
<b>II /2</b>	GBSR Imprest 2011-12
<b>II /3</b>	Jnsr Imprest 2011-12
<b>II /4</b>	MLSR Imprest 2011-12
<b>II /5</b>	JBSR Imprest 2011-12
<b>II /6</b>	Reshmalaya Imprest 2011-12
<b>II /7</b>	BNSR Imprest 2010-11
<b>II /8</b>	SSM Channapatana Imprest
<b>II /9</b>	TNSR Imprest Chennai 2011-12
<b>II /10</b>	Exbns Expenses of MLSR Showroom
<b>II /11</b>	Exbn Expenses of JNSR Showroom
<b>II /12</b>	Exbn Expenses of BNBSR 2010-11
<b>II /13</b>	Exbn Expenses of JSR
<b>II /14</b>	Exbn Expenses of GBSR
<b>II /15</b>	Exbn Expenses of JBSR
<b>II /16</b>	HYDR Imprest, Hyderabad 2011-12
<b>II /17</b>	Imprest file of Tumkur Showroom /Rent

<b>III Showroom Correspondence File</b>	
<b>III /1</b>	GIM Expo 2012
<b>III /2</b>	Reshmalaya Correspondence
<b>III /3</b>	MISC. Payment File Mktg. Divn. HO 2008-09
<b>III /4</b>	Limit Fixation of Conveyance/Entertainment et. All showrooms 2009-10
<b>III /5</b>	Chennai Showroom Correspondence <b>Vol I</b> 2009-10
<b>III /6</b>	Hydrb/Chennai Showroom Correspondence Vol II 2009-10
<b>III /7</b>	Requirements of Showrooms
<b>III /8</b>	Showrooms Correspondence 2012-13
<b>III /9</b>	General Manager SWF My sore Correspondence file
<b>III /10</b>	Showroom Correspondence <b>Vol. II</b> 2008-09
<b>III /10</b>	JSR Correspondence 2010-11
<b>III /12</b>	Showroom Correspondence <b>Vol III</b>
<b>III /13</b>	Annul Stock Verification as on 31.3.2012
<b>III /14</b>	Selling of Cut-Bits through Exbn at Factory premises, SWF, Mysore.
<b>III /15</b>	SSM Showroom CPT Correspondence 2009-10
<b>III /16</b>	Opening of KSIC Showroom at No.1 M.G.Road, Blore 2011-12
<b>III /17</b>	Electricity/Telephone Bills of Showrooms 2012-13
<b>III /18</b>	Opening of New Showroom at Banjra Hills, Hyderabad 2012-13

<b>IV Sales Statement &amp; Indent/Action Plan</b>	
<b>IV /1</b>	Indent Of Showrooms From December 2001 to March 2012
<b>IV /2</b>	Sales Review Meeting 16-1-2012.
<b>IV /3</b>	Sales Statement Received From Showrooms From January 2012
<b>IV /4</b>	Sales Statement Received from showroom February 2012
<b>IV /5</b>	Sales Meeting 10.4.12 ( Showroom Feed back)
<b>IV /6</b>	Agenda for the Sales Review Meeting April -2011 to March 2012
<b>IV /7</b>	Sales Statement Received From Showrooms for April 2012
<b>IV /8</b>	Sales Review Meeting 10.5.2012
<b>IV /9</b>	Action Plan Marketing 2011-12
<b>IV /10</b>	Indent April to June 2012.
<b>IV /11</b>	Sales statement for the month of July 2012
<b>IV /12</b>	Indent File July to September 2012
<b>IV /13</b>	Sales Review Meeting at HO Bangalore on 9 <sup>th</sup> August 2012.
<b>IV /14</b>	Indent for the month Of October to December 2012.
<b>IV /15</b>	Review of Production/Sales for August to September for 3 Years
<b>IV /16</b>	Sales Review Meeting on 17 <sup>th</sup> OCT.2012 at ilk Weaving Factory, Mysore and on 12 <sup>th</sup> OCT.2012 at Board Room HO Bangalore
<b>IV /17</b>	Sales Review Meeting at H.O. Bangalore on 9.11.2012
<b>IV /18</b>	Sales statement for the month of November 2012.

<b>V Exhibition Cum Sales</b>	
<b>V /1</b>	Exbn-Cum-Sales at KPSC 2012-11
<b>V /2</b>	Exbn-Cum-Sales at Gulbarga 23-2-2012 to 26.2.2012
<b>V /3</b>	Exbn-Cum-Sales at DHFWS Anandrao Circle, Blore From 19-3-2012 to 21.3.2012
<b>V /4</b>	Exbn-Cum-Sales at SBI. At St.Marks road Blore From 11 <sup>th</sup> to 13 <sup>th</sup> March 2010
<b>V /5</b>	Exbn-Cum-Sales at Jayaram Seva Mandali, Jayanagar Blore. 2009-10
<b>V /6</b>	Exbn-Cum-Sales at DOS 2011-12
<b>V /6</b>	Exbn-Cum-Sales at Conference Hall Vikasa Soudha Blore, 27 <sup>th</sup> to 29 <sup>th</sup> February 12.
<b>V /7</b>	Exbn-Cum-Sales at Shimoga 2009-10
<b>V /8</b>	Participation in the 26 <sup>th</sup> Indian Engineering Congress-2011(IEC-2011)Palace Ground
<b>V /9</b>	Exbn-Cum-sales at Secretariat Club, Cubbon Park, Blore.
<b>V /10</b>	Exbn-Cum-Sales at KPTCL Kolar
<b>V /11</b>	Exbn-Cum-Sales at Panaji, Goa From 9-2-2011 to 13-2-2011
<b>V /12</b>	Participation in IITF 2009 at Pragati Maidan, New Delhi. (14 <sup>th</sup> -n7 <sup>th</sup> Nov. 200—10.
<b>V /13</b>	Exbn-Cum-Sales at Various District Head Quarters During August 2010
<b>V /14</b>	Exbn-Cum-Sales at Various Places 2010-11
<b>V /15</b>	Exbn-Cun-Sales at Various Places at Blore. 2012-13
<b>V /16</b>	Exbn-Cum-Sales at RMS & MMS Employee's
<b>V /17</b>	Exbn-Cum-Sales at Chikamangalur 2009-10
<b>V /18</b>	Exbn-Cum-Sales at Ananthapr(A.P.)From 21.9.2011 to 23.9.2011
<b>V /19</b>	Exbn-Cum-Sales at SG's Office Blore. From 10.8.2011 to 12.8.2011
<b>V /20</b>	Exbn-Cum-Sales at Various Places in Blore. From 25-3-12 to 30-3-12
<b>V /21</b>	Opening of Showroom at shimoga Proposal Zilla Panchayat Shimoga.
<b>V /22</b>	M/s. Orient Marine Lines PVT. LTD. New Delhi Singapore Expo - 2008
<b>V /23</b>	Exbn-Cum-Sales at Vishveshwaraiah Tower Podium Block Blore.
<b>V /24</b>	Exbn-Cum-Sales at Executive Club Vijayawad from 29.9.11 to 1.10.11
<b>V /25</b>	Exbn-Cum-Sales at Vijaya Mahal Pandy Bazar, Chennai
<b>V /26</b>	Exbn-Cum-Sales at Directorate of Youth Services Sports Nrupthunga Road, Blore.
<b>V /27</b>	Exbn-Cum-Sales at HAL Family Welfare ASSN.
<b>V /28</b>	Exbn-Cum-Sales at Chitradurga 2009-10

<b>V /29</b>	Exbn-Cum-Sales at Rama Mandir Rajajinagar Blore. February 2010
<b>V /30</b>	Exbn-Cum-Sales at Various Places in Blore.
<b>V /31</b>	Seconds Sales Annual Clearance Sale 2012 Blore-Mysore.
<b>V /32</b>	Exbn-cum-Sales at P.F. Commissioner's Office Dr.Rajaram Mohanroy Road,
<b>V /33</b>	Exbn-Cum-Sales at Hotel Bala Regency, Bellary 2010-11
<b>V /34</b>	Exbn-Cum-Sales at Cochin 2011-12
<b>V /35</b>	Exbn-Cum-Sales at Vijayentra Hotel, Punducherry
<b>V /36</b>	Exbn-Cum-Sales at Rail Wheel factory, Yelahanka, Blore. 2011-12
<b>V /37</b>	Exbn-Cum-Sales at GPO 2010-11
<b>V /38</b>	Exbn-Cum-Sales at Raichur, Gulbarga
<b>V /39</b>	Exbn-Cum-Sales at Davangere & Hubli 2011-12
<b>V /40</b>	Exbn-Cum-Sales at South western Railway Women's Welfare Organization Premises
<b>V /41</b>	Exbn-Cum-Sales at KPTCL 2010-11
<b>V /42</b>	C.P.R.I. Bangalore
<b>V /43</b>	Mysore Dasara Utsav/Blore Silk Utsav
<b>V /44</b>	Heritage Exbn on "Cocoons to Fabric & Vintage Sarees" 2011-12
<b>V /45</b>	Heritage Exbn at SWF Premises 2010-11
<b>V /46</b>	Exhibition Cum Sales at doordarshan Kendra, J.C.Nagar, Bangalore
<b>V /47</b>	World Tourism Day Celebrations. Chitrakala Parishat, Bangalore 27 <sup>th</sup> to 30 <sup>th</sup> September 2012
<b>V /48</b>	Exhibition Cum Sales at K.P.C. Linganamakki - Jog Falls. Shimoga District.12-13
<b>V /49</b>	Heritage on Cocoons to Fabric & Vintage Sarees 2012
<b>V /50</b>	7 <sup>th</sup> AKKA WKC 2012 at atlant USA 31.8.2012 to 2.9.2012
<b>V /51</b>	Exhibition in Kerala State 2012-13

<b>VI Printing &amp; Design , Shirts/Ties ,Kasuthi</b>	
<b>VI /1</b>	M/s. Sree Ramakrishna Dyeing works, Audugodi, Blore)
<b>VI /2</b>	Raghvendra Textiles Design Centre Blore.
<b>VI /3</b>	Design-Shrishti Smt. Latha Puttanna 2011-12
<b>VI /4</b>	Printing of Scarf's, Kasuthi Works Dress Materials & Procurement of Ptd.Silk Ties
<b>VI /5</b>	M/s. Heemy Digital Printing (P) Ltd. Surat 2011-12
<b>VI /6</b>	Printing Sarees Through M/s,Shilpa Silk Prints
<b>VI /7</b>	Contrast Dyeing Charges for New Designer srees (Sri. Manjunatha Enterprises)
<b>VI /8</b>	Procurement os Silk Ties -Reg BMRCL
<b>VI /9</b>	Printing Through M/s. Madhvee Designs 2010-11
<b>VI /10</b>	Silk Shirts from M/s.Sree Maaruthi Exports 2011-12
<b>VI /11</b>	Product Development - Kasuthi work 2009-10



<b>VI /12</b>	Kasuthi Work through Fashion Technology 2008-09
<b>VI /13</b>	Printing Sarees Through M/s,Shilpa Silk Prints
<b>VI /14</b>	Purchase of Silk /Dupion Shirts From M/s. Jos Clothing Blore.
<b>VI /15</b>	Purchase of Silk/Dupion Shirts from M/s. Jos Clothing, Blore. <b>VOL II</b>
<b>VI /16</b>	M/s. R.Z.Stone Works, Bangalore Crystal wprk on our Sarees 2012-13
<b>VI /17</b>	M/s. Central Prints 2012-13.
<b>VI /18</b>	Designs by Ms. Bhuvaneshwari Saree Designer, Bangalore
<b>VI /19</b>	Project Proposal for Saree design from M/s. NIFT Bangalore
<b>VI /20</b>	Product Development & Work on Saree.

<b>VIII - Miscellaneous /Prize Scheme</b>	
<b>VIII /1</b>	Printing of Hand Bills and Gift Coupons M/s.Omkar Offset Printing Blore.
<b>VIII /2</b>	Printing of Handbills/General Banners 2010-11
<b>VIII /3</b>	KSIC Centenary Calendar 2012 (By M/s. Illusions, Blore )
<b>VIII /4</b>	Release of KSIC 2012 Centenary Year Calendar Event on 30.1.2012at Atria Hotel
<b>VIII /5</b>	Printing of Colander -2012
<b>VIII /6</b>	Photo shoot for 2011-12
<b>VIII /7</b>	Membership of India trade Promotion org. New Dehli.
<b>VIII /8</b>	M/s. Narayani Agencies Hyderabad
<b>VIII /9</b>	The India Handloom Export -2011 at Sharhah- Abudabhi 2011-12
<b>VIII/10</b>	Misuse of KSIC Brand Name Legal Action –Reg. 2011-12
<b>VIII/11</b>	Misuse of Brand Name By weaves at Hotel Lalit Ashok, Blore.
<b>VIII/12</b>	M/s. Kavika, Blore –Issue of KSIC Gift Vouchers 2011-12
<b>VIII/13</b>	Bulk Sales Legislative Council 2004-05
<b>VIII/14</b>	My sore Silk Brand Name Registered Trade Mark (GIR No.11 DT. 22-7-2004)
<b>VIII/15</b>	Procurement of CCTV Cameras for Showroom s 2009-10
<b>VIII/16</b>	Bounced Cheques – Govt. Employees 2010-11
<b>VIII/17</b>	L.P.Sarees Stocks/Sales
<b>VIII/18</b>	M/s. Universal Fashions, Kuala Lumpur Malaysia (Tel No. +603 -92845811)
<b>VIII/19</b>	Participation in 11 <sup>th</sup> IOR-ARC at Hotel Leela Palace, Blore. From 8.11.11 to 16.11.11
<b>VIII/20</b>	4 <sup>th</sup> Room Advertising Agency Fashion Designing Proposal 2010-11
<b>VIII/21</b>	Purchase of Brief Cases from Metro Cash & Carry 2010-11
<b>VIII/22</b>	Import –Export Code (IEC)
<b>VIII/23</b>	Furniture/Sidewalls/Lights etc for Exbn. 2010-11
<b>VIII/24</b>	New Year-2012 Bonanza Prize Scheme Upto Ugadi Festival February 2012

<b>VIII/25</b>	Transfers and Posting of Marketing Dept. Staff 2012-13
<b>VIII/26</b>	Consignment Sales Through M/s. KSHDC Ltd. – Vol - II 2012-13
<b>VIII/27</b>	Special Scheme for X-Mas, Makara Sankranthi & Ugadi Festivals (2011-12)
<b>VIII/28</b>	International Women’s Day 2012
<b>VIII/29</b>	Centenary Building at SWF, Mysore 2011-12
<b>VIII/30</b>	Evaluation of Public Sector Enterprises 2012-13
<b>VIII/31</b>	100 Years Celebration of Silk Weaving Factory, Mysore
<b>VIII/32</b>	Proposal with Toyota
<b>VIII/33</b>	KSIC Centenary Calendar -2012
<b>VIII/34</b>	Prize Scheme 2012
<b>VIII/35</b>	TOI-Forum on 100 years “MYSORE SILK” 2012-13
<b>VIII/36</b>	Rajiv Gandhi Shiromani Award – New Delhi 2012-13
<b>VIII/37</b>	The Hindu “Bridal Manta at Singapore 2012-13
<b>VIII/38</b>	Work allocation details in Marketing Dept.
<b>VIII/39</b>	Misc. Expenses
<b>VIII/40</b>	Providing EDC Machines to Showrooms Through HDFC Bank
<b>VIII/41</b>	New Year Bonanza Prize Scheme for March 2012 Ugadi Festival/ March 2012
<b>VIII/42</b>	Fabric Complaint from Customers 2011-12
<b>IX – Discount - VIP Discount</b>	
<b>IX /1</b>	Discount File 2012-13
<b>IX /2</b>	VIP Discount 2012
<b>IX /3</b>	Presentation & Sample Account With Effect From 1.1.2012
<b>IX /4</b>	Fabric Complaints From Customers 2012-13
<b>IX /5</b>	Fixation of Selling Prices / Revision of Selling Prices 2011-12
<b>IX /6</b>	Purchase of Fabric on Credit Basis 2012 -13

c) List of files pertaining to Finance & Accounts & Audit Departments

**LIST OF FILES RELATING TO FINANCE & ACCOUNTS DEPARTMENT**

<b>Sl. No.</b>	<b>Name of the File</b>	<b>File No.</b>
1	VAT – Monthly Returns 2012-13	AAO/VAT/MR/12-13
2	Tax Audit Report 2011-12	AAO/TAX/IT/11-12
3	Service Tax payments 2012-13	AAO/ST/GTA/12-13
4	Remittance of Professional Tax Payments 12-13	KSIC/ACCTS/PT/REM/12-13
5	Annual Accounts 2011-	AAO/AA/BS/11-12
6	Credit letters files 2011-12/12-13	12AAO/CRL/12-13
7	AG correspondence file 2011-12	AAO/AGC/12-13
8	Appointment of auditors 11-12	AAO/AA/11-12
9	Appointment of Cost Auditors 11-12	AAO/ACA/11-12

10	Letters received from Govt. Department	AAO/CGD/12-13
11	Dandekar & co-Internal Auditors	AAO/IA/DK/2012-13
12	Audit Committee Meetings	AAO/AC/AR 2012-13
13	Filing of Annual Returns to ROC	KSIC/CS/AR/2011-12
14	Misc. Advance to Staff approval File	KSIC/Accts/Mis-Adv/2012-13
15	Misc Advance Correspondence File	KSIC/Accts/Adv/2007-08
16	Home Orderly allowance File	KSIC/Accts/Home Orderly/2000-01
17	Purchase order copies file	KSIC/Accts/P.Order/2012-13
18	MSIL air Ticket file	KSIC/Accts/MSIL-Air ticket/2012-13

**d) LIST OF FILES RELATING TO PROCUREMENT SECTION**

<b>Sl. No.</b>	<b>Name of the File</b>	<b>File No.</b>
01	Procurement of Raw Silk Yarn from PVT Reelers January to June 2012.	KSIC/OD/RSY/2012-13
02	Printing of Paper Cover.	KSIC/OD/2007-08
03	Procurement of Formic acid and Soda Ash to SWF, Mysore.	KSIC/OD/PC/2011-12
04	Purchase of Holograms.	KSIC/OD/PH/65/2005-06
05	Procurement of spares/parts etc. to machineries.	KSIC/OD/PHP/2010-11
06	Miscellaneous file of Operations Dept. Vol-2.	KSIC/OD/ADVT/2012-13
07	Miscellaneous file of Operations Dept. Vol-3.	KSIC/OD/GL-EMD/2012-13
08	Interior Decorations of Malleshwaram Showroom.	KSIC/OD/ID/16/2012-13
09	AMC for Computers and Printers.	KSIC/OD/AMC/2009-10
10	SPC Proposals of Units (MYS & TNP)	KSIC/OD/SPC/2012-13
11	Procurement of Computers to Head Office & Showrooms.	KSIC/OD/PC/2008-09
12	Gold Lace Payment Tender – 60.	KSIC/OD/GL-60/2012-13
13	Procurement of Silk Shirts through e-Tender.	KSIC/MKTG/Shirts/2012-13
14	Gold Lace Tender – 59A/60 Corresponding Vol-III	KSIC/OD/GL-59A/60/2011-12

15	Procurement of Steam Coal from Singareni Collieries Co. Ltd Hyderabad.	KSIC/OD/SC/2012-13
16	Transportation of Steam Coal from Singareni Collieries Co. Ltd.	KSIC/OD/2008-09
17	Procurement of Raw Silk Yarn from Pvt. Reelers 2011-12, July 11 to Dec 11 Vol-I.	KSIC/OD/RSX/2011-12
18	Miscellaneous file of Operations Dept. Vol-I.	KSIC/OD/Misc/2010-11
19	Procurement of Multi-end Reeling Machine.	KSIC/OD/Multiend/2012-13
20	Civil Works at TNP & SWF.	KSIC/OD/SF.Civil/2012-13
21	UPS File Vol-II.	KSIC/OD/UPS/2009-10
22	Gold Lace Tender 59A Correspondence file.	KSIC/OD/GL-59A/2011-12
23	Radical Exhaust Ventilation (Turbo Ventilator).	KSIC/OD/TNP/2012-13
24	Setting up the Weaving Unit at KSIC Spun Silk Mills Cpt premises.	KSIC/OD/SSM/2010-11
25	Procurement of Saree Boxes 2011-12	KSIC/OD/SB/2011-12
26	Procurement of Shopping Carry bags 2011-12.	KSIC/OD/SCB/2011-12
27	AMC for Effluent Treatment plant SWF, Mysore.	KSIC/OD/SWF/ETP/2012-13
28	RMS Supply of ETP Chemicals.	KSIC/OD/ETP-CH/SWF/2L/2013-13
29	Procurement of RSY for Trail.	KSIC/OD/RSY/2010-11
30	Procurement of GL-Tender No. 60 for the year 2012-13.	KSIC/OD/GL-60/2012-13
31	e-Tender for Contrast Dyeing of Silk Sarees.	KSIC/MKTG/Cont/2012-13
32	Procurement of e-Jacquard Machine to SWF Mysore	No.HO/MKTG/Jacq/2012-13
33	Procurement of Silver Coins	No.KSIC/OD/SC-01/2013-14
34	e-Procurement System	No.KSIC/OD/e-proc/2013-14
35	Renting out Godowns at SSM premises CPT.	No.KSIC/OD/SSM/Rent/2013-14
36	Disposal of Gold lace waste and Throwster waste.	No.KSIC/OD/BP/2013-14
37	e-Tender for printing of Sarees	No.KSIC/OD/Ptg/2013-14

38	Procurement of Dobby mechanism to factory SWF	No.KSIC/OD/Dobby/2013-14
39	Procurement of Uniforms to Unit Employees	No.KSIC/OD/UF/2013-14
40	Renting out of Centenary building at Mysore	No.KSIC/OD/SWF/CB-Rent/2013-14
41	Contrast Dyeing of LP-Sarees.	No.KSIC/OD/DY/2013-14
42	Procurement of Shopping Carry Bags 2013-14	No.KSIC/OD/SB /2013-14
43	Procurement of Shopping Carry Boxes 2013-14	No.KSIC/OD/SBox /2013-14
44	Printing of KSIC Calander 2014	No.KSIC/OD/C-Prt /2013-14
45	Procurement of DATA cards for online billing at SRs	No.KSIC/MKT/D-card /2013-14
46	Gold Lace payment – Tender No.61	No.KSIC/OD/GL-61/PAY/2013-14
47	Procurement of UPS to Head Office and Show Rooms	No.KSIC/OD/UPS/2013-14
48	AMC for Airconditioners	No.KSIC/OD/AMC/2013-14
49	Procurement of Steam Coal 2013-14	No.KSIC/OD/SC/2013-14
50	Procurement of RSY 2013-14 Vol-1	No.KSIC/OD/RSY/2013-14
51	Procurement of RSY 2013-14 Vol-11	No.KSIC/OD/RSY/2013-14
52	Construction of centinery building at SWF Mysore	No.KSIC/OD/Cent-Build/2013-14
53	Procurement of consumer electronic goods	No.KSIC/OD/CEG/2013-14
54	Tender for providing Hoarding Boards on rental basis	No.KSIC/OD/Hoardings/2013-14
55	Procurement of concept development & production films	No.KSIC/OD/C-Films/2013-14
56	Procurement of Gold Lace T.No.61	No.KSIC/OD/GL-61/2013-14
57	Fixation of Gold Lace rates T.No.61	No.KSIC/OD/GL-61/2013-14

## **4(1) (b) : The particulars of its Organization, functions and duties:**

### **COMPANY PROFILE:**

Main Business: Manufacturing and Marketing of the World Renowned Heritage Product “Mysore Silks Sarees and other Products”.

Karnataka Silk Industries Corporation Limited (KSIC) was established in the year 1980 with its Corporate Office at 3<sup>rd</sup> & 4<sup>th</sup> floor, Public Utility Building, M.G.Road, Bangalore. The Silk Weaving Factory(SWF) is situated at Mysore on the Mysore-Mananthodi Road, about 2.5 km away from City Railway Station. The Silk Filature is situated at T.Narasipura about 30 Kms. from Mysore city. The present strength of employees in the Head Office both regular as well as outsourced is 196 and that of Silk Weaving Factory, Mysore is 573 and Silk filature, T.Narasipura is 175.

Silk yarn, the major raw material for manufacturing the fabric is produced at Silk Filature Unit, T.Narasipura and part of the requirement is met from outside sources.

The products are marketed through a net work of company owned retail outlets/showrooms, Exhibition-cum-sales and Institutional Sales.

The Corporate Office comprises of Department of Personnel, Marketing, Finance & Accounts, Procurement and Company Secretary. The audit is done through outsourced chartered accountant.

By ensuring conformance to applicable standards and specifications and strict adherence to established procedures and practices, KSIC manufactures high quality fabrics, keeping its rich tradition and customers’ requirements.

### **PRODUCT RANGE**

The Silk Weaving Factory at Mysore manufactures the following range of pure silk fabrics:

1. Zari Crepe Sarees.
2. Zari Crepe Printed Sarees.
3. Crepe Printed Sarees.
4. Dress Materials.
5. Ties and Scarfs.

The Company has been certified for **QMS 9001-2015**, **EMS 14001-2015** and obtained **OSHAS 18001-2007** Certificate Combined Integrated Management System by M/s. TUV Rheiland.

(ii) **Duties and Responsibilities of Key Functionaries:**

**1. MANAGING DIRECTOR:**

As Chief Executive of the Company, the Managing Director implements the policies laid down by the Board of Directors, and looks after the day to day administration.

**2. GENERAL MANAGER (PERSONNEL):**

- a) Overall in-charge of General Administration and Personnel at the Head Office and Units.
- b) Looking after service matters of the employees in respect of Head Office, including industrial relations.
- c) Looking after the legal matters, contacting Advocates in connection with Court cases and other legal matters.
- d) Training of personnel.
- e) Making arrangements in respect of Security and housekeeping.
- f) Maintenance of the Vehicles of Head Office.
- g) Conducting Staff meetings, Women Welfare Meeting, Union Meeting., etc.
- h) Liaise with Government Offices, Public Sector Undertakings and other Agencies.
- i) Direct Recruitments & Promotions.
- j) Handling disciplinary cases & conducting domestic enquires, attending court cases etc.
- k) Preparing board subjects on various matters relating to personnel & administration.
- l) Attending La/LC questions.
- m) Handling Industrial Relations, Issues and Trade Union matters.
- n) Co-ordination with Marketing Department regarding Exhibitions/Institutional Sales .
- o) As an Asst. Management Representative he has been entrusted duties like conducting IMS audit, Management Review Meeting, training programme's etc.
- p) Submitting information's to the State government/Central government regarding SC/ST and back communities from time to time.
- q) Any other works entrusted by MD from time to time.

### **3. GENERAL MANAGER-MARKETING**

In-charge of:

1. Overall responsibilities for the following:
  - a) Marketing & Sales activities, including new marketing opportunities and for effective implementation of this procedure.
  - b) Monitoring monthly sales achievement and customer preferences.
  - c) Firming up production targets.
  - d) Evaluation and selection of consignment agents/ franchise agents for distribution of company's products and monitoring their performance.
  - e) Opening of Company's own retail outlets.
  - f) Advertisement, publicity and Sales promotion.
  - g) All activities of the showrooms, and for effective implementation and maintenance of marketing and Sales procedure.
  - h) Monitoring performance of showrooms, including monthly sales achievement.
  - i) Technical control of all showrooms.
  - j) Administrative control of all showrooms.
  - k) Responsible for effective implementation and maintenance of IMS procedures.
  - l) Determining the customer requirements, including requirement of new products/designs.
  - m) Organizing Institutional Sales and exhibitions at various places including outside Karnataka.
  - n) Looking after online sales.
  - o) Responsible for identifying the requirements of the corporate houses and new requirements arising from such interaction and planning for production after sample approvals.
  - p) Monthly production target for the units after discussion in the monthly meeting and distribute to all the concerned as minutes of the meeting.
  - q) Any other works entrusted by MD from time to time.

### **4. GENERAL MANAGER (FINANCE & ACCOUNTS):**

- a) Overall control of Accounts Department.
- b) Maintenance of Company Accounts.
- c) Liaison with Banking Institutions/Bankers.
- d) Liaison with AG/Statutory/Proprietary Auditors in respect of Company balance sheet work.
- e) Preparation of Balance Sheet of the Company.
- f) Comply with Statutory requirements.
- g) Consolidate monthly indents from Showroom and present data in the monthly production review meetings and intimate production targets to all concerned.
- h) Any other works entrusted by MD from time to time.



## **5. GENERAL MANAGER (PROCUREMENT)**

- a) He shall be responsible for co-ordination with both the units at Silk Weaving Factory, Mysore and Silk Filature, T.Narasipura, Silk Weaving Unit Channapatna, in all matters relating to procurement of raw materials, stores, packing, materials, consumables etc ., by following procedures.
- b) Shall take necessary action in co-ordination with unit Heads for the disposal of scrap and obsolete items and will be responsible for finalization of AMC's in respect of capital items and office equipment.
- c) Provide periodical updates regarding price fluctuation of raw materials and its impact on costs so as to enable the Management to take action for price changes in finished products without delay.
- d) Periodically interact with General Manager Finance to have a perspective of variance between projections and actual and take necessary steps thereon.
- e) He shall perform such other duties and responsibilities as are entrusted to him by Managing Director from time to time.

## **6. COMPANY SECRETARY**

- a) Conducting Board Meetings periodically.
- b) Preparation of Agenda notes and circulating to the Board of Directors.
- c) Conducting of Annual General Meeting.
- d) Conducting Audit Sub-committee meetings .
- e) Filing Returns under Companies Act.
- f) Preparation of Board Minutes.
- g) Maintenance of Minutes Books.
- h) Any other works entrusted by MD from time to time.

## **7. INTERNAL AUDITOR, HEAD OFFICE (OUTSORCED)**

- a) Pre-audit of purchase proposals and financial transactions in respect of Units, Head Office and Showrooms.
- b) Inspection of books of accounts, financial statements, records, tenders, quotations, contract agreements.
- c) Audit of Showroom/Units transactions.
- d) Liaison with Statutory Auditors/A.G.Auditors.
- e) Reply to AG Paras/CAG paras.
- f) Transactions relating to Sales, Purchases, Construction of civil works, acquisition and commissioning of Fixed Assets, Cash and Bank, Salary, Wages, Allowances, Medical Claims, TA, Gratuity, Bonus of employees etc.
- g) Any other works entrusted by MD from time to time.

**8. INTERNAL AUDITOR, SHOWROOMS (OUTSOURCED)**

- a) Overall control of internal audit work of Showrooms.
- b) Pre-auditing Showroom activities and expenditure.
- c) Checking & pre-auditing Showroom expenditure.
- d) Any other work entrusted by MD from time to time.

**9. DEPUTY MANAGER, (ACCOUNTS)**

- a) Preparation of Trial balance sheet and final accounts.
- b) Attending to Audit enquiries.
- c) Maintenance of posting of General Ledger.
- d) Passing of journal entries.
- e) Preparation of cost sheets/Audit.
- f) Maintenance of sales tax correspondence & remittance.
- g) Assisting to AG/Statutory/Proprietary Auditors.
- h) Maintenance of General Ledger.
- i) Assisting to the M (F&A) with regard to Bank reconciliation works.
- j) Any other work entrusted by M (F&A) from time to time.

**10. SALES OFFICER/ASSISTANT SALES OFFICER:**

- a) Opening of Showroom at scheduled timings and attend to Showrooms House Keeping.
- b) Displaying of range of products within the Showroom.
- c) Attending to customers, display products as per customers' demand.
- d) Bringing awareness and convince customers on Quality and exclusive feature of the fabrics.
- e) Maintenance of stock ledger books/stock control book, etc.
- f) Safety of the Showroom and its property.

**11. OFFICE ASSISTANT (STORES-CUM-PURCHASE)**

- a) He is responsible for purchasing stationeries, Housekeeping items and other office equipments etc.,
- b) Floating quotations for procurement of materials.
- c) Operating cocoon markets for procurement of cocoons.
- d) Supplying materials to the concerned sections based on the indents.
- e) Maintaining Store Registers.
- f) And any other works entrusted by his superior Officer from time to time.

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

The Board of Directors is the decision making body. The Managing Director implements the policies laid down by the Board with the assistance of General Manager, Silk Weaving Factory, Mysore; General Manager, Silk Filature, T.Narasipura; and the Head Office staff.

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

- a) The Compendium of Board Rules prescribes the delegation of powers to various functionaries to carry out their duties and responsibilities.
- b) The functions/activities of the Company are as follows:
- c) Preparation of Budget for every year.
- d) Preparation of Annual Action Plan.
- e) Monthly production plan, preparation based on indents obtained from the Showrooms and feedback from the customers.
- f) Maintain minimum inventory.
- g) Addressing customer complaints.
- h) Introducing new designs.
- i) Finalization of the Annual Accounts.
- j) Furnish replies to Audit Queries.
- k) Explore new marketing avenues for marketing the company's products.
- l) Comply with all the required provisions of the Companies' Act, statutory rules and regulations, Government circulars and directives, provisions of the Karnataka Transparency in Public Procurement Act or any other applicable laws/rules in force.

**(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 Company has been following the below mentioned rules and regulations, manuals and records for discharging its functions:

- 1) The Companies Act, 1956.
- 2) Professional Tax Act.
- 3) Income Tax Act.
- 4) VAT.
- 5) Provident Fund Act.
- 6) Employees State Insurance Act, 1948.
- 7) Workmen Compensation Act, 1923.
- 8) Industrial Employment (Standing Orders) Act, 1946.
- 9) Payment of Wages Act, 1936.
- 10) Minimum Wages Act, 1948.
- 11) National Festival and Holidays Act. 1963.
- 12) Shops and Establishment Act, 1961.
- 13) Maternity Benefit Act, 1961.
- 14) Payment of Gratuity Act, 1972.
- 15) Factories Act, 1948.
- 16) Industrial Dispute Act, 1947.
- 17) Central Sales Tax Act.
- 18) Karnataka Tax on Entry of Goods Act.
- 19) Payment of Bonus Act, 1965.
- 20) Karnataka Transparency in Public Procurement Act, 1999.
- 21) Trade Union Act, 1926.

**Manuals & Records:**

1. The Memorandum and Articles of Association of the Company.
2. Karnataka Silk Industries Corporation Ltd. Board Rules-2015.
3. Karnataka Silk Industries Corporation Ltd. Cadre, Recruitment and Promotion Rule -2016.
4. Audit Manual.
5. Sales Manual.
6. The Orders, Notification, Circulars, etc. issued by the Government and by the Company from time to time.

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

The statement of categories of documents held by different departments of the Corporation are given below:

**1. Accounts & Finance Department:**

- i. Periodical returns i.e. Provident Funds Annual Returns, ESI Half yearly returns, Income Tax Annual Returns, Tax Audit Reports, Cost Audit Reports, Annual Report, TDS Returns, Monthly VAT returns, etc.
- ii. Under Companies Act, the following documents/returns are being filed before the Registrar of Companies.
  - a) Form 32
  - b) Form 29
  - c) Annual Return
  - d) Insurance documents of all Showrooms and Exhibitions.

**2. Personnel & Administration Department:**

- a) Maintenance of documents i.e. periodical returns submitted to Employment Exchange.
- b) Maintenance of documents in respect of SC/ST employees.
- c) Maintenance of documents in respect of Backward Classes and Minorities.
- d) Maintenance of documents in respect of Women's Grievance Redressal Committee.
- e) Maintaining Circulars files.
- f) Cadre, Recruitment and Promotion Rule -2016.
- g) KSIC Board Rule-2015.
- h) Leave Registers.
- i) Vehicle Maintenance Registers.
- j) Stores & House Keeping.
- k) Personal files of all employees.
- l) Service Registers of all employees.
- m) Performance Appraisal of each employee.
- n) Property Returns of each employee.
- o) Maintenance of documents relating to court cases and enquiry proceedings and related matters.
- p) Maintenance of Truce Agreement Files.
- q) Maintenance of Agreement Files relating to Security Agencies and House Keeping.
- r) Training Register.
- s) Training Feed Back.
- t) List of Topics for Training/Approval Training Needs.

### **3. Marketing Department:**

- a) Customer Complaint Register.
- b) Customer Feed Back Register.
- c) Maintenance of daily sales details of all showrooms.
- d) Maintenance of Rental Agreements of the Showrooms.
- e) Maintaining Documentation in connection with Consignment Sales with MSIL.
- f) Maintenance of Documents in connection with Registration of Showrooms under Shops and Establishment Act.
- g) Approved Price list document.
- h) Details of various schemes currently operated.
- i) Sales Day Book.
- j) Stock Ledger.
- k) Consignment Memos.

### **4. Procurement Department**

- a) Raw Silk Yarn Supply details Register.
- b) Raw Silk Yarn Samples Coding Register.
- c) Bullion Rate Register.
  - (i) Tender Documents to various raw material/process wastes/textile machinery where the procurement value exceeds Rs.1 lakh.
  - (ii) Agreement in connection with Transportation of Steam Coal.
  - (iii) Case Register.
  - (iv) Purchase Order Register.
  - (v) Suppliers' Performance Evaluation Register.
- d) All project files and documents.

**(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 Company has made an arrangement for general public to contact the officers of the Company. The following officials are designated as Information Officers who shall provide the requisite information as may be desired by the public.

a)	General Manager (P&IR)	KSIC Head Office	Public Information Officer
b)	General Manager	SWF, Mysore	Public Information Officer for Silk Weaving Factory Mysore
c)	General Manager	SF, T.Narasipura	Public Information Officer for Silk Filature T.Narasipura
d)	Managing Director	KSIC Head Office	First Appellate Authority

**(viii) A statement of 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 Company has 5, 80,047 Shares valued at Rs.58,00,47,000/- (Rupees fifty eight crores and forty seven thousand only). All the shares are held by the Government of Karnataka. The details of share holders are as under:

Smt. Neelamanjunath, IAS Shareholder & Managing Director of KSIC Ltd., III Floor, Public Utility Building, M.G. Road, Bangalore-560001.	One Share	Sri Maheswara Rao, IAS Share holder & Principal Secretary to Govt., Horticulture Department, M.S Building, Dr. B.R Ambedkar Veedhi, Bangalore 560001.	One Share
Sri R. Girish, IAS Director & Shareholder Of KSIC & Commissioner for Textiles & Director for Handlooms & Textiles, Nrupathunga Road, Bangalore.	One Share	Sri G.Sathish, IFS Director & Shareholder of KSIC & Commissioner for sericulture Development & Director of Sericulture, M.S Building , Dr. B.R Ambedkar Veedhi, Bangalore-560001.	One Share
Smt.B Sindhu, IAS., Director & Shareholder of KSIC & Deputy Secretary to Govt., (Budget & Resource), Finance Department, Vidhana Soudha, Bangalore-560001.	One Share	Sri B..N.Vijayakumar Shareholder of KSIC & Deputy Secretary to Govt.(Silk), Horticulture Department, Vikasa Soudha, Dr. B.R Ambedkar Veedhi, Bangalore-560001.	One Share
Governor, Govt. of Karnataka.	360041 Equity Shares 2,20,000 Redeemable Preference Shares.		

The affairs of the Company are managed by the Board of Directors consisting of the following:

1.	Sri M.K Somashekar, MLA, Chairman, KSIC No. 318, Janani 1 <sup>st</sup> Cross, D. Subbaiah Road, Chamaraja Mohalla, Mysore Tq., & Dist.	7.	Sri T.Subbareddy, S/o Sri Thimmaiah, Annuru Village, Chinthamani Tq., Chikkaballapura Dist.
2.	Smt. Neela Manjunath, IAS., Managing Director, III Floor, Public Utility Building, M.G.Road, Bangalore 560 001.	8.	Sri Ninganna H.Chetnalli, S/o Honnappa Chatnalli, Sa J.Mallapura, Jagarakal Post, Raichur Taluk, Raichur Dist.
3.	Sri M.Maheshwar Rao, IAS., Secretary to Govt. (Additional Charge), Horticulture Department, M.S.Building, Dr. B.R.Ambedkar Veedhi, Bangalore 560 001.	9.	Sri Shivakumar, S/o Late Sri Munihanumaiah, No. 36, Nisarga Nilaya, 5th Cross, Basaveshwara Layout, Nagashetty Halli, Bangalore.
4.	Sri H.Shivakumar, S/o Sri K.C.Hombaiah, No. 2, Swathi, 80ft Road(Amma Arch), Jnanabharathi, BDA Layout, Mariyappanapalya, Bangalore 560056.	10.	Sri Ayyappa, S/o Sri Venkatarayappa, Alambagiri, Srinivasapura Tq., Kolar Dist.
5.	Sri Sabbeer Ulla Baig, S/o Sri Mohammed Ali Beg, No. 17, B.M.Road, Yarab Nagar, Channapatna Town, Channapatna Tq., Ramanagara Dist.	11.	Sri M.B.Umesh, S/o Sri S.Byrappa, Musakaloti, Shira Tq., Tumkur District.
6.	Sri N.Shivakumar, S/o Sri D.Narayanagowda, Khaji Hosahalli Village, Kattigenahalli Post, Jadigenahalli Hobli, Hosakote Tq., Bangalore Rural Dist.	12.	Sri B.N.Anand, Advocate, S/o Sri B.L.Narayana, House No. 27, 3rd Cross, Lakkasandra, Bangalore 560030 Bangalore Urban Dist.
<b>Special invitees</b>			
1.	Sri G.Sathish, IFS., Commissioner for Sericultural Development & Director of Sericulture & MD, KSMB, 5th Floor, 1st Stage, M.S.Building, Dr. B.R.Ambedkar Veedhi, Bangalore 560 001.	4	Sri R.Girish, IAS., Commissioner for Textiles & Director for Handlooms & Textiles, No. 86, "Shubhodaya Complex", Railway Parallel Road, Kumara Park west, Bangalore 560 020.
2.	Smt. Renuka Chidambaram, IAS., Principal Secretary to Govt., DPE, 7th Floor, 2nd Stage, M.S.Building, Dr. B.R.Ambedkar Veedhi, Bangalore 560 001.	5	Smt. Sindhu.B, IAS., Deputy Secretary to Govt., (Budget & Resources), Finance Department, Vidhana Soudha, Bangalore 560 001.
3	Dr. H.Nagesh Prabhu, IFS., Member Secretary, Central Silk Board, CSB Complex, BTM Layout, Madiwala, Bangalore 560 068.		



The Board shall meet at periodical intervals as required under the provisions of the Companies Act and the minutes of the meetings are prepared and kept at the registered office. In addition to the above, as required under the Companies Act, 1956, the Annual General Meeting of the Share holders is held once in a year and the minutes of this meeting is also recorded and kept at the registered office. The Annual Report of the Company will be places on the Floor of Both Houses of State Legislature by the Administrative Dept., of the Government by December of every year.

**(ix) A Directory of its officers and employees:**

The Directory of Officers and Employees of the corporation are as follows:

Head Office, Bengaluru:

1. Chairman.
2. Managing Director.
3. Secretary & General Manager(Finance).
4. General Manager (Marketing).
5. General Manager (Procurement).
6. Internal Auditors.
7. General Manager (P&IR).
8. Sales Officers.
9. Asst. Sales Officers.
10. Personal Secretary cum Sr.Stenographers.
11. Sr. Office Assistants.
12. Office Assistants.
13. Jr. Office Assistants.
14. Sr. Sales Assistants.
15. Jr. Sales Assistants.
16. Cashier cum Accountant.
17. Jr. Stenographers.
18. Typists.
19. Drivers.
20. Sales Attendants.
21. Attender/Peons/Watchman/Pantry Boy/Cycle Orderly/Sweeper.

**(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 of the Officer/Employee	Designation	Total remuneration (in Rupees)	Compensations
1	L. H. Bheemappa	GM(P)	109062	<b>The following compensation have been extended to the employees of the Corporation:</b> PF, ESI, Gratuity, Medical Allowance, Group Insurance, Compensation towards Accident, Death Fund, Janatha Group Accident Policy and Leave Encashment Benefit.
2	K. Usha	Personal Secretary	55209	
3	Kumaraswamy	Personal Secretary	51063	
4	S. Pushpavathi	Sr. Typist	30660	
5	D. T. Leelavathi	JOA	57762	
6	K.P.S.Rajendran	Driver	36710	
7	P.K.Srinivasa	Driver	27743	
8	R.H. Ramesh	Attender	35644	
9	G.S.Chandrashekaraiyah	OA	39078	
10	P. Omprakash	Sr. Typist	42492	
11	L. Shivanna	OS	60673	
12	V.J.Umadevi	SOA	50770	
13	Meenakumari	Sr. Typist	49643	
14	K. Puttegowda	DM(F)	85629	
15	M.K.Raghuram	ASO	67092	
16	P.Rathna	ASO	48123	
17	Vaidehi	ASO	48198	
18	B. Shivalingaiah	CCA	34853	
19	KK.Parvathi	CCA	45637	
20	H.P.Kalappa	OA	46913	
21	J.Eranna	JOA	35294	
22	M.Manjunatha	SSA	42223	
23	V.S.Nanjamma	SSA	37201	
24	P.Srinivasulu	ASO	48198	
25	V.Renuka	JSA	28418	

26	L.Jaya	JSA	35294	
27	R.Paramesh	Sale Attender	36208	
28	Renuka Prasad	Sales Attender	36283	
29	A.Dandapani	Sales Attender	38117	
30	R.Annaiiah	JSA	39111	
31	S.B.Kempalingegowda	S.A	33690	
32	D.Ramachandra Raju	S.A	35344	
33	N.Gangaraju	S.A	37126	
34	M.Rajesh	Driver	36593	
35	S.Ramamurthy	T.No. 427, Worker	39879	
36	N.Ramakrishna,	T.No. 697, Worker	32851	
37	Balakrishna P		37166	
38	Chandrdhara L		54363	
39	Jayaram R		37166	
40	Ramesh C P		37126	
41	N Ravi		48198	
42	Y Raju		33940	
43	Venkatesh V		22464	
44	Parvathi H B		38042	
45	Vijayalakshmi A S		35407	
<b>Deputation:</b>				
46	Ivy Anuradha	OS		

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

The Corporation don't have any plan allocation from the Government.

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

No subsidy programme. Hence, does not apply.

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

Does not apply.

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

Company has opened its website under the name: [www.ksicsilk.com](http://www.ksicsilk.com) Company has adopted its E-mail facility vide email ID as: [info@ksicsilk.com](mailto:info@ksicsilk.com)

**(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:**

- a) Display Boards indicating each of the functionalities have been kept in front of the office;
- b) Hoardings have been erected to exhibit KSIC products.
- c) To disseminate information advertisements through print as well as electronic media are periodically being issued.
- d) Article wise/design wise details of fabrics have been put in the website ([www.ksicsilk.com](http://www.ksicsilk.com)). Public grievance registers are maintained in the Showrooms. Public can register their complaints/suggestions through web site too. ([www.ksicsilk.com](http://www.ksicsilk.com)).

**(xvi) The names, designations and other particulars of the Public Information Officers ( Under section 26(3)(b) ) :**

<b>Sl. No.</b>	<b>Name</b>	<b>Designation of Public Information Officers</b>	<b>Place</b>
1	Sri Bhimappa L.,H	General Manager (Procurement)	Head Office, Bangalore
2	Sri D.Krishnappa	General Manager (I/C)	Silk Filature, T.Naraispura
3	Sri D.Krishnappa	General Manager (I/C)	Silk Weaving Factory, Mysore

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

As required under Companies Act, 1956, the Company prepares its annual reports and submits the same to the Government, for being laid on the floor of the Houses of State Legislature by December of every year.