

## **KARNATAKA CASHEW DEVELOPMENT CORPORATION LIMITED**

Abbakkanagar, 1<sup>st</sup> Main,  
Kottara, Mangalore –575 006.  
**Date:26-09-2005**

**No.KCDC:OM:R.I.A.:2005-06**

### **PUBLICATION UNDER RIGHT TO INFORMATION ACT 2005**

Under section 4(1) b of the Right to Information Act 2005, the Managing Director, Karnataka Cashew Development Corporation Ltd., Abbakkanagar, 1<sup>st</sup> Main, Kottara, Mangalore-575 006, being the Public Authority under Section 2(h) of the Act, publishes the following information.

#### **(i) Particulars of Organization, Functions and Duties:**

1. Karnataka Cashew Development Corporation Ltd. was incorporated on 14<sup>th</sup> February 1978 under the Companies Act, 1956 with the object of managing the cashew plantations transferred to the Company by the Karnataka Forest Department and to increase the areas of cashew cultivation in the State. The authorized share capital of KCDC is Rs.10 Crores and the subscribed share capital is Rs.759.03 lakhs, of which Rs.44 lakhs is held by Government of India in the form of 4400 equity shares of Rs.1,000/- each and the remaining Rs.715.03 lakhs is held by Government of Karnataka in the form of 41503 equity shares of Rs.1,000/- each. The Corporation is under the control of the Forest Department of Government of Karnataka and its corporate headquarters is in Mangaluru. The Government of Karnataka has transferred 25632.62 ha. of land of which 12724.43 ha. of land is held as equity and 12908.19 ha. of land is held on lease. These plantations are under the control of Divisional Managers stationed at Kumta, Kundapur, Puttur and Moodabidri under the overall direction and administration of the Managing Director at head office in Mangaluru.

In this 25632.62 ha. of land, between the years 1982-87, the Company raised 3714 ha. of cashew plantations raised from seedlings and between the years 1992-93 to 2017-18, the Company raised 12480.80 ha. of cashew plantation with high yielding variety grafts. These high yielding variety grafts has been maintained with weeding, soil working and fertilizer applications. High yielding varieties like Ullal-I, III, Vengurla-IV, Goa 11/6, NRCC Selection II, K 22/1, UN 50, Dhana & Vriddhachalam varieties have been planted in the Company's estate. The Company has also established 125.275 ha. of clonal bank for production and multiplication of high yielding variety of cashew scions. The following high yielding variety of cashew are available in the clonal banks namely; Ullal-I, II, III, IV, M 10/4, 3/7 Guntur, 8/46 Thaliparamba, Vriddhachalam III, Vengurla-I, II, III, IV, BLA 139/1, NRCC Selection I, II, 3/108 Gubbi, 2/97 Kerala, 9/66 Andhra, 5/23 Kundapur, 6/21 Moodabidri, Illanthila-I, II, III, IV, Goa 11/6, K 22/1, UN 50 and Dhana.

The Company estate is managed by four Divisions headed by the Divisional Managers assisted by office & field staff, under the over all direction, administration and supervision by the Head Office located at Mangalore. The four Divisions are Kundapur Division, Puttur Division, Moodabidri Division and Kumta Division.

**(ii) Powers and Duties of Officers and Employees:**

The Managing Director is in over all charge, responsible and accountable for the functioning of the Company. He has the powers to control, direct and administer the functioning of the Company. He exercise the powers vested in him under the Memorandum & Articles of Association of the Company, the Karnataka Civil Service Rules, KCDC C & R Rules, KCDC Service Rules, KCDC Accounts Manual, KCDC Financial Powers and the financial powers vested in Government Officers & Special Powers vested in Forest Officers as per the Manual of Financial Powers of the Government of Karnataka.

**Powers and duties of General Manager:**

- In charge of all works of the Corporation under all project and offices under the overall control of the Managing Director.
- Visit/inspect and monitor the field works and plantations and such other matters pertaining to the Corporation.
- Ensure that all money transactions are conducted in accordance with Government/ Corporation Rules.
- Monitor and regulate the budget provisions in accordance with the schemes approval by the Board as per rules and procedures and exercise control.
- Conduct inspection of Divisional offices as and when necessary, at least once in six months.
- Initiate Confidential Reports of Divisional Managers and other officers and staff.
- Conduct investigation and enquiry on the petitions, complaints etc.
- Exercise of all powers vested under KCDC Service Rules & other rules of Corporation.
- Any duties and tasks entrusted by the Managing Director.

**Powers and duties of Company Secretary:**

- Matters related to Board Meeting, General Body Meeting etc.
- Annual report printing.
- Compliance with the Companies Act & other Acts.
- Matters related to appointment of internal auditors & Directors of the Company.
- Matters related to all legal matters of the Corporation.

- Scrutiny of files relating to Sales Tax, VAT Income Tax, Profession Tax, Shops & Establishment Licence, Employment Exchange returns, Bonus, Salary deduction, Leave salary contribution, F.D.T., Lease rent etc.
- Liaison with statutory audit, supplemental audit and propriety audit.
- Any duties and tasks entrusted by the Managing Director.

**Powers and duties of Accounts Officer:**

- Overall responsibility of Accounts section.
- Preparation of Annual Budget.
- Quarterly inspection of Division Office accounts and records with team.
- Control of computer section.
- Checking of day to day cash book, vouchers, ledger of Head Office.
- Liaisoning with Internal auditors, statutory auditors, A.G. Auditors.
- Checking of estimates, scrutiny of fund indents, income tax matters, sales tax matters.
- Matters related to statutory audit, supplemental audit and proprietary audit.
- Responsible for all aspects of financial management including treasury, accounting, taxation, Project finance, Cost & Budgetary control and financial management information system.
- Scrutiny of files relating to Sales Tax, VAT Income Tax, Profession Tax, Salary deduction, Leave salary contribution, F.D.T., Lease rent & other files relating to finance and accounts.
- Filing of Income Tax, VAT and other returns pertaining to finance and accounts.
- Preparation of Progress Report/statement to Banks, Agencies, Departments under different Projects and others.
- Any duties and tasks entrusted by the Managing Director.

**Duties of Accounts Superintendent:**

- Annual accounts consolidation/ compilation of Accounts Division & H.O.
- Scrutiny of Division Office cash accounts received at H.O.
- Lease rent matters, F.D.T., Government Guarantee matters.
- Maintain and verify fixed assets register, day to day cash book, ledger, and accounts related registers.
- Assist Accounts Officer in conducting inspection of Division Offices & inspect Division accounts monthly.
- Liaison with all auditors.
- Take follow-up action regarding audit requirements.
- Any duties and tasks entrusted by the Managing Director.

**Duties of Junior Accounts Superintendent:**

- All sale and purchase matters.
- Purchase of fertilizers, chemical, spraying to plantations.
- Quarterly cash flow preparations, progress reports.
- Central and State budget grants, etc.
- Equity/ lease areas and related plantation matters.
- All schemes/ project files.
- Any duties and tasks entrusted by the Managing Director.

**Duties of Accountant:**

- Preparation of vouchers, writing of cheques, drafting the cash book and journal & posting them into Ledgers, preparation of bank reconciliation statement and trial balance.
- Scrutiny of fund indent of divisions and correspondence there to and maintenance of registers.
- Scrutiny and compilation of monthly VAT returns of divisions and submission of returns and payment of taxes. Attend the sales tax assessment works & VAT.
- Payment of Income tax of company regarding Fixed Deposit interest and filing of returns to Department.
- Maintenance of Fixed Deposit registers and correspondence there to the bankers.
- Correspondence to the banks and treasury relating to payment etc.
- Maintenance of records and registers of Trust fund account.
- Preparation of accounts of trust fund account and correspondence thereto for Income Tax Office and banks etc. and trust meeting.
- Rent files of Head office & Divisions & correspondence thereto, issue of T.D.S. certificate and submission of Annual returns to Income Tax Department regarding Head office.
- Compilation of Annual accounts relating to Head office.
- Assist the Auditors – Internal, Statutory and A.G. during the time of audit.
- Any duties and tasks entrusted by the Managing Director.

**Duties of Office Manager: Overall incharge:**

- Maintenance of Attendance Register & discipline in the office.
- Receiving of tappals.
- Verification of annual plan of operation with the budget.
- Preparation of estimates for approval.
- T.A. bills & tour diaries of officers of KCDC Ltd. & maintenance of Petty cash.
- Preparation/verification of Annual Confidential Reports.
- Checking of files of establishment section and files of E3, E5 and E6 section.

- Any duties and tasks entrusted by the Managing Director.

**Duties of Personal Secretary:**

- Attending phone calls/faxes.
- Computer data entry and printing work & dictation work.
- Any duties and tasks entrusted by the Managing Director.

**Duties of Senior Surveyor cum Draftsman: - E3 Section.**

- Survey of plantations and preparation of sketch.
- Supervision of repair works of buildings.
- Survey of encroachment in plantations and matters related to land.
- Estimates of civil works.
- Fenny factory building and other building matters.
- Furniture & Fixtures.
- Intercom, Computer & other office machinery/equipment maintenance.
- All legal matters pertaining to fenny factory / encroachment.
- Any duties and tasks entrusted by the Managing Director.

**Senior Office Assistant: - E4 Section.**

- All matters pertaining to establishment section including pay bill and Returns & Festival advance.
- All legal matters pertaining to establishment section.
- Correspondence of Pension & Leave Salary contribution and reimbursement.
- Any duties and tasks entrusted by the Managing Director.

**Senior Office Assistant: - E5 Section.**

- All correspondence and remittances pertaining to Establishment.
- Maintenance of Vehicle section – Head Office and Division.
- Courtesy, Donation, Advertisement & Staff welfare/Annual administration report, Annual reports.
- Correspondence of sanction of H.B.A., Vehicle Advance, EPF, Income Tax and maintenance of register and records.
- T.A. bills & F.T.A. of Head Office staff/Tour dairy and T.A. bills of D.M.s and Division staffs.
- Correspondence/sanction of medical reimbursement.
- Printing & Stationery.
- Any duties and tasks entrusted by the Managing Director.

**Junior Office Assistant - E6:**

- Matters relating to inward and outward letters.
- Keeping and maintenance of books, journals, etc.

- Matters relating to payment of Bonus.
- Supply of Uniform.
- Maintain the files of C.S. Section.
- Any duties and tasks entrusted by the Managing Director.

**Typist - E7:**

- All typing/ computer data entry.
- Any duties and tasks entrusted by the Managing Director.

**Senior Driver/ Driver:**

- Driving the vehicles allotted to them wearing uniform.
- Maintenance of vehicle in good running condition.
- Posting up of log book daily.
- Ensure timely payment of Insurance, taxes, registration fees, etc.
- Any duties and tasks entrusted by the Managing Director.

**Jamedar/ Attender:**

- Attending the office before 9.45 a.m. and keep the office room open in consultation with Watchman duly obtaining keys, any messages etc.
- Assisting, arranging files within section.
- Keeping office tidy and clean and taking care about Corporation property.
- Attend to cyclostyling and Xerox work.
- Local delivery of tappals and organizing refreshment and catering.
- Carrying and distribution of stationeries, files and tappals, etc.
- Cleaning of the office everyday and dispose the waste etc.
- Watering the plants, other pots and its maintenance.
- Any duties and tasks entrusted by the Managing Director.

**Night Watchman:**

- Attending the office before 5.30 p.m. and receive any message and obtain office keys.
- Proper watch and ward of entire office premises.
- Cleaning of the office everyday and dispose the waste etc.
- Watch over office vehicle in the office premises/vehicle shed.
- Care to see that light, fans are put off and the doors, windows, shutters, water taps etc. are properly closed.
- Taking rounds at different intervals and be vigilant over unauthorized persons, incidents around office premises.
- It shall be his duty to watch guard, see and ensure that articles belonging to the office are not taken out of office premises without proper authority.
- Watering the plants, other pots and its maintenance.
- Any duties and tasks entrusted by the Managing Director.

### **Duties of Divisional Manager:**

- The Divisional Manager is in over all charge, responsible and accountable for the functioning of the Division. He has the power to control, direct and administer the functioning of the Division.
- The Divisional Manager is responsible for the general management of the forests and plantation situated in his Division, the administration of the Division under his charge, the execution of all plantation works in the Division and possesses direct control over the KCDC establishment employed therein.
- He is immediately subordinate to the Conservator of Forests and General Manager in all matters and will receive orders and instructions from General Manager and Managing Director, KCDC.
- He will arrange for regeneration, improvement, exploitation and protection of forests and cashew plantations in his jurisdiction.
- He will conduct sales, enter into contracts and manage harvesting of cashew usufructs of KCDC plantations.
- He will realize the revenue from his Division and control the expenditure in the Division. Initiate Court cases against defaulters and pursue all cases/ legal matters pertaining to the Division.
- The Divisional Managers shall conduct inspection of all forest works and plantation works in the Division and check measure works as prescribed in the KCDC Accounts Manual recording the result of such measurement in the measurement books or field note books maintained for the purpose. It is the duty of the Divisional Manager to check 100% of the works in the Division duly recording the assessment of the quality and quantity of the works as early as possible but within 7 days from the date of work done.
- It shall also be the duty of the Divisional Manager to see that Plantation journals and other records connected to plantations are posted up to date and see that the daily vouchers are recorded, cash book and ledgers and other registers as per the requirements of the KCDC Accounts Manual are maintained at Division office. Further, he has also render accounts to Head office in time as per requirements of Accounts Manual.
- The Divisional Manager may advance funds to the Plantation Superintendents for carrying out works. The Divisional Manager is also responsible for the prompt adjustment of the all advances made to their subordinates. Divisional Manager shall also scrutinize the accounts rendered by the Plantation Superintendents and with hold advances in case of irregularity committed and initiate disciplinary action under relevant rule.
- Any other duties entrusted by the Managing Director.

### **Duties of Plantation Superintendent:**

- The Plantation Superintendent is the officer in executive charge of the Unit and he is responsible for the efficient management of the unit, for the custody and control of all Corporation property in his charge and for the discipline, conduct and work of all his subordinate staff.

- He is responsible for the execution of all works in the unit with the help of his Supervisors and Senior Field Assistants and according to the instructions and orders of the Divisional Manager.
- He is responsible for the collection and credit of Corporation revenue for the prompt and correct payment of all sums due for the works executed.
- He must carry out his inspections diligently and see that all his subordinates do their work properly. In the event of serious misconduct on the part of any of his subordinates, the Plantation Superintendent should report the case to the Divisional Manager with the explanation of the subordinates for taking further disciplinary action as per rules.
- He is also responsible for the correct maintenance of all accounts, relating to revenue, expenditure, stocks of cashew usufructs, timber and other forest produce, yield of forest produce and other matters connected with the unit, the punctual submission of his accounts and reports and the proper handing of his correspondence in the manner laid down by Corporation Rules and regulations.
- He should prescribe a definite programme of work from time to time for execution by each subordinate and see that the works thus assigned are properly carried out.
- The inspection of the state of protection and the state of boundary lines and boundary marks of the reserved and other forests in charge of the Supervisor and Senior Field Assistant and the inspection of such special works in the unit as may have been entrusted to him for execution.
- Where illicit fellings are observed, action should be initiated according to the Karnataka Forest Act and Karnataka Forest Rules. A similar check should be exercised when the boundary lines and boundary marks are examined and encroachments noticed and action to be initiated through the Divisional Manager.
- He should check the muster-rolls and the mazdoors engaged for any work in the unit as prescribed in KCDC Rules.
- He will execute the sanctioned works at the proper time, incur expenditure on Corporation works at the rates not exceeding sanctioned rates and record 100% measurements and quantities of work done in the Field Note Books, maintain plantation journals/registers.
- It is his duty to explain to his subordinates, the existing rights and privileges of villagers, if any, in the forests and plantations and the legal actions to be taken when necessary under the Forest Act and Rules.
- He is responsible for the correct posting up of journals, plantation registers and other records pertaining to plantations.
- The Plantation Superintendent is responsible for clearing and fire-tracing of all fire lines in his unit. He should proceed immediately on receipt of intimation of any fire occurrence to the spot and take prompt steps for extinguishing.
- It is the duty of the Plantation Superintendent to submit estimates for works to the Divisional Manager for sanction and take up the execution of the work on receipt of such sanction. All measurements of works completed should be recorded on the spot in the Field Note Book or Measurement Book, as the case may be, by the Plantation Superintendent under his dated signature and



completion reports of all sanctioned works must be submitted to the Divisional Manager after the work is completed, inspected and passed by the Divisional Manager.

- The Plantation Superintendent should maintain their cash accounts posted up to date and its submission in time.
- The Plantation Superintendent should extensively tour every month inspecting forests and plantations, supervising works and checking the works of his subordinates. He should programme his tour properly so as to carry out the inspection of works with regularity.
- Punctual submission of diaries once in a month with full details as to the condition of the plantation works allotted, their progress during the week and the balance remaining to be done is an important duty of the Plantation Superintendent.
- The Plantation Superintendents important function is the organization of works entrusted to him and for that purpose he should be capable of recruiting labour and engaging them effectively.
- While executing works given on contract basis, the Plantation Superintendent should carefully study the terms of the agreement, specifications, plans, estimates, etc. and see that they are scrupulously observed without allowing for any deviations except under the orders of the Divisional Manager.

#### **Duties of Senior Supervisor and Supervisor:**

- Where a Senior Supervisor and Supervisor is posted to the charge of a Section he is directly responsible to the Plantation Superintendent for the proper protection of the forests and plantations and other Corporation property included in his Section and for the execution of such works as may be ordered to be carried out in it.
- He should maintain the discipline of the Senior Field Assistants and Junior Field Assistants and see that they know their duties and carry them out efficiently.
- He should have a thorough knowledge of the nature and extent of the forest property and plantations entrusted to him and protect it with almost vigilance and diligence.
- He should, by frequent patrolling and perambulation of the Beats under his jurisdiction see that the Senior Field Assistant maintain the boundary lines and boundary marks of forests in proper repairs and order and that illicit felling and grazing in closed areas do not take place in their Beats.
- He will assist the Plantation Superintendent in the execution of special works, detection and investigation of forest offences and in the execution of licenses for timber and other produce within his Section. He will also assist the Plantation Superintendent in laying out of coupes, marking for felling and in controlling the extraction and removal of timber or other forest produce from the coupe.
- He should have a thorough knowledge of the rights and privileges of the villagers in his Section and regulate the removal of forest produce by right and privilege holders accordingly and as per the rules in force.
- Supervision over the maintenance of fire-traces in the Reserved Forests protected and plantations etc. during the fire season control over the work of fire protection and surprise visits to ensure that each Senior Field Assistant

and Watchers are vigilant are the duties of the Senior Supervisor in charge of a Section. It shall be his duty to take immediate steps to extinguish the fire, if any, observed by him or reported to him, collecting all the available assistance from the neighbouring villages, right and privilege holders, land forest contractors and lessees.

- When he is entrusted with the collection of forest revenue, he should maintain proper accounts and render them punctually to the Plantation Superintendent.
- He will carry out plantation works such as sowings, plantings, cultural operations, nursery works, Collection of seeds, etc. as ordered by the Plantation Superintendent.
- He shall maintain registers, books and accounts required of him, render the accounts and returns, if any, thereof and submit his monthly diaries to the Plantation Superintendent punctually.

**Duties of Senior Field Assistant:**

- It is the duty of a Senior Field Assistant to know the boundaries of his beat thoroughly, prevent encroachment, protect his Beat against injury from fire or other causes.
- To patrol the forests constantly in his Beat to prevent offences; where the offences are detected, he must submit reports promptly to the Plantation Superintendent and Divisional Manager and assist the Supervisor and Plantation Superintendent in their future investigation.
- To maintain the boundary lines and boundary marks of Reserved and other forests in proper order and repair.
- He should see that the rights and privileges existing, if any, in the forest of his Beat are not infringed by the villagers.
- He should keep the sign-boards and name-boards of forests and plantations and boundary marks of coupes in good condition and repair.
- Trespassing cattle should be impounded in the nearest cattle pounds and the offence reported to the Plantation Superintendent with the pound receipt. He should prevent unauthorized lopping of trees.
- He should check cashew usufructs in transit and see that the cashew usufructs are not removed except in accordance with the Corporation rules.
- He should possess knowledge of the several plantation works that are in progress in the Beat and control and supervise over such of the works as ordered by Supervisor and the Plantation Superintendent. He should also know the forest contracts and leases under operation in his Beat and the obligations imposed on such contracts and leases with a view to enforce them.
- He should know the source of labour and should be in a position to recruit and organize them on any plantation work undertaken departmentally and supervise and control the work.
- He should carry out plantation works such as sowings, plantings, nursery works, collection of seeds, creeper cutting, pruning, thinning of coppice-shoots and such other cultural operations as ordered by the Supervisor or the Plantation Superintendent.
- He should know every line and feature of his Beat.

- He should maintain diaries and submit them monthly to Plantation Superintendent.

#### **Duties of Junior Field Assistants:**

- To know the boundaries of his jurisdictional areas, prevent encroachments, protect his areas against injury from fire or other causes.
- To patrol the forests and plantations under his charge, constantly to prevent offences and protect the forests and plantations.
- He should know about the several plantation works that are in progress in his areas and control and supervise over such works as ordered by the Senior Field Assistant or Supervisor and the Plantation Superintendent.
- He should know the sources of labour and should be in a position to organize any plantation works undertaken in his area.
- He should take care of the high yielding variety grafts planted and do pruning, tending, mulching and such related works to maintain the plantation in good healthy condition.
- He should protect the plantation from grazing by cattle, browsing by goats, sheep and other animals.

#### **Duties of Watcher:**

- Preventing & protecting the area from cattle grazing, browsing, protecting the planted seedlings from grazing, damage & theft.
- Protecting & preventing the area from fire/ encroachments and carrying out pruning and training the lead shoots of cashew seedlings.
- Watch & ward of all the plantations in the area coming under his jurisdiction.

### **DUTIES OF STAFF IN THE OFFICE OF THE DIVISIONAL MANAGER, KCDC LTD., MOODABIDRI DIVISION:**

#### **Section – 1: Office Manager:**

- Enforce discipline and general supervisor of all the section in the division office.
- Scrutiny of estimates and its submission.
- Correspondence on DSO, MD SO, SSR, Budget and model estimate etc.
- Scrutiny of fund indents and correspondence with Head office and unit offices.
- Scrutiny of Audit requirements and its submission.
- Correspondence on Internal Audit and A.G. Audit.
- Maintenance of Plantation Atlas, sketches, etc.
- Matters related to maintenance and repair of office buildings.
- Any other works entrusted by the Divisional Manager.

#### **Section – 2:**

##### **Accountant- 1:**

- Maintenance of personal files and service registers of all the staff of division office and correspondence there etc.
- Service matters like sanction of leave, transfers, promotion, pay fixations, disciplinary proceedings, etc.
- Preparation of T.A. bills and its correspondences.
- Correspondence and sanction of medical claims.
- Bonus files and its correspondence.
- Preparation of salary bills of D.M. and staff.
- Sales section: Sale of cashew plantations, softwood grafts, fuel wood and firewood correspondence there etc.
- Departmental collection of cashew nuts and correspondence there etc.
- Sale of unserviceable articles etc.
- Maintenance of cashew and fuel wood area files and correspondence there etc.
- Correspondence of pension and leave salary contribution.
- Matters relating to stores & stationery etc.
- Any other works entrusted by the Divisional Manager.

**Accountant-2:**

- Compilation and submission of monthly accounts.
- Posting of cash book, journal ledger etc.
- Preparation and submission of Quarterly cash flow statement.
- Payment of sales tax, profession tax and other tax returns etc.
- Payment of salary remittance bills, LIC, GIS, GPF etc.
- Petty cash payments, Diesel, oil, vehicle repairs and other payments.
- Transfer of funds and other banking transactions.
- Any other works instructed by his superiors.
- Writing remittance registration, Advance registers (HBA, Festival Advance).
- Writing cheque books.
- Maintenance of telephone bills etc.
- Any other works entrusted by the Divisional Manager.
- Preparation and compilation of EPF, preparation and its correspondence.
- Correspondence of chemical, fertilizers, polythene bags, cashew seeds, etc.
- Any other works entrusted by the Divisional Manager.

**Driver:**

- Driving the vehicles allotted to them by wearing uniforms.
- Maintenance of vehicle in good running conditions.
- Posting up of log book daily.
- Ensure timely payment of Insurance, taxes, registration fees, etc.
- Any other works entrusted by the Divisional Manager.

**Jamedar:**

- Attending the office before 9.45 a.m. and keep the office room open in consultation with Watchman duly obtaining keys, any messages etc.
- Assisting, arranging files within section.
- Keeping office tidy and clean and taking care about Corporation property.
- Attend to cyclostyling and Xerox work.
- Local delivery of tappals and organizing refreshment and catering.
- Carrying and distribution of stationeries, files and tappals, etc.
- Cleaning of the office everyday and dispose the waste etc.
- Watering the plants, other pots and its maintenance.
- Any other works entrusted by the Divisional Manager.

**DUTIES OF STAFF IN THE OFFICE OF THE DIVISIONAL MANAGER, KCDC LTD., KUMTA DIVISION:****Junior Accounts Superintendent:**

- Budget and A.P.O.
- D.M. meeting correspondence.
- Establishment Fund Indent.
- Cheques writing, issue of receipts.
- Over all supervision of the staff and files.
- Any other works entrusted by the Divisional Manager.

**Senior Office Assistant:**

- Division office cash book writing and ledger maintenance.
- Journal books and Plantation Ledger maintenance.
- Petty cash dealings.
- Compilation of units cash book and finalization of accounts and sending the
- Monthly cash accounts, trial balance etc. keeping the relevant vouchers and files.
- Works fund indent.
- Any other works entrusted by the Divisional Manager.

**Mechanic:**

- Estimates.
- Plantation works correspondence.
- Nursery works correspondence.
- Sale of cashew grafts.
- Temporary watchers salary bill scrutiny, EPF, remittance and correspondence.
- Plantation works EPF remittance registers maintenance.
- Fertilizer and chemicals files correspondence and registers maintenance.
- Tools and implements correspondence and registers maintenance.

- Any other works entrusted by the Divisional Manager.

**Junior Office Assistant:**

- Cashew lease sales, correspondence files and registers, maintenance and submission of monthly sales returns.
- Fuelwood sales correspondence.
- Cashewnut or any other sales correspondence and files maintenance.
- Establishment all correspondence.
- Service registers maintenance.
- Sanction of leave, surrender leave, advances, etc. files maintenance.
- Quarterly employment returns submission.
- Cashew plantation area handover correspondence, area disputes, encroachment and attending of court cases files and submission of returns to Head office.
- Any other works entrusted by the Divisional Manager.

**Junior Office Assistant:**

- Maintenance of Inward and Outward of letter correspondence registers.
- Stamps purchases and maintenance of stamp stock registers etc.
- Purchase of stationery and keeping the stock of stationery and registers maintenance.
- Electricity and telephone files correspondence and bills.
- EPF remittance & EPF correspondence of permanent staff.
- Preparing of all staff salary bills and TA bill and remittance.
- Vehicle correspondence diesel and oil spares and repair bills scrutiny.
- Any other works entrusted by the Divisional Manager.

**Typist:**

- Typing of all English and Kannada office correspondence.
- Up keeping the typewriter in condition
- Computer work and maintenance.
- Any other works entrusted by the Divisional Manager.

**Senior Driver:**

- Driving the vehicles allotted to them by wearing uniforms.
- Maintenance of vehicle in good running conditions.
- Posting up of log book daily.
- Ensure timely payment of Insurance, taxes, registration fees, etc.
- Any other works entrusted by the Divisional Manager.

## **DUTIES OF STAFF IN THE OFFICE OF THE DIVISIONAL MANAGER, KCDC LTD., PUTTUR DIVISION:**

### **A Section:**

#### **Junior Accounts Superintendent:**

- Receiving, marking of all tappals and sending to Divisional Manager.
- Maintenance of Attendance.
- Supervision of all section in Division office.
- Dealing with Inspection Programme and suit reservation etc.
- Liason with Audit/Inspection teams.
- Handling office cash.
- Periodical review of all sections to avoid pendancy.
- Any other works entrusted by the Divisional Manager.

### **‘B’ Section:**

#### **Accountant:**

- All establishments, service matter correspondence including employment exchange returns.
- Establishment Fund Indent.
- All correspondence regarding maintenance and allotment of KCDC quarters, building tax, maintenance of building registers and other assets of KCDC.
- Verification of Pay Bills, T.A. Bills etc.
- Preparation of Pension and Leave salary contribution and reimbursement claims.
- Annual administration reports and correspondence.
- Correspondence regarding Confidential Reports/ Assessment Reports.
- Custody and responsibility of Service Registers.
- Maintenance of C.L. and other leaves.
- Temporary Watchers – All correspondence.
- Income Tax connected to Establishment Section.
- All remittances of salary deductions except EPF.
- Any other works entrusted by the Divisional Manager.

### **‘B-1’ Section:**

#### **Accountant:**

- Writing the Divisional Cash books, preparation of vouchers, writing cheques etc.
- Scrutiny of Monthly Accounts of Unit Offices.
- Preparation of Cash Flow statement and other reports on expenditure.
- All Progress reports.
- Writing of Journals, Ledgers, Other registers and preparation of Monthly Trial balance.

- Submission of Fund Indent with regard to works to Head Office and scrutiny of Unit office Fund Indents.
- Assisting Junior Accounts Superintendents in Accounts matter.
- Audit requirements and reports – entire correspondence.
- Any other works entrusted by the Divisional Manager.

**B-2' Section:**

**Senior Office Assistant:**

- Annual Budget, Annual Plan of Operations, Works Tender and Estimates – Compilation and all correspondences.
- All correspondence pertaining to Sale of Cashew/ Fuel wood and Softwood grafts – i.e. maintenance of all files and register regarding Cashew, Fuel wood sale and Softwood grafts sale, etc.
- Court cases pertaining to this section.
- Correspondence regarding Transfer of Area/ Encroachment cases.
- Monthly Sales Returns.
- Income Tax dealing of the B2 section.
- Computer and Generator – all correspondences.
- Any other works entrusted by the Divisional Manager.

**'C' Section:**

**Junior Office Assistant:**

- Preparation of Divisional Office and Unit office salary bills.
- Preparation of all TA bills and correspondence.
- Maintenance of Printing and Stationery.
- All correspondence regarding vehicle section.
- Telephone bills and correspondence.
- Custody and correspondence of all tour diaries.
- Books & Periodicals and staff welfare.
- All purchase of stores, tools and implements, fertilizers and chemicals, maintenance of stock register and handling purchase committee files.
- Inward and timely transmission of letters to the concerned section.
- Outward and maintenance of stamp account and registers.
- Maintenance of Advances registers like HBA, Festival advance and Vehicle advance, etc.
- Charge of Central Godown.
- EPF – All correspondences.
- Any other works entrusted by the Divisional Manager.

**'C1' Section:**

**Senior Typist:**

- Handling and be in charge of Computers.



- All typing works.
- Maintenance of typing machine and correspondence.
- Any other works entrusted by the Divisional Manager.

**Senior Driver:**

- Driving the vehicles allotted to them by wearing uniforms.
- Maintenance of vehicle in good running conditions.
- Posting up of log book daily.
- Ensure timely payment of Insurance, taxes, registration fees, etc.
- Any other works entrusted by the Divisional Manager.

**Attender:**

- Attending the office before 9.45 a.m. and keep the office room open in consultation with Watchman duly obtaining keys, any messages etc.
- Assisting, arranging files within section.
- Keeping office tidy and clean and taking care about Corporation property.
- Attend to cyclostyling and Xerox work.
- Local delivery of tappals and organizing refreshment and catering.
- Carrying and distribution of stationeries, files and tappals, etc.
- Cleaning of the office everyday and dispose the waste etc.
- Watering the plants, other pots and its maintenance.
- Any other works entrusted by the Divisional Manager.

**Night Watchman:**

- Attending the office before 5.30 p.m. and receive any message and obtain office keys.
- Proper watch and ward of entire office premises.
- Cleaning of the office everyday and dispose the waste etc.
- Watch over office vehicle in the office premises/vehicle shed.
- Care to see that light, fans are put off and the doors, windows, shutters, water taps etc. are properly closed.
- Taking rounds at different intervals and be vigilant over unauthorized persons, incidents around office premises.
- It shall be his duty to watch guard, see and ensure that articles belonging to the office are not taken out of office premises without proper authority.
- Watering the plants, other pots and its maintenance.
- Any other works entrusted by the Divisional Manager.

**DUTIES OF STAFF IN THE OFFICE OF THE DIVISIONAL MANAGER, KCDC LTD., KUNDAPUR DIVISION:**

**Office Manager:**

- Receiving and marking of all tappals and sending to Divisional Manager.

- Verification of files put up by the case workers and submitting to the Divisional Manager.
- Preparation of monthly fund indent for establishment charges and for plantation works
- as per budget and annual plan of operation and put up to the Divisional Manager.
- Preparation of consolidated report on audit replies and inspection report and submitting to the Divisional Manager.
- Preparation note and agenda for Divisional Manager's meeting and submitting to the Divisional Manager.
- Preparation of draft budget, estimates and annual plan of operation of Divisions.
- Scrutiny of income tax files.
- Scrutiny of telephone bills and payment etc.
- Supervision of all Sections and Attendance.
- Overall supervision on the matters like enquiry files and reporting to the Divisional Manager.
- Any other works entrusted by the Divisional Manager.

**Dispatch Section:**

- Inward and timely transmission of letters to the concerned sections and dispatching all the letters.
- Dispatch of local tappals.
- Purchase of postage stamps & maintenance of its accounts by posting of register.
- Entry of stock register, sanction order register, etc.
- Preparation of TA bills.
- Any other works entrusted by the Divisional Manager.

**Computer & typing:**

- Maintenance of files regarding computer, generator and typing.
- Typing work of Divisions – Kannada and English.
- Maintenance of vehicle files – bill payment, repairs etc.
- d. Maintenance of files regarding fenny factory.
- Any other works entrusted by the Divisional Manager.

**Accountant:**

- Maintenance of cash books, ledger, journal etc. of division and preparation of accounts.
- Scrutiny of monthly accounts submitted by the Plantation Superintendent.
- Maintenance of cheque register, bank correspondence & writing of cheques.
- Submitting of monthly accounts of the Division.
- Scrutiny of fund indent submitted by the Plantation Superintendent.
- Scrutiny of estimates submitted by the Plantation Superintendent.
- Maintenance of files regarding staff quarters and plantation works.

- Any other works entrusted by the Divisional Manager.

**Junior Office Assistant (Sales):**

- Maintenance of files regarding yearly cashew sale.
- Maintenance of files regarding fuel wood plantation or any other sales.
- Maintenance and recording of sales register etc.
- Maintenance of files regarding encroachment of plantations.
- Maintenance of Court case files.
- Maintenance of files regarding Xerox, stationery, staff welfare, etc.
- Any other works entrusted by the Divisional Manager.

**Junior Office Assistant (Establishment):**

- Maintenance of personal files of staff.
- Maintenance of service registers.
- Submission of returns monthly returns to employment exchange, Head office and other offices.
- Preparation of pay bill and timely submission.
- Preparation of pay bill regarding Plantation Watchers and field staff and timely submission.
- Maintenance of salary remittance files regarding KGID, GPF, GIS, EPF, etc.
- Maintenance of register regarding EPF and necessary entries.
- Scrutiny and payment of monthly EPF amount.
- Maintenance of files regarding EPF reimbursement of staff.
- Preparation and submission of monthly and yearly EPF returns.
- Any other works entrusted by the Divisional Manager.

**Driver:**

- Driving the vehicles allotted to them by wearing uniforms.
- Maintenance of vehicle in good running conditions.
- Posting up of log book daily.
- Ensure timely payment of Insurance, taxes, registration fees, etc.
- Any other works entrusted by the Divisional Manager.

**Night Watchman:**

- Attending the office before 5.30 p.m. and receive any message and obtain office keys.
- Proper watch and ward of entire office premises.
- Cleaning of the office everyday and dispose the waste etc.
- Watch over office vehicle in the office premises/vehicle shed.
- Care to see that light, fans are put off and the doors, windows, shutters, water taps etc. are properly closed.

- Taking rounds at different intervals and be vigilant over unauthorized persons, incidents around office premises.
- It shall be his duty to watch guard, see and ensure that articles belonging to the office are not taken out of office premises without proper authority.
- Watering the plants, other pots and its maintenance.
- Any other works entrusted by the Divisional Manager.

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

The Managing Director takes final decisions in matters of day-to-day administration under the powers vested in him. The Managing Director is assisted by the General Manager, Company Secretary & Accounts Officer. Matters which exceed the powers vested in the Managing Director are referred to the Government for sanction and approvals. The developmental works for the year are taken up after it is discussed with the Board of Directors. Major shift in management policies are implemented with the approval of the Board of Directors. The Divisional Managers take approval of the Managing Director in the decision making process in matters of divisional administration. The decision making process is governed by the various statutes and government orders issued from time to time applicable to the Company. All staff are accountable for discharge of duties for works entrusted to them. The organizational chart of Head office and the Divisional office is enclosed as Annexure-I.

**iv) Norms set by the organization for the discharge of its function:**

In discharging the functions of the Company, the Company is guided by its Memorandum & Articles of Association, various Company Law Legislations, Labour & Finance Legislations & various Government Orders/ instructions applicable to the Company from time to time.

**v) Rules, regulations, instructions, manuals and records held by the organization or under its control are used by its employees for discharging its function:**

Memorandum & Articles of Association of the Company, various Company Legislations, Labour & Finance Legislations & various Government Orders/instructions applicable to the Company from time to time. KCDC Service Rules & Standing Orders 1996, KCDC Cadre & Recruitment Rules, KCDC Promotion Rules, KCDC TA/DA Rules, KCDC Medical Rules, Karnataka Forest Act 1963 & Rules 1969, Karnataka Preservation of Trees Act 1976 & Rules there under, KCDC Accounts Manual, Manual of Financial Power of Karnataka Government Officers & Manual of Special Powers vested in Forest Officers of Government of Karnataka, Hand book of Office Procedure, etc. are used by the employees for discharging its functions of the Company.

**vi) Statement of the categories of document that are held by the Organization or under its control:**

All the documents listed in 4 & 5 above are held by the Organization.

**vii) Particulars of any arrangement that exists for consultation with or representation by the Members of the public in relation to the formulation of its policy or implementation thereof:**

There are no requirements and arrangements for consultation with or representation by the members of the public in relation to formulation of policy or implementation thereof by the Organization. However, there is provision to nominate two non-official Directors on the Board by the Government of Karnataka and three non-official Directors by the Government of India who reflect representation by public.

**viii) Statement of Boards, Councils, Committees and other Bodies consisting of two or more persons constituted as part of the Organization or for the purpose of its advise and as to whether meetings of those Boards, Councils, Committees & other Bodies are open to the public or the minutes of such meetings are accessible for public:**

The Memorandum & Articles of Association of the Organisation provides for Board of 9 Directors with one of the Directors as Chairman. Of these 9 Directors, 5 including Chairman are nominated by the Government of Karnataka and the remaining 4 are nominated by Government of India. The meetings of these Board of Directors are not open to public and the minutes of such meetings are accessible only to the Board of Directors and not to the public as per the Companies Act, 1956. However, the Minutes of the meetings will be available to public under the Right to Information Act 2005.

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

A directory of the officers and employees of the organization is enclosed at Annexure-II.

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

The details of monthly remuneration received by each of the officers and employees is shown in the directory of officers and employees at Annexure-II.

**xi) Budget allocated to each agency of the organization indicating the particulars of all balance, proposed expenditures and reports of disbursements made:**

The details are shown in Annexure-III.

**xii) Manner of execution of subsidy programmes including the amounts allocated and the details of beneficiaries of such programmes:**

The organization does not implement any subsidy programmes.

**xiii) Particulars of recipients of concession, permits or authorization granted by the organization:**

The organisation has not granted any concessions, permits or authorization.

**xiv) Details in respect of the information available or held by the organisation reduced in an electronic form:**

The information of the organisation is held or available in an electronic form also at present in KCDC website name [www.kdcccashew.com](http://www.kdcccashew.com). However, it is proposed to build a web site once the merger of the Rubber unit of the Karnataka Forest Development Corporation Ltd. is effected with this organisation and the Company becomes renamed as the Karnataka Cashew & Rubber Development Corporation Ltd.

**xv) Particulars of facilities available to citizens for obtaining information including the working hours of Library or Reading room, if maintained for public use:**

The organisation does not have a library or reading room for public use. Citizens can obtain information during office hours on working days from the office and round the clock from the Managing Director, General Manager, Company Secretary & Divisional Managers whose office and telephone numbers are listed in the Directory at Annexure-II.

**xvi) Names, designations and other particulars of the public information officers:**

The notification bearing no.KCDC/RIA 2005/2005-06 dated 21-09-2005 has been made under the Right to Information Act 2005 notifying the Public Information Officer & Assistant Public Information Officer under Sec.5(1) & (2) and the Appellate Authority under sec.19(1) of the Act ibid at Annexure IV.

**MANGALORE.  
26-09-2005**

**MANAGING DIRECTOR  
KARNATAKA CASHEW DEVELOPMENT  
CORPORATION LTD.**