



ಕರ್ನಾಟಕ ರಾಜ್ಯ ವಿದ್ಯುನ್ಮಾನ ಅಭಿವೃದ್ಧಿ ನಿಗಮ ನಿಯಮಿತ

2ನೇ ಮಹಡಿ, ಟಿ.ಟಿ.ಎಂ.ಸಿ. ಕಟ್ಟಡ, 'ಎ' ಬ್ಲಾಕ್, ಬಿ.ಎಂ.ಟಿ.ಸಿ. ಕಾಂಪ್ಲೆಕ್ಸ್,

ಕೆ.ಹೆಚ್. ರೋಡ್, ಶಾಂತಿನಗರ, ಬೆಂಗಳೂರು – 560 027,

(ಕರ್ನಾಟಕ ಸರ್ಕಾರದ ಒಂದು ಉದ್ಯಮ.)

KARNATAKA STATE ELECTRONICS DEVELOPMENT CORPORATION LTD

II Floor, TTMC Building, 'A' Block, BMTC Complex,
K H Road, Shanthinagar, BANGALORE – 560 027.

(A Government of Karnataka Enterprise)

2005ರ ಮಾಹಿತಿ ಹಕ್ಕು ಅಧಿನಿಯಮ ವಿದಿ 4(1)(ಬಿ) ಅಡಿಯಲ್ಲಿ ಪ್ರಕಟಣೆ

ಮಾಡಲಾದ ಕೈಪಿಡಿಗಳ ಸಂಗ್ರಹ

Manual 1

4.1.(b)The Objectives of the Organization:

The Corporation is a Government of Karnataka enterprise, established on 22.9.1976 and registered under Companies Act, 1956. The Company's authorized capital is Rs. 27.50 crores of 27,50,000 Equity shares of Rs. 100/- each. The paid up share capital of the company is Rs. 21.37 crores of 21,37,200 shares of Rs.100/- each. The share capital of the company is fully subscribed by Government of Karnataka. The company is under the Administrative control of the Department of Information Technology, Bio Technology and Science and Technology, Government of Karnataka.

I. Functions of the Organisation :

1. Imparting IT education & enabled services (of ISO 9001 : 2000 quality standards) to the masses across the state through its points-of- presence in around 300 centers.
2. Providing facility Management Services to various Government Organizations by way of providing Skilled Manpower & IT infrastructure.
3. Marketing of computer Hardware, Software & Electronic Equipments to various Government Organizations.
4. Providing e-tendering solution to the Government Organizations.
5. Providing IT Services to Government Departments and Corporation and Boards of Government of Karnataka and to other State Sectors.
6. Providing IT Education and Employment to the un employed rural youths, Women, Disabled under various Schemes sponsored by Government of India, and various Departments of Government of Karnataka.

Sri. Sangappa, IAS is the Managing Director of the Corporation.

Sri. K.C Devarajegowda is the Director (Operations), Divisional Heads, Managers, Asst Managers and other staff are employed in the Corporation.

II. The Powers and duties of the Officers and Employees and the procedure by the Corporation in the decision making process

The Officers and staff of this Corporation are discharging their duties in accordance with the rules of the Corporation contained in Service Rules 1980, Certified Standing Orders and also guidelines issued by the Corporation, Government from time to time.

LIST OF BOARD OF DIRECTORS :

Sri. Priyank Kharge, Chairman Hon'ble Minister for Rural Development & Panchayat Raj, information Technology and Biotechnology.	Dr. Ekroop Caur, IAS Secretary to Government, Department of Electronics, Information Technology, Biotechnology and Science & Technology.
Sri. Sangappa, IAS Managing Director KEONICS, 2nd Floor, TTMC 'A' Block, BMTC, Shanthinagar, Bangalore - 560 027	Smt. Gunjan Krishana, IAS Director Commissioner for industrial Development and director Department of Industries and Commerce,
Sri. Nitish K, IAS Director, Deputy Secretary to Government, Finance Department, (Budget & Resources)	Sri Darshan H.V, IAS Director Directorate of Electronics, information Technology & Bio-Technology.
Sri. Yashwanth V Gurukar, IAS Director Executive Director, Center for Smart Governance,	

III. Norms set up by the Public Authority for the discharge of its functions :

The Karnataka State Electronics Development Corporation Ltd. is primarily Development Corporation which encourages establishment of Electronics, Information Technology and related industries across the state, impart training by implementing various schemes and programmes of Government Departments /Organisations including paid courses of the Corporation open for the Public.

The Managing Director, Karnataka State Electronics Development Corporation Ltd., has been appointed as the Appellate Authority under Section 2 of the Karnataka Right to Information Act vide KSEDC/00/2012 date:6-3-2012

Manager (Establishment), Karnataka State Electronics Development Corporation Ltd., has been appointed as the Competent Authority under Section 2 of the Karnataka Right to Information Act vide KSEDC/00/2012 date:6-3-2012

IV. Statement of the Boards, Councils, Committees and other bodies consisting or 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:

**PUBLICATION OF PARTICULARS UNDER CLAUSE (b) OF SECTION 3 OF THE
KARNATAKA RIGHT TO INFORMATION ACT, 2000.**

Sub:- Publication of particulars in respect of Karnataka State Electronics Development Corporation Ltd., under clause (b) of Section 3 of the Karnataka Right to Information Act 2000 read with rule 3 of Karnataka Right to Information Rules, 2002.

1. The particulars of the Corporation, Functions and Duties: The Karnataka State Electronics Development Corporation Ltd., was established in the year 1976 for promotion of Electronics Industries in the State of Karnataka. The Corporation is engaged in training manpower in the field of Information Technology and related areas. It is also marketing Electronics and IT products.

Sri. Sri. Sangappa, IAS is the Managing Director of the Corporation.

Sri. K.C Devarajegowda Director (Operations), Managers, Assistant Managers and other staff are in the Corporation.

The functions of the Corporation are as follows:-

1. Training manpower, especially rural youth in computer operation and IT field.
2. Implementation of Computer Training Programmes under Norad scheme and other Government Department/Organizations sponsored schemes.
3. Marketing of IT, IT related products and Electronic items
4. Servicing and installation of Wireless, EPABX and Office Automation Equipments.
5. Development of infrastructure- like Electronics city, Software Technology Park, IT Park etc.,- for Electronics, IT and IT related industries in various parts of Karnataka.

4. The details of facilities available to citizens for obtaining information:

Information on the activities of the Corporation are published in its official web-site <http://www.keonics.in/>. The decisions of the Corporation are also published on the notice boards of the Corporation.

V. Customers :

Underground Cabling

North, East, West, Central and South Commands of Army and Airforce

Road Traffic Signal Systems (RTSS)

City Traffic Police - Bangalore

District Traffic Police - Gulbarga, Gadag

City Corporation - Belgaum
Municipal Council - Bidar, Tumkur, Shimoga

Wireless Equipment

BWSSB - Bangalore
HMWSSB - Hyderabad
KSRTC/BMTC - Bangalore
RTO - Bangalore
Forest Department, GOK
Irrigation Department, GOK
BMP- Bangalore
Railways
Grindwel & Norton
Police Department, GOK
Kirloskar
National Plywood

Hardware

State Govt. Departments like Forest, Planning, Education
Homeopathy College
Rajbhavan
State Election Commission
Zilla Panchayats
Taluk Offices
DC offices & DVC offices

Training

Department of HRD (Women & Child Welfare), Govt of India
Archives Department, GOK
Department of Disabled, GOK
State PSUs like Handicrafts Development Corporation, KPTCL, Backward Class & Minority
Development Corporation
Private schools like JSS School Bangalore and SDM School Ujire

Networking

Transport Commissioner Office, Bangalore
RTO Mangalore, Dharwad, Belgaum, Chitradurga, Tumkur.
Karnataka Food & Civil Supplies Department
Karnataka Silk Industries Corporation, Bangalore, Mysore and T. narasipura
City Central Library, Malleswaram, Bangalore
Mysore Sales International Ltd, Bangalore
Government Medical Stores
Pre-University Board
District Industries Centre
Department of Collegiate Education
National Institute of Technical Teachers Training and Research

e-tendering

Karnataka Urban Water Supply & Drainage Board [KUWSDB]
Karnataka Housing Board [KHB]
Bangalore Metropolitan Transport Corporation [BMTC]
Karnataka Rural Road Development Agency [KRRDA]
Karnataka Veterinary Animals Fisheries Sciences University [KVAFSU]
Karnataka State Open University, Mysore [KSOU]
Bruhat Bangalore Mahanagara Palike [BBMP]
Karnataka State Small Industries Development Corporation Limited [KSSIDC]
Karnataka Biotechnology & Information Technology Services [KBITS]
Karnataka State Remote Sensing Applications Centre [KSRSAC]
Karnataka State Tourism Development Corporation [KSTDCC]
Mangalore Special Economic Zone, Mangalore [MSEZ]
Central Power Research Institute [CPRI]
Central Ware Housing Corporation [CWHC]
Indian Institute of Management, Bangalore [IIMB]
Kerala State Civil Supplies Corporation Limited [SUPPLYCO]
Kerala Sustainable Urban Development Project [KSUDP]
Kerala Water Authority [KWA]
Cochin Port Trust [CPT]
Jawaharlal Nehru Port Trust, Mumbai [JNPT]
Kerala Transport Development & Finance Corporation [KTDFC]
Kerala State Poultry Development Corporation Limited [KSPDCL]
Maharashtra State Power Generation Co. Ltd [MAHAGENCO]
Public Works Department, Pondicherry [PWD]
JIPMER, Pondicherry
Information Technology of Goa
Union Territory of Lakshadweep
Bihar State Electronics Development Corporation [BELTRON]

Enterprise Solutions

Hutti Goldmines

Software Solutions

NWKRTC

BMTc - Smart cards

MANUAL – 2



DUTIES AND RESPONSIBILITIES

KARNATAKA STATE ELECTRONICS DEVELOPMENT CORPORATION LTD

2ND Floor, TTMC,"A" Block, BMTC, K.H. Road, Shanthinagar,

Bangalore-560 027

PREFACE To D & R MANUAL

The Duties & Responsibility Manual is to provide Clear guidance to the Managers & other subordinate staff of the Corporation. This will help the organization and its functionaries. It is intended to improve level of efficiency of services and administration in KEONICS. Since the manual is being introduced for the first time, there could be many more insertions improvement as it is put to use. The suggestion, advice and ideas from all staff members are welcome. When suggestions are received from perceptive contributor they can be incorporated in the subsequent Manual.

The instruction in this Manual is supplemented with such rules and direction issued by the Managing Director.

Sri. Sangappa, IAS

Managing Director

Duties & Responsible of each Cadre.

The review meeting of Establishment Section was held on 05.05.2014, the meeting was presided by Managing Director and Director (Operations) with other officers.

After lengthy discussion with regard to activities of establishment section, the Managing Director directed the section to fix the Duties & Responsible for the all officers and subordinators as per Manual of office procedure within one month and also instructed to Maintain Service registers, Vacancy register & Roaster register.

The following are the sections & cadres which are existing in KEONICS,

Sl.No	Section's
1	Chairman's Section
2	M.D's Section
3	Director(Operations)
4	Company Secretary
5	Establishment Section
6	Accounts Section
7	Stores & Purchases
8	IT Education Services
9	IT Services
10	Human Resources Section
11	EDP Section
12	Legal Section
13	IDC Section (IT Parks)

Sl.No	Cadres
1	Managing Director
2	Director (Operation)
	Company Secretary
3	General Manager
4	Manager Tech/Non-Tech
5	Asst. Manager Tech/Non-Tech.
6	Superintendent
7	Asst Engineer
8	Private Secretary
9	Sr. Assistant
10	Sr.Technical Assistant
11	Technical Assistant
12	Assistant
13	Helper

We have **13 Sections and 11 Cadres** in the Corporation. Who is permanent Employees of the Corporation.

The each section shell have the following Staff:-

SINo	Minimum Staff Required for Each Section
1	Manager
2	Steno/ P.S
3	Asst. Manager
3	Superintendent
4	Assistant
5	Sr.Technical Assistant
6	Technical Assistant
7	Helper /Attendders

The Cadre wise Duties & Responsibility

Managing Director:-

1. The Managing Director as Head of the institution has been delegated with the powers to take decision in the day to day activities of the organization. The policy decisions will be discussed in the Board meeting, and the decision of the Board will be implemented by the Managing Director Wherever necessary, the matter will be referred to Government for approval/concurrence. The Board/Managing Director sub delegates some of the powers to Directors and others wherever necessary.
2. The Managing Director will have the power delegated by the Board and Article of Association of the Corporation and all Administrative Powers and Disciplinary Authority as per the Corporation Rules and Board.

Director (Operations)

1. Shall be reporting to the Managing Director.
2. Shall look after IT Enable services (Commercial)/Manpower etc.,
3. Shall attend any other work entrusted by the Managing Director

General Manager:-

1. Shall be reporting to Managing Director/ Director.

2. Shall look after IT Education & Training Division. Including IBM, MF, SDP, ESDM Training Program
3. Shall attend any other work entrusted by the Managing Director.]

General Manager - Duties & Responsible

1. Will be reporting to the Directors who are administrative power of the section or as per the orders of the Managing Director.
2. His responsible for Administration/Marketing and Archiving target prescribed by the Management.
3. Sectioning of leave to the subordinate staff as per the approved powers by the Management.
4. Shall be responsible for correspondence with Business Associates and Customers including Governments.
5. He shall be responsible for Executing Projects from time to time.
6. He shall be responsible for signing the Bills, Invoices, Agreements, and other Documents after obtaining Managing Director Approval.
7. He shall be responsible for Submitting proposals in the interest of the corporation.
8. They shall work that may be entrusted by the Managing Director/ Director from time to time,
9. He shall be responsible for supervise his subordinate staff and Maintenance of discipline as per the Corporation Rules.
10. He will Maintains Business correspondence records.
11. He shall attend any other work entrusted by the Managing Director.
12. Annual confidential report shall be written and submitted for the subordinate staff.

Manager /Asst. Manager – Establishment

1. He will be reporting to Director. (Operations)
2. He will assist all administrative work,
3. Arranging Training, Seminars and meeting to Employees.
4. He will assist Management in Service Matter like Recruitment regulations, Promotion, Retirement of Officials.
5. Maintenance of Services Registers, Attendance, Leaves, Vacancy, Increments, Disciplinary action and timely action in service matters put up to the Management for Approvals.
6. Implementation of Roaster systems in the Corporation.
7. Proposal for Welfare measures of the Employee's, Facility and Maintenances of Office.
8. Arranging co-ordination meeting with the Associations of the Employees & Management for disputes.
9. The responsibility of collecting annual property returns, and his assets and liabilities and all member of his family giving full particulars every year from all the permanent Employees of Corporation.
10. He shall attend any other work entrusted by the Managing Director.

Manager/Asst. Manager –Finance & Accounts

1. He will be reporting to M.D/Director (Operations).
2. He will be overall in charge for Finance & Account section.
3. He shall be competent to sign to advice Challan statement of Accounts, and pass cheques, draft, and vouchers.
4. To attend the all work connected with the audit of accounts and compliancy of audit observation under the supervision of Managing Director.

5. He will be responsible for financial Management under the supervision of Managing Director.
6. Maintenance Books of Accounts and other relevant document as per the Rules and also keeping in safe custody.
7. Supervising cash transaction, opening/closing of cash book on day-to-day basis.
8. Look after correspondence relating Accounts Section.
9. Preparation of statement of accounts including financial statement like Balance sheet Etc:- required from time to time.
10. To furnish necessary document and information to the auditors for concurrent and final audit of accounts of the Corporation and coordinate the working of other section to facilitate the above.
11. To ensure that the accounts are maintained and the books of accounts are update.
12. To ensure that the cash, cheque and Demand Draft are remitted to the Bank promptly the cashier.
13. To scrutinize periodicals. Stock verification, and furnish details of irregularities if any.
14. To furnish necessary documents and information to the auditor for concurrent and final audit of accounts of the corporation.
15. The Manager F&A shall be responsible for timely preparation of accounts, getting it audited and placed before the Board of Directors and before the Annual General body as scheduled in company's Act
16. He shall attend any other work entrusted by the Managing Director

Manager/Asst. Manager – Humans Resources

1. He will be reporting to Director (Operations)
2. He will provide Manpower resources as per the requirement of the Government Dept, Corporations, Boards and Customers.
3. He will supervise activities of MoU Associates / Business Associates.
4. He has to keep track on Payment of PF, ESI, Service tax and other statutory payment by the MOU Partner/Business Associates and collect the document for the same and get them audited regularly.
5. He has keep all deployed candidates details or by the MOU Partner / Business Associates.
6. He shall monitor Promote payment to the deployed candidate in time or within fixed time.
7. He shall co-ordinate for collection of payment from the Government/ Customer with MOU Partner / Business Associates.
8. He shall take responsibility of Marketing the H.R. Services provided by the corporation
9. He shall develop good rapport with the concerned officials of Govt / Boards/ Corporation.
10. He should monitor and co-ordinate with customer for their requirement and of the deployed candidates.
11. To maintain customers records.
12. To verify accounts of the customers on Monthly basis (Bills raised & Payment received)
13. He has to maintain regular correspondence with the Customers.
14. He should propose Action to be taken against for defaulters on MOU Associates/Business Associates.
15. He shall attend any other work entrusted by the Managing Director.

Manager /Asst. Manager - Purchase & Store

1. He will be reporting to Director (Operations)
2. Floating Enquiries/Tendering for Product/Services.

3. Opening of Tender/Signing Tender.
4. Making Award after approval from the Management.
5. Entering into Contract.
6. Shall be responsible for quality & quantity of procurements of the corporation.
7. Evaluation and Empaneling of vendors (Registration)
8. Estimation of Requirement of Products (Quality, Guarantee etc.,)
9. Specification of the Products from the divisions.
10. Delivery Schedule to be fixed as per the requirement.
11. Proposal for the payment after duly accepted by the division.
12. Choose the right supplier.
13. Conducting research to ascertain the best product and Supplier in terms of best value, delivery schedule and quality.
14. Liaising between Supplier, Manufacturer, relevant internal day out and customers.
15. Identifying potential supplier, visiting existing supplier and building and maintaining good relationship with them.
16. Negotiating and agreeing contract and maintaining their progress checking the quality of various products.
17. Forecasting price trends and their impact on functional activities.
18. Processing payments and invoices.
19. Developing an Organization's Purchase Strategy.
20. Processing reports and statistics using computer software and presenting to Managing Director.
21. Evaluating bids and making recommendations based on commercial and technical factors.
22. Attending meetings and Trade Conferences.
23. Maintenance of flow of Materials/Services.
24. Cost Consideration, Quality and Services required.
25. Maintenance good relationship with Sellers.
26. Market information for required Products/Services.
27. Product Source Development.
28. Maintenance of Organization reputation & credibility & prompt payment.
29. Procurement in accordance with the rules/act.
30. Checking of requisition product indent.
31. Selection of Suppliers.
32. Obtaining Quotations.
33. Preparation of Comparative Statement.
34. Indent for selection approval of quotation with the account's pre-audit.
35. Formation of Legal Conditions.
36. Issue of Purchase Order.
37. Follow up of Purchase Order for delivery in due course.
38. Proposal for bill payment is made promptly.
39. Correspondence with Supplier regarding Shortage, Quality etc.,
40. Development of reliable & alternative source of suppliers.
41. Order on right source, competitive price (trade discount & etc.,)
42. He shall attend any other work entrusted by the Managing Director.

Asst. Manager (KSS & CSC)

1. He will be reporting to Director as assigned by Managing Director.
2. Selection and Proposal for appointment of franchises for the Training Division (with a wide publicity through Advertisement).
3. Generating Business for training Division with co-ordination of Franchise's (Submitting proposal)
4. He is responsible organizing regular inspection on quarterly basis.
5. Designing Courses as per the marketing demand in co-ordination with Centre heads of the training centers.
6. Designing Course ware as per the syllabus designed in co-ordination with Centre heads of the training centers.
7. Centralized paper advertisement on quarterly basis about the training program all over state.
8. He will attend to the grievances of Franchisees / Yuva .com / KEONICS training Centre (Like Certificate issue, Proposal issue, Meeting with Department Officer).
9. He shall follow for collecting payment from the customer.
10. Releasing payment to the Franchise Centre in time.
11. The payment of stipend should be by cheques/ RTGS only to the candidates.
12. Shall be responsible for marketing the trainings of KEONICS using media – print OR audio – visual
13. Organizing meetings with Training Centre Heads.
14. Organizing awards functions annually for the best performed Training / Technical support Centre
15. Collecting monthly MIS reports from all training Centre. i.e., Collection of fees, Certificate issued etc. for Paid and Sponsored programs.
16. Monthly performance Review of the Division and sub meet report to the Management.
17. He should also inspect Training Centre.
18. Organizing and implementing innovation idea in training program i.e. (on line examination, Enterprising Recourse Program ERP of training Centre. etc)
19. He shall attend any other work entrusted by the Managing Director / Director (Operations).

Manager IT Services (Commercial)

1. He will be reporting to Director (Operations)/MD
2. Generating Business for the corporation through Commercial Activity.
3. Attend all the Business meetings along with Business Associates.
4. Entering in to Agreement with the customers after approval from the Management.
5. The Agreement should have legal opinion.
6. Releasing tenders for selection of Business Associates.
7. Conduct proper technical scrutiny of the tenders before finalizing the vendor.
8. He shall obtain Management approval before executing any Project.
9. He should verify & maintain all Documents of the Business Associates.
10. He is responsible for Executing the Project with in time.
11. He shell be responsible for achieving the Targets fixed by the Management.
12. He has to maintain Vendors and Customers register.
13. He should meet CEO's of the customers frequently and collect feedback of the work executed by the Business Associates
14. He shall be responsible for signing the agreement by obtaining Management approval.
15. He will be responsible for collecting payment from customers.
16. He shall be responsible for releasing payment to the Business Associates after completion of Projects / supply's.
17. All the transaction / Projects of any business should be transparent.

18. He shall attend any other work entrusted by the Managing Director/Director.

MANAGER (EDP Section)

1. He will be reporting to Director (Operations)
2. Development of KEONICS Website.
3. Development of Software for Customers.
4. Execution of Network Orders.
5. Maintenance of in-house Network & server.
6. Training on Mainframe shall be responsible for optimum utilization of Mainframe resources.
7. Generating of In-House pay statement & Pay slips.
8. Updating RTI Information in website of KEONICS.
9. Any other Software developments require by the KEONICS & Customer.
10. He shall attend any other work entrusted by the Managing Director/Director (Operations)

MANAGER/Asst. Manager/Superintendent-Legal Section

1. He will be reporting to Director. (Operations)
2. Obtaining legal opinion on case-to-case basis from Advocate.
3. Empaneling of Advocate
4. Filing Vakalath in the court.
5. Organizing required document for legal cases.
6. Fixing of Legal fees & Release of payment to Advocate.
7. Attending the cases on hiring dates without fail.
8. Submitting monthly Legal case reports to the Management.
9. Strictly follow up of case with Advocate.
10. Maintenance of File & Documents for each case.
11. Remittance of Court Fee.
12. Custodian of all legal files and documents, it should be under lock & key.
13. Maintenance of legal case registers.
14. Scrutiny of Agreements for Business Associates, Customers and any other Documents from the Advocates within time.
15. Publishing of notices and any other matters through press and electronics Media after obtaining Management Approval
16. He should attend any other legal matters of the company.
17. He shall attend any other work entrusted by the Managing Director/Director (Operations)

MANAGER IDC Section (IT Parks)

1. He will be reporting to Director (Operations)
2. Facility & Maintenance of IT Parks.
3. Acquiring of land for IT Parks.
4. Infrastructure Development of IT Parks.
5. Marketing of Plots of IT Parks.
6. Collection of Rent and remittance of statutory payments to the authorities.
7. Fixing of Rent.
8. Providing security for IT Parks.
9. Identification for New places for IT Parks.
10. Assist to develop the IT Industries.
11. He shall attend any other work entrusted by the Managing Director/Director.

ASST. MANAGER's Duties & Responsibility

1. He will be reporting to Concerned Manager.
2. Custodians of files & files should under lock & Key.
3. Attend to all work connected to the department.
4. He shall supervise subordinate staff work.
5. He is responsible for administration of the department.
6. Maintenance of record concern to the department.
7. The files should be processed within time.
8. He shall ensure that the inventory is maintained at the minimum level and not more than the optimum level.
9. Maintenance of files registers.
10. All files should be number, along with pages & noting sheet.
11. Stock register of the division should be maintained.
12. He should provide information required by RTI Applicant of the division.
13. He should develop good rapport with vendors/customers in the interest of the corporation.
14. The Asst. Manager shall maintain the register of inward and outward and shall submit pendency list to section head every fortnight
15. He shall attend any other work entrusted by the Concerned Manager/ Management.

Other subordinate Staff Duties & Responsibility

1. They will be reporting to Concerned Manager/ Asst. Managers.
2. To attend to work that may be entrusted to them from time to time by the Manager.

Brief activities of the Company Secretariat

1. All matters relating to Board of Directors of the Company
2. Convening Board Meeting, Preparation of Agenda for the Board Meeting, Conducting Board Meeting, Drawing Minutes of the Board Meeting and convening the decision of the Board Meeting to all the concerned divisions.
3. All matters relating to appointment and Cessation of Board of Directors.
4. All matters relating to share holders of the company.
5. Convening Annual General Meeting of the Company.
6. Filing of the relevant forms and Returns with the Registrar of Company.
7. Maintenance of all statutory records of the company.

ACTIVITIES OF KEONICS COMMERCIAL DIVISION

1. KEONICS has got a Technical Team having engineering background and the following projects work taken up for execution and maintenance of these projects.
 - a) Supply, installation & commissioning of EPABX Exchanges to various Government Departments.
 - b) Supply, Installation & Commissioning of VHF equipments to various Government Department on turnkey basis.

- c) Maintenance and servicing of computers by our staffs as our Training Centers spread all over Karnataka and also for various Government Departments.
- d) Data Warehouse/Data Entry project to various Government Departments is undertaking by us.

2. NETWORKING, WEB DEVELOPMENT & CONSULTANCY:

A team of Technical Staff of KEONICS has undergone training in Networking and Web Development and has taken up Networking projects in various Government Departments. The said networks are maintaining by KEONICS staff only.

3. DEFENCE TELECOM NETWORK PROJECT:

KEONICS has taken up the above project including supply of various types of EPABX exchanges along with UG cabling and fiber cabling work to the various Defense Sectors through M/s. AVAYA GLOBAL CONNECT (formerly M/s. Tata Telecom Ltd.,) and M/s. Pair Cables.

4. ROAD TRAFFIC LIGHT SIGNALLING PROJECT:

For the past 15 years KEONICS is implementing the above project and maintaining the same in co-ordination with M/s. CMS Traffic Light Signal Systems.

5. COMPUTER & COMPUTER HARDWARE:

KEONICS has taken up supply, installation & commissioning of computers and printers to various Government Department. We have tie-up with the multi-national complies like HP Compaq, PCS & WeP.

6. SOFTWARE:

KEONICS is marketing SOFTWARE like MICROSOFT, ANTIVIRUS, ORACLE ETC., based on the requirements of the various Government Departments. KEONICS has already supplied and installed the above software in various Government Departments.

7. e-TENDERING:

KEONICS has implemented e-tendering business developed by M/s. ANTERAS SYSTEMS LTD to about 20 Government Departments and further expanding the activity to other departments and also at outside the Karnataka State.

8. e-DEVALAYA:

KEONICS has supplied and installed e-Devalaya software developed by M/s. QUASAR to Endowment Department exclusively for various temples in Karnataka State.

9. WORK MANAGEMENT SYSTEM:

KEONICS has supplied & installed work management system development by M/s. SANJIVANI SYSTEMS to RDED.

10. DRUGLOGASTICS:

KEONICS has implemented the Drug logistic Software to the HEALTH DEPARTMENT through M/s. BROADLINE, CHENNAI.

11. GRAPHICAL INFORMATION SYSTEM:

KEONICS has developed and implemented the above system through M/s. PIXEL INFOTEK LTD., to MUZARAI DEPARTMENT.

12. FIELD HEALTH MONITORING SYSTEMS:

KEONICS has developed the above system through M/s. ALLSOFT LTD and supplied to HEALTH DEPARTMENT.

ACTIVITIES OF KEONICS IT EDUCATION DIVISION:

KEONICS has been providing computer training to the candidates for over 12 years in all the districts now and has a leading name for IT Training in rural Karnataka. Our Training network is spread over 27 centers located in the district headquarters of Karnataka. We have also established 49 KEONICS yuva.com franchisee centers in all Taluk Headquarters aimed to promoting rural IT education at subsidized fees. The courses offered by KEONICS range from basic data entry training to advanced computer programming, medical transcription training and call center agents training.

KEONICS also provides training to the candidates sponsored by the Government of India and Government of Karnataka. Corporate training programs for elected representatives, IAS Officers and Government Employees are also undertaken.

THE MAIN OBJECTIVES OF KEONICS COMPUTER TRAINING DIVISION ARE :

1. Training manpower, especially rural youth in computer operations and IT field at subsidized fees.
2. Implementation of computer training programs under the schemes sponsored by Central Government and also other training program sponsored by State Government and other Organizations.
3. Computer training helps to generate of self-employment to the candidates.
4. Software development to the Government Departments and other organizations as per their requirements.
5. Providing IT and other related support to the Government Departments.

PERSONNEL , LEGAL & ADMINISTRATION DEPARTMENT

1. The main activities of the Personnel Department is to look after the welfare of the employees and officers, and maintaining good Industrial Relations.
2. All establishment related activities.
3. Negotiations / discussions with the Employee Unions, and redressal of grievances .
4. Maintenance of personnel records.
5. Sanctioning of Annual increments
6. Effecting promotions

7. Implementing the enhanced DA, and other benefits as per the Directives of Board/Government from time to time.
9. Maintenance and sending report to Government from time to time regarding implementation of reservation to the reserved category employees.
10. Maintaining discipline in the Company.
11. Maintenance of Vehicles, building, house keeping, security, and other related administrative works of the Company including the training centers
12. Looking after all Legal related issues of the Company, which includes Service matters, Civil matters, etc. Attending Labor Court, High court, Civil Court, Criminal court for follow ups, to adduce evidence etc.,
13. Vetting the files and offering legal opinion related to Commercial, IT Education, Infrastructure, etc., which were sent for legal opinion.

MANUAL - 3

The Procedure Followed in the Decision Making Process Including Channels of Supervision & Accountability :

The Managing Director of the Company appointed by Government of Karnataka will take decision on all the matters of the Company. Subjects referred to the Board, which will be discussed by the Board and the Board will resolve and authorize the Managing Director to take suitable action wherever it is required. The matter will be referred to the Government wherever the approval is required.

MANUAL - 4

The norms for the discharge of Company's functions:

The company is adopting and following the related Government Orders for its functions, with the approval of the Board. The Company also have The Articles of Association and Memorandum of Association. The Company also have the Service Rules, Standing Orders, C&R Rules and other guidelines received from Government of Karnataka from time to time.

MANUAL - 5

The Rules, Regulations instruction, Manuals & Records held are under the control of the Company:

The Company is following the rules, regulations and related orders as detailed below.

1. Service Rules of KEONICS 1980.
2. Related Government Orders issued by Government of Karnataka
From time to time.
3. Standing Orders.
4. Cadre and recruitment and policy for the employees of KEONICS.
5. Purchase manual, Accounts manual, etc.,

MANUAL - 6

Categories of documents held by or under the control of the Company.

KEONICS being a commercial organization concentrating more on the business activities and development activities. The Company has got various divisions like Commercial, IT education, Technical, Computer, Finance & Accounts, HRD, Administration and Legal Department. Each department is head by a Division Head and maintaining files related to the respective division. The list of files are listed separately as per 4(1) (a) of RTI ACT 2005 and displayed. The files are also kept in a separate record room, and also necessary precautions are taken to safe guard the files

MANUAL - 7

The particulars of arrangement that exists or consultation with or representation by the members of the public in relation to the formulation of company's policy or administration.

The Company is a Government of Karnataka Enterprise. All the policies will be implemented with the approval of the Board and Government.

MANUAL - 8

A statement of boards, Councils, Committees & other bodies consisting of two or more persons constituted as part of the company or for the purpose of company's advice and as to whether meetings of those boards councils, committees & other body's are open to the public or the minutes of such meeting are accessible for public.

The Board is constituted by the Government with the representatives from Finance Department, IT Department, DPAR, Technocrats, along with the Managing Director and Director Operations of the Company. Wherever required the Board would constitute a sub-committee to study the case in detail and submit a report to the Board.

MANUAL – 9 & 10

A directory of the company's officers and employees and their monthly remuneration receive, including the system of compensation as provided in its regulations.

The details of the company's officers and employees monthly remuneration are enclosed in a separate statement.

SALARY DETAILS FOR THE MONTH OF JUNE 2023.

SLNO	STAFF_NO	STF_NAME	DESCR	EARNINGS
1	821	RAVI D. CHENNANNAVAR. IPS	MANAGING DIRECTOR	209220
2	819	KUMAR .P	DIRECTOR OPERATIONS	217752
3	347	BABY HEMALATHA	MANAGER -TECHNICAL	146253
4	360	NIRMALA RANI.N	MANAGER -TECHNICAL	146128
5	419	SUDHAKAR.N.NAIK	MANAGER -TECHNICAL	146278
6	452	HARINAXI.T.S	MANAGER -TECHNICAL	146278
7	818	PAVITHRA.P. S	MANAGER -TECHNICAL ON DEPUTATION	122624
8	218	VIJAYADEVA	ASST.MANAGER-NONTECHNICAL	129071
9	421	MARUTHI.M	ASST.MANAGER -TECHNICAL	142121
10	385	SUMILA.B.P	ASST.MANAGER-NONTECHNICAL	123667
11	820	PRADEEP KUMAR GN	ASST.MANAGER-NONTECHNICAL	72765
12	170	JAYASHRI.B.BIRADAR	SR.TECHNICAL ASSISTANT	122749
13	173	MADHAVA	SR.TECHNICAL ASSISTANT	123099
14	225	MANJUNATH.R.V	SR.TECHNICAL ASSISTANT	114266
15	246	MOHANARAJU.Y	SR.TECHNICAL ASSISTANT	114341
16	292	GLORIA NIMILA.S	SR.TECHNICAL ASSISTANT	114266
17	295	UDAYA VISHNU SHANBHAG	SR.TECHNICAL ASSISTANT	114266
18	379	RANGASWAMY.G.R	SR.TECHNICAL ASSISTANT	90495
19	437	INDIRA.M.L	SR.ASSISTANT	103882
20	180	SRINIVASA.G	SR.TECHNICAL ASSISTANT	94730
21	373	VENKATESHAIAH.T	SR.TECHNICAL ASSISTANT	80323
22	376	NAGAREDDY.B.R	SR.TECHNICAL ASSISTANT	80298
23	377	CHANDRASHEKAR.H	SR.TECHNICAL ASSISTANT	80248
24	395	NAGENDRA.N.R	SR.TECHNICAL ASSISTANT	80748
25	398	GAJENDRA.A	SR.TECHNICAL ASSISTANT	80248
26	406	VENKATESH.R	TECHNICAL ASSISTANT	78463
27	416	DASAPRAKASH.M	TECHNICAL ASSISTANT	78463
28	438	SUSHEELA.M	TECHNICAL ASSISTANT	76578
29	449	MARUTHI.H	TECHNICAL ASSISTANT	78413
30	450	SIDDAGANGAPPA	TECHNICAL ASSISTANT	78363
31	458	SWETHA J	TECHNICAL ASSISTANT	69451
32	454	SHIVARAMU.B	SR. ASSISTSANT	66195
33	455	VEENA BHAT	SR. ASSISTSANT	78363
34	459	RAKSHITH.B.R	SR. ASSISTSANT	65139
35	453	NARASIMHAMURTHY.B.N	HELPER	53699
36	456	GANGADHARA.M	HELPER	47687
37	460	VIJAYAKUMAR M	HELPER	42031

MANUAL – 11 & 12

Budget allocated to the company indicating the particulars of all plans Etc.

The division wise budgeted turnover for the financial year 2023-24 is as under:

Rupees incrores

Sl. No.	Division	Turn over (in Rs.)
01	IT Services	321.71
02	IT Education Services	14.04.00
03	Human Resource Services	234.68
04	Infrastructure	8.65
05	Corporate	11.69.00
	TOTAL	590.77

MANUAL – 13

The Manner of Execution of Subsidy Programs including the amounts allocated and the details of beneficiaries Etc

a) Budget – For Balance Sheet and Profit and Loss Account, the Company Annual Report for the year 2018-19 to be finalized.

MANUAL - 14

Details in respect of the information available to or held by the company, reduced in an electronic form.

All the information relating to the Company are available in the website www.keonics.in/www.keonics.com

MANUAL - 15

The particulars of facilities available to citizens for obtaining information, including the working hour of a library or reading room, if maintained for public use

The Company works on all the days except on Sundays, 2nd & 4th Saturdays and Government Holidays. The working hours of the Company is from 10.00 am to 5.30 PM. The lunch break is from 1.30 PM 2.00 PM. The public can also have the information about the company through website www.keonics.in or in person.

MANUAL – 16

The names, designation and other particulars of the Public Information Officers.:

KARNATAKA STATE ELECTRONICS DEVELOPMENT CORPORATION LIMITED

2nd Floor, T.T.M.C. 'A' Block B.M.T.C. Shanthinagar, K.H. Road, Bengaluru - 560 027

Phone No: + 91-80-2248919 Fax No: +91-88-22232652,

Dated :14.09.2023

Details of Assistant Public Information Officer's/ Public Information Officer's/ Appellate Authority

Sl. No.	Section/ Division	Asst. Public Information Officer Name & Designation	Public Information Officer Name & Designation Phone No. E-mail address	Appellate Authority
1	Human Resource	Veena Bhat, Sr.Asst - Non Technical	Baby Hemalatha, Manager - Technical 9731560740 babyhemalatha@keonics.com	K.C Devarajegowda Director - Operations 9449271030 keonicsdo@keonics.com
2	Electronics Data Processing (EDP)/IBM Main Frame/Net Working	Mohanraju.Y, Sr.Asst. - Technical	Harinaxi T.S., Manager - Technical 9731560721 harinaxi@keonics.com	
3	Training (ITED) & Common Service Centre			
4	Commercial	Swetha J, Asst.- Technical	Vijayadeva Manager - Non Technical 9731560742 saivijayadeva@gmail.com	
5	Legal and Facility, Project Management Consultant, ICT, Mahithi Sindu Project.	Manjunath R.V, Superintendent- Technical	Maruthi M. Manager - Technical, 9731560711 maruthim@keonics.com	
6	Stores & Purchase and Keonics Assets (IT Park Hubli, IT Park Shimoga and IT Park Gulbarga, Bangalore, E-City, HSR Layout, Peenya, ITIR Devanahalli, ESDM Mysore, Mangalore, Haliyala).			
7	Finance, Accounts & Company Secretary			
8	Establishment	Indira M.L, Superintendent-Non Technical		

(Approved By Managing Director)

Director - Operations