



KARNATAKA STATE ELECTRONICS DEVELOPMENT CORPORATION LTD

#29/1, RACE COURSE ROAD, BANGALORE-01

A Government of Karnataka Enterprises

**2005ರ ಮಾಹಿತಿ ಹಕ್ಕು ಅಧಿನಿಯಮ ವಿಧಿ 4(1)(ಬಿ)ಅಡಿಯಲ್ಲಿ ಪ್ರಕಟಣೆ
ಮಾಡಲಾದ ಕೈಪಿಡಿಗಳ ಸಂಗ್ರಹ**

Manual 1

4.1.(b)The Particulars of the Organization functions and duties :

The Corporation is a Government of Karnataka enterprise, established on 22.9.1976 and registered under Companies Act, 1956. The Company's authorised capital is Rs. 10.0 crores of one lakh shares of Rs. 10/- each. The paid capital of the company is Rs. 7.872 crores of 7,87,200 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.256 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 "Tender wizard" to more than 20 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.Aravind Jannu, IAS is the Managing Director of the Corporation.

Sri. B.S.Patri, KAS, is the Director (Operations) of the Corporation. Sri.T.R.Kulkarni, General Manager (Technical), Sri. Bandu G.Sasalatti, General Manager, Divisional Heads, Officers 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 specifically issued, if any, by the Government from time to time

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 Director (Operations), Karnataka State Electronics Development Corporation Ltd., has been appointed as the Competent Authority under Section 2 of the Karnataka Right to Information Act vide Notification No. KEONICS/DO/2002-03 dated 15.11.2002.

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 Notification No. KEONICS/DO/2002-03 dated 15.11.2002.

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:

Board of Directors :

1.	Sri M.Yanga Reddy Chairman, KEONICS	Karnataka State Electronics Development Corporation Ltd., 29/1, Race Course Road BANGALORE-560 001.	Phone No: 22268919 Fax.No: 22200165
2	Sri Ashok Kumar C.Manoli, IAS	Principal Secretary to Government Information Technology, Bio Technology & Science & Technology Dept. 5 th Phase, 5 th & 6 th Floor, MS Building BANGALORE - 560 001	Phone No: 22280562 Fax. No. 22288340
3	Sri Aravind Jannu, IAS,	Managing Director Karnataka State Electronics Development Corporation Ltd.,29/1, Race Course Road BANGALORE-560 001.	Phone No: 22257201 Fax No: 22200165
4	Sri Aravind Jannu, IAS,	Director, Department of Information Technology, UNI Building, Thimmaiah Road, BANGALORE – 560 052	Phone No: 22263206
5	Sri. B.S. Patri, KAS	Director -Operations Karnataka State Electronics Development Corporation Ltd., 29/1, Race Course Road BANGALORE-560 001.	Phone No: 22205699 Fax.No: 22200165
6	Sri Vipul Bansal, IAS	Deputy Secretary to Govt. (III), Finance Department Vidhana Soudha BANGALORE – 560 001	Phone No: 22033362
7	Sri. Ramakrishna Rao	Vice President Field Operations (India),Customer Services & Operations, TataCommunications No 18,19 & 20, EPIP layout, KIADB, White Field, BANGALORE- 560 066.	Phone No: 66594811 66161701
8	Sri. S.Dayashankar, IAS	Joint Secretary to Hon'ble Chief Minister Vidhana Soudha BANGALORE – 560 001	Phone No :22253414
9	Smt R.Rajalakshmi	Director Software Technology Park of India Cyber Park, 6 th Floor, No. 76 & 77 KEONICS Electronics	Phone No: 28526115, 6618 6000-6007 Fax.No: 28520958, 28521161

		City, Hosur Road BANGALORE – 560 100	
10	Prof.S.Sadagopan	Director International Institute of Information Technology Bangalore KEONICS Electronics City, Hosur Road,BANGALORE- 560 100	Phone No: 28527627 Fax No: 28527636

V. Business Associates :

BUSINESS ASSOCIATES	PRODUCTS / SERVICES	URL ADDRESS
M/s. Avaya Global connect Ltd, DLF square,2nd Floor, M Block, Jacaranda Marg, DLF City, Phase II Gurgaon – 122002, Haryana	Digital Communication equipments to Defence Sector	www.avayaglobalconnect.com
M/s. Pair Cables Pvt Ltd NO 50, 12th Block, Serpentine Road, Kumara Park West, Bangalore-20	Underground cabling in Defence Sector	www.paircables.com
M/s. CMS Traffic Systems Ltd W 324 , Rabale MIDC Navi, Mumbai- 4000701	Road Traffic Signal Systems for Traffic Police in Karnataka	www.cms.co.in
M/s. Antares Limited 24 , I Floor, Sudha Complex, 3rd Stage, 4TH Block, Basaveshwarnagar BANGALORE-560079	Online E-Tender System	www.antaressystems.com
M/S Techser Pvt Ltd. 651/B, Dr Rajkumar Road, 2 nd Stage, Rajajinagar Bangalore-560010	Uninterrupted Power Supply Systems	www.techser.com
M/s Simoco Telecommunication (South Asia) Ltd, L-1, Sector XI, Jeevan Bheema Nagar Main Road, HAL III stage, Bangalore – 560075	Wireless Equipments	
M/s. Hewlett Packard India Ltd, Golf View Campus, Wind Tunnel Road, Murugeshpalya BANGALORE – 560 017	Computers, Peripherals authorized resellers	www.hp.com

M/s, Quasar Innovations (P) Ltd, No 602, 2nd cross, 16th "B" main, 3rd Block, Koramangala, BANGALORE – 560 034.	Temple Management Software	www.quasarinnovations.com
M/s. Rooman Technologies	Hardware Training	
M/s. Cyber Scape Multimedia	e-karyalaya software in kannada	
Broadline Computer System, No7,2nd Floor, Khades Nature Road, Chennai -600 006	Software Development commutancy, Hardware supply & service	
HCL Info Systems, Shubharam Complex,144, 3rd Floor, M.G.Road, Bangalore.	Total IT Solution, Management solution, Development for CRM B2B, Enterprise Management.	
D-Link(India) Ltd, No 1014,"Suma", 17th Main, 1st Stage, BTM Layout, Bangalore- 560 029.	Total IT Solution	
Wipro e-Peripherals Ltd, 2nd Floor, Basappa Complex, 40/1A, Lavelle Road, Bangalore	Total IT Solution	
M/s Vikas Global Solutions Ltd, #450/1/14, 4th Floor, Lakshmi Complex, 10th Main, 27th Cross, 4th Block, Jayanagar, Bangalore.560 082.	Software Development.	
M/s Everonn Systems India Limited, No 82, IV Avenue, Ashoknagar, Chennai -600083	Setting up of center of excellence for ICT in the state of Arunachal Pradesh	www.everonn.com
M/s Coral Telecom Limited, No 404/2, Electronics Complex, Chambaghat Solan, Himachal Pradesh.	Broadband wireless access solutions	www.coraltele.com
M/s IL&FS Educational & Technology Services Limited,3rd Floor, Plot No C-22, 'G' Block, Bandra Kurla Complex, Bandra East, Mumbai - 400 051.		www.ilfsets.com
M/s HCL Comnet Ltd, BDS Siddarth, 96, Nehru place, New Delhi- 110019.		www.hclcomnet.com
M/s M-Tech Innovations Ltd, Mahavir Chambers, 12, Premanand Society, Balajinagar, Pune - 411043.	Setting up of State Wide Area Network in Arunachal Pradesh.	m-techindia.com
M/s Ayyan Consultants Pvt Ltd, B.S.T.V.K Industrial Estate, 1st Floor, Guindy,	Power Management Systems for Arunachal Pradesh.	www.acplin.com

Chennai - 600 032.		
M/s Medhassu e Solutions (India) Pvt.Ltd, P4/5B, IDA, Nacharam, Hyderabad - 500076.	Software Solutions.	www.medhassu.in
M/s SOA Matrix Software Private Ltd, No 6, St. John's Road, 2nd Floor, above Sloar Automobiles show room, Ulsoor, Bangalore -560 042.	Software Solutions .	soa-matrix.com
M/s Wipro Limited, Dodda Kannelli, Sarjapur Road, Bangalore - 560 035.	Software Solutions.	

VI. Customers :

Digital Exchanges

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

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

Bangalore Electricity Supply Company Limited [BESCOM]
Bangalore Metropolitan Transport Corporation [BMTC]
Cauvery Neeravari Nigam Limited [CNNL]
Chamundeswari Electricity Supply Corporation Limited [CESC]
City Municipal Council, Bommanahalli [CMCBOM]
City Municipal Council, Chikkamagalore [CMCCKM]
City Municipal Council, Raichur [CMCRCR]
Gulbarga Electricity Supply Company Limited [GESCOM]
Hubli - Dharwad Municipal Corporation [HDMC]
Hubli Electricity Supply Company Limited [HESCOM]
Karnataka Land Army Corporation Ltd [KLAC]
Karnataka Power Transmission Corporation Limited [KPTCL]
Karnataka Rural Water Supply and Sanitation Agency [KRWSSA]
Karnataka State Road Transport Corporation [KSRTC]

Karnataka Urban Infrastructure Dev. & Finance Corporation [KUIDFC]
Karnataka Urban Water Supply & Drainage Board [KUWSDB]
Kerala State Civil Supplies Corporation Ltd [KSCSC]
Krishna Bhagya Jala Nigam Limited [KBJNL]
Mangalore City Corporation [MCC]
Mangalore Electricity Supply Company Limited [MESCOM]
Mysore Urban Development Authority [MUDA]
North Eastern Karnataka Road Transport Corporation [NEKRTC]
North Western Karnataka Road Transport Corporation [NWKRTC]
Panchayath Raj Engineering Department [PRED]
Public Works Department [PWD]
Sarva Shikshana Abhiyana- Karnataka [SSA]
Water Resources Department [WRD]

Enterprise Solutions

Hutti Goldmines

Software Solutions

NWKRTC

BMTC - Smart cards

Web Sites and Portals

Department of Legal metrology, Karnataka.

Karnataka Silk Marketing Board.

**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.Rakesh Singh, IAS is the Managing Director of the Corporation.

Sri. B.S.Patri, KAS, is the Director (Operations) of the Corporation. Sri.T.R.Kulkarni, General Manager (Technical), Sri. Bandu G.Sasalatti, General Manager, Divisional Heads, Officers and other staff are employed 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/Organisations 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.

2. 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 specifically issued, if any, by the Government from time to time

3. 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.

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

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

5. The Director (Operations), Karnataka State Electronics Development Corporation Ltd., has been appointed as the Competent Authority under Section 2 of the Karnataka Right to Information Act vide Notification No. KEONICS/DO/2002-03 dated 15.11.2002.

6. 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 Notification No. KEONICS/DO/2002-03 dated 15.11.2002.

For Karnataka State Electronics
Development Corporation Ltd.,

Director (Operations)

MANUAL – 2

Duties and responsibilities of Managing Director.

The Government will post/ depute the IAS or IPS officers as Managing Director. 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. Wherever necessary, the matter will be referred to Government for approval/concurrence. The Board/ Managing Director sub delegated some of the powers to Director Operations and others wherever necessary.

Duties and responsibilities entrusted to Director Operations:

- ⇒ To sanction payment of purchase/services approved by Managing Director upto Rs.5 lakhs on receipt of payment from customers in respect of trading items and on acceptance of materials/obtaining of satisfactory service in other cases.
- ⇒ To approve purchase proposal / services and sanction of payment upto Rs.20,000 in each occasion as per purchase procedure in respect of training items/service and release of payment after receipt of payment from customer.

- ⇒ To approve purchase proposals and sanction of payment upto Rs. 20,000/- in respect of procurement of office stationery etc.,
- ⇒ To incur expenditure on repairs and maintenance of all office equipments, servicing equipments, vehicle maintenance etc., upto Rs.5000/-.
- ⇒ Purchase of capital and office equipments upto Rs.5000/- at a time.
- ⇒ To approve proposal to participate in all tenders and payment of EMD, security deposits, bank guarantee etc., upto Rs.5.00 lakhs at a time.
- ⇒ To sanction monthly salary bills of the employees.
- ⇒ To release subsidy payment to yuva.com Franchisees after receipt of the subsidy from Government.
- ⇒ Release of payment to KEONICS Franchisees after recovering the KEONICS portion of commission.
- ⇒ Release of EMD to unsuccessful tenders.
- ⇒ Release of education advance as per the scheme approved by MD.
- ⇒ Sanction of annual increment to all the employees, Sanction of earned leave to all the employees, etc., .

Accounts Manual

(a) Brief activities of the Finance and Accounts Department

1. Receipt of money from customers, Franchisees Training canters grants from Government etc., and accounting the same.
2. Payments to suppliers, Service Providers, Contractors for the supplies and service provided by them and payment of all office expenses.
3. Reconciliation of Bank Accounts.
4. Maintenance of sales register, purchase register, Bank Book, Cash Book and other accounts books.
5. All establishment payments to employees of the corporation and maintenance of relevant records.
6. Provident Fund and ESI matters of the Corporation.

7. Correspondence with Government pertaining to Finance and Accounts matters of the Corporation.
8. Furnishing Department wise performance report to the Management
9. Preparation of Profit & Loss account and Balance Sheet of the company at the end of the year.
10. All matters relating to Income Tax, Sales Tax, Service Tax etc., of the Corporation.
11. All matters relating to Internal Audit, Statutory Audit and Accountant General Audit.
12. Submitting Utilization Certificate to the concerned Government for the grants received.
13. All other Accounting and Finance matters of the Corporation.
14. Maintaining of all Statutory Accounting books of the Corporation.

(b) Duties and Responsibilities of Accounts Department Staff

1. Maintenance of all Accounting Records and books
2. Receipt of cheques and cash and remittance of the same to Bank.
3. Withdrawal of cash and disbursement of the same to the concerned after obtaining proper acknowledgement.
4. Processing of purchase bills, service bills, salary bills, office expenses bills and other bills and payment to the concerned after obtaining approval from the competent authorities.
5. Recovery of Income Tax at Source, Remittance to Government Account and issue of TDS Certificate.
6. Recovery and Remittance of all Statutory payment like PF, ESI, Service Tax, VAT, Professional Tax etc.
7. Reconciliation of Bank Accounts
8. Attending assessment work of Income Tax, Sales Tax and Service Tax.

9. Attending of Audit work.
10. All other functions relating to Accounts and Finance activities of the Corporation.

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.

How the decisions are taken in the Accounts Department

Decision taken in the Accounts Department are broadly classified as under:

(a) Receipt of Cash and Cheque

Cash and Cheque will be received in the Accounts Section only with proper instruction from the various divisions of the Corporation, mentioning the details of payment received. After verifying the correctness of the payment received receipts will be raised and copy of the receipt will be issued to the concerned department for forwarding the same to the concerned parties.

(b) Bill processing and payments

(1) All suppliers and Service Providers bills will be processed in the Accounts Section with reference to the Purchase Order and Service order released

by the concerned divisions along with the Inspection cum Receipt Report certified by the Competent Authorities.

- (2) All payments will be made as per the delegation of Financial powers issued by the Management.
- (3) Recovery, collection and deduction of various taxes etc., will be made as per the rules of the various statute.
- (4) All establishment payment will be made to the employees as per the orders received from Personnel Department.
- (5) All Administrative expenses bills will be processed as per the approved files received from Administrative Department.
- (6) All Statutory payments initiated by Accounts Department will be made only after obtaining proper approval from the competent authorities.
- (7) Financial position of the company including the budget and plans for the next 5 years.
 - (a) Balance Sheet and Profit and Loss Account of the Company for the year 2006-07 is enclosed herewith.
 - (b) Budget for the year 2007-08 is enclosed herewith.

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 fibre cabling work to the various Defence 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 Druglogistic 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 :

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

PERSONNEL , LEGAL & ADMINISTRATION DEPARTMENT

1. The main activities of the Personnel (HR) 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.
8. Maintenance and sending report to Government from time to time regarding implementation of reservation to the reserved category employees.
9. Maintaining discipline in the Company.
10. Maintenance of Vehicles, building, house keeping, security, and other related administrative works of the Company including the training centers
11. Looking after all Legal related issues of the Company, which includes Service matters, Civil matters, etc. Attending Labour Court, High court, Civil Court, Criminal court for follow ups, to adduce evidence etc.,
12. 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 instructions, 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 Divisional Heads 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

List of 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, Comities & 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 weather meetings of those boards councils, comities & 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 and 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.

Manual – 11 and 12

Manual -11

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

Manual –12

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

a) Budget – Balance Sheet and Profit and Loss Account of the Company for the year 2006-07 is enclosed.

b) The Company has received grant of Rs.1.4 crores from Ministry of IT, Government of India, New Delhi for the financial year 2007-08. Out of which the Company has spent Rs.80,000 lakhs as on 12.12.2007. The above grant is received for empowering women and SC & ST using ICT 2 in Information Technology. The scheme ends on 15.1.2008.

Manual – 13

Particulars of Receipts of Concisions , Permits or Authorization grated by the Company

The Company has received grant of Rs.1.4 crores from Ministry of IT, Government of India, New Delhi for the financial year 2007-08. Out of which the Company has spent Rs.80,000 lakhs as on 12.12.2007. The above grant is received for empowering women and SC & ST using ICT 2 in Information Technology. The scheme ends on 15.1.2008.

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.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, Second 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.com or in person.

Manual – 16

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

Sri. B.S. Patri, KAS, Director (Operations) can be contacted at the Head Office of the Company – 29/1, Race Course Road, Bangalore, on his telephone No. 22205699. Also Sri.M. Govindaswamy, Assistant Public Relation Officer (Telephone No. 22352608) can be contacted at the above address.