

THE KERALA STATE CASHEW DEVELOPMENT CORPORATION LTD,
KOLLAM - 01.

SUO MOTO DISCLOSURE UNDER Sec.4 of RTI ACT, 2005

1. Particulars of organization, functions and Duties

Kerala State Cashew Development Corporation Ltd (KSCDC Ltd) is a registered company under Indian Companies Act and was incorporated in July 1969. It started Commercial activities in the year 1971 as a company fully owned by the Govt. of Kerala. It is governed by board of Directors consisting of Chairman, Managing Director non official Directors and official Directors. The board is headed by the Chairman and the chief executive is the Managing Director, who is appointed by the Govt. All policy matters of the corporation are decided by the board that to under the instruction by the Govt. For assisting the Managing Director there are six departments headed by executives as designated below. Apart from this there is a company secretary.

| | | |
|--------------------------|---|------------------------|
| 1. Personnel Department | : | Personnel Manager |
| 2. Material Department | : | Materials Manager |
| 3. Commerce Department | : | Commercial Manager |
| 4. Finance Department | : | Finance Manager |
| 5. Internal Auditing | : | Internal Audit Officer |
| 6. Production Department | : | Production Manager |

From the modest beginning in 1969, corporation has now grown into a large organization playing pivotal role in cashew industry. At present KSCDC haave30 factories and nearly 15,000 workers, out of which 95% are women. The factory is managed by Asst.Factory Manager and assisted by factory clerks. For the inspection of cashew factories there are officers designated as Inspectors. The KSCDC was set by the State Govt. with a view to grooming it as a model employer in the field of cashew industry, benefiting thousands of workers.

KSCDC Ltd is enlarged in the purchase, processing of raw nuts and marketing cashew kernels domestically and abroad. It also manufactures value added cashew products. The corporation has 30 factories situated all over Kerala and engages nearly 15,000 workmen.

KSCDC function as a model employer in the industry giving all the statutory benefits to the workers. This has positively impacted the work conditions of the other 300000 workers in private sector as these units were also compelled to try to match the benefits offered by us with support from Govt. of Kerala, KSCDC has now transformed into dependable employer to employees, a reliable supplier to buyer.

Our mission is to provide continuous employment with available resource, improve the social strata of workers.

| | | |
|----------|---|--|
| Phone No | : | 0474-2742271, 2742172, 2742273, 2742954 |
| Fax | : | 0474-2742557 |
| Email | : | cashewcorporation@asianetindia.com ho@cashewcorporation.com kscdc-klm@bsnl.in |
| Website | : | www.cashewcorporation.com |
| Address | : | The KSCDC Ltd Cashew House PB No.13 Mundakkal Kollam - 691 001, India |

Achievements

- | | | |
|---------------------|---|--|
| ➤ Trade Mark | : | 'CDC Cashews' |
| Status | : | Registered 1462283 |
| Class | : | 29 |
| Journal No. | : | Supp:1390-0 |
| ➤ RCMC | : | CC-PC:EA:CRT:4/7 |
| ➤ I.E Code | : | 1088001513 |
| ➤ UAE Approval | : | Municipality and planning Department (Ajmen) |
| Ref | : | Cashew soup : F1000894 Cashew powder : F1000893 Cashew bits : F1000895 |
| ➤ USA Approval | : | Association of Food Industry (AFI) |
| ➤ US Govt. Approval | : | US Food & Drug administration (FDA) |
| ➤ ISO Certification | : | The management system is ISO 22000-2005 certified. ISO Certification No.FSMS 581274 |
| ➤ | : | Provided 288 mandays during the year 2010-11. |

Our Products

Cashew nuts are excellent source of protein, carbohydrate, fiber, iron and potassium. It is cholesterol free with a 4:1 ratio unsaturated fat to saturated fat. The antioxidants in the cashews, beta carotene and vitamin E, help the body fight against diseases.

- Cashew Kernals :
- > Plain Cashews
 - >Roasted and salted cashews
 - >Borma cashews
- Value added products :
- >Cashew powder
 - >Cashew vita
 - >Cashew soup
 - >Cashew Bits
 - >Choco kaju
 - >Milky kaju

2. The Powers and duties of its officer and employees

a.

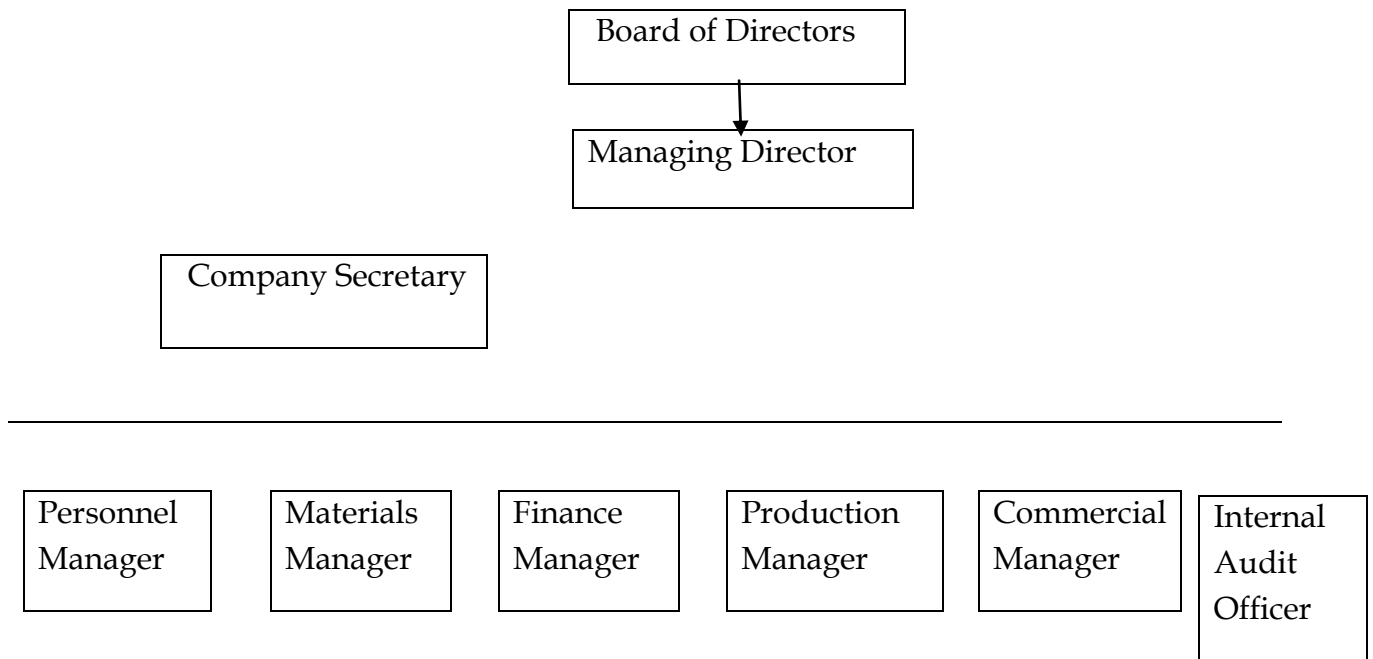
| Name | Designation | Duties |
|--------------------|---------------------|---|
| Shri.T.F.Xaviour | Managing Director | Business and management of the company subject to the direction of the Board of Directors. |
| Shri.A.Gopakumar | Secretary in charge | Over all charges of secretarial Section. Other duties such as conducting board meetings, annual general meeting, preparation of board minutes filing of statutory returns before the authorities. |
| Shri.Mathew Joseph | Finance Manager | Over all charges of the finance section and funds management, maintaining |

| | | |
|----------------------|------------------------|--|
| | | of accounts related to receipts and payments etc. Any other work entrusted by Managing Director. |
| Shri.Sunil John.K | Materials Manager | Over all charges of the material section. Also in charge of running and maintenance of vehicle, insurance, lease deed, professional tax and factory license, other items and purchase of materials and preparation of annual intend for stationary. |
| Shri.Shaji.V | Commercial Manager | Over all charges of Commerce section, sales of Cashew Kernals and byproducts and Purchase of raw-cashew nuts, responsible for E-tendering and also any other work entrusted by MD. |
| Smt.C.Prasannakumari | Production Manager | Over all charges of production section, will attend and look after the connection with processing work of raw-cashew nuts and co-ordinate with commerce section and filling centers to ensure the final availability of finished products for sale and any other work entrusted by the MD. |
| Shri.Ajith.S | Personnel Manager | Over all charges of Personnel section, State Public Information Officer and vigilance officer of the Corporation. HR functions, statutory complaints and Convene Central Trade union meetings, attend any other work associated by the Managing Director. |
| Shri.Viju.V.S | Internal Audit Officer | To audit all the expenditure of the corporation and also |

| | | |
|---------------------|-------------------------|--|
| | | ensuring proper accounting. |
| Shri.A.Gopakumar | Asst.Personnel Manager | Correspondence with Govt. departments conciliation with Labour department and other work entrusted by the MD. |
| Shri.K.Anilkumar | Asst.Finance Manager | Correspondence with Govt. departments conciliation with Govt. department work relating & statutory income tax and central excise and other works entrusted by the MD. |
| Smt.Jayanthi | Asst.Commercial Manager | Work relating to import of raw cashew nuts and export of cashew kernels, over all supervision of commercial activities. |
| Shri.R.Rajeev | Asst.Manager (Laison) | Laisoning with Govt. Departments and other agency |
| Shri.Muneer Ahammad | Asst.Manager (Systems) | System administration and over all supervision of computerization. |
| Smt.K.Yesoda | Asst.Manager | <ol style="list-style-type: none"> 1. ESI and connected work 2. EPF and connected work 3. Gratuity 4. KSCDC Welfare Fund 5. KCWR and WF Scheme 6. Any other work entrusted by the MD/PM from time to time. |

3. The procedure followed in the decision making procedure including fund, channels of supervision and accountability.

The decision making process including channels



4) The norms set by its for the discharge of its functions.

- KSCDC Ltd is a company managed by Board of Directors, Constitution under the companies Act.
- The day to day activities of KSCDC Ltd. Are done by Managing Director with in the over all policy framework provided by the companies Act 1956, memorandum of Association and Articles of Association and decision by the Board of Directors.
- Detailed execution of the job is being done under the leadership of the in charge of the respective departments.
- While discharging its functions company has to comply with various laws, staff rules and other orders.

5) The Rules, Regulations, Instructions, Manuals and records held by it under its control

and used by its employer for discharging its function.

1. Staff Rules
2. Certified Standing Orders of the company.

6) A statement of the categories of Documents that are held by it or under its control.

1. Personnel Department.
 - I. IRC settlement – pay revision
 - II. Organizational chart
 - III. Certified standing order

- IV. Files and registers relating to the service matters of workers and staff
 - V. Disciplinary cases against the employees
 - VI. Trade Union meetings
 - VII. Government correspondences
 - VIII. Welfare matters
 - IX. ESI, PF, Gratuity
2. Materials Department
- I. Files relating to the purchase of materials/store etc
 - II. Records relating to vehicles
 - III. Rent, Requisition of factories
 - IV. Government correspondences
 - V. Maintenance of Machinery, building
 - VI. License of factories. Filling of statutory return to concerned authorities relating to factory
3. Commercial Manager
- I. Files relating to purchase of rawnuts (import and inside)
 - II. Export/sales of Kernels
 - III. Invoices, bills relating
 - IV. Sales of bye-products
 - V. C & F
 - VI. Kernels Stock Position
4. Production
- i. Files relating to the stock of rawnuts
 - ii. Position of Kernels under process in various stages
 - iii. Processing records
5. Finance Department
- i. Files relating to the mobilization of finance from various sources such as Government, Banks etc.
 - ii. Accounts relating to receipt and payments
 - iii. Cash position
 - iv. Transaction relating finance with various institutions
 - v. Govt. Correspondence
 - vi. Tax returns
 - vii. Statutory Auditing
 - viii. Auditing of accounts by the Accountant General's office
 - ix. Compilation of audited accounts
 - x. Annual reports of audited accounts etc.

6. Internal Audit Department

- i. Files relating to the copies of various orders kept for the purpose of pre-auditing of bills/voucher etc.

7. Secretarial Department

- i. Files relating to the meeting of the Board of Directors, maintaining of Board notes and decisions.
- ii. Correspondence with register of Companies.
- iii. Annual General meetings of the organization.
- iv. Correspondence with Government.
- v. Memorandum of Association & Articles of Association.

7) Particulars of any arrangement that exists for consultation with or representation by the members of the public relating to the formulation of its policy or implementation thereof:

KSCDC Ltd, is a company registered under Companies Act with commercial objective, its policy decisions and implementation are done at internal level. Policies of the Govt. and social commitment of the organization are reflected in the policy decision of the Board.

8) The statement of the Boards, Councils, Committee and other Bodies consisting of two or more persons constituted as its part or for the purpose of its advice and as to whether meetings of those Boards, councils, committee and other bodies are open to the public or the minutes of such meetings are accessible for public:

Decisions of the Board meetings are recorded in the minutes book. As company is a commercial under taking working in a highly competitive market, minutes of Board meetings are not open for public.

Present list of Board of Directors

| Sl. No. | Name | Designation | Mobile No./Land Phone No. |
|---------|------------------|-------------------|---------------------------|
| 1. | Shri.S.Jayamohan | Chairman | 9447417711 |
| 2. | Shri.T.F.Xaviour | Managing Director | 9847071750 |

A Directory of officers and employees

| Sl. No. | Name | Designation | Mobile No./Land Phone No. |
|---------|------------------|--|---------------------------|
| 1. | T.F.Xaviour | Managing Director | 9847071750 |
| 2. | Mathew Joseph | Finance Manager | 9387312221 |
| 3. | Sunil John.K | Materials Manager | 9495992008 |
| 4. | Shaji.V | Commercial Manager | 9847511950 |
| 5. | C.Prasannakumari | Production Manager | 9447497230 |
| 6. | Ajith.S | Personnel Manager | 9400449587 |
| 7. | Viju.V.S | Internal Audit Officer | 9447363386 |
| 8. | Anilkumar.K | Asst.Finance Manager | 9447094712 |
| 9. | A.Gopakumar | Asst.Personnel Manager & Company Secretary (I/C) | 9947783524 |
| 10. | R.Rajeev | Asst.Manager (L) | 9895246634 |
| 11. | Muneer Ahammad | Asst.Manager (System) | 9745226500 |
| 12. | P.S.Jayanthi | Asst.Commercial Manager | 9349453555 |
| 13. | K.Yesodha | Asst.Manager | 0474-2742271 |
| 14. | S.Bindhu | Superintendent | " |
| 15. | M.C.Ravi | Superintendent | " |
| 16. | Eleena Varkey | Asst.Personnel Officer | " |
| 17. | E.Benjamin | Asst.Personnel Officer | " |
| 18. | Dijisha.E.D | Asst.Personnel Officer | " |
| 19. | Swapna.V.I | Asst.Personnel Officer | " |
| 20. | L.Beena | Superintendent | " |
| 21. | Adarsh Sasi | Superintendent | " |
| 22. | Anithakumari.R | Superintendent | " |
| 23. | Rajesh Prathap | Superintendent | " |

10) The monthly Remuneration receives by each officers and employees including the system of compensation as produced in the regulations.

Please visit our website www.cashewcorporation.com

11) The Budget allotted to each of its agency including the particulars of all plans, proposal expenditures and reports in disbursement made.

Funds provided in Budget 2014-15 for KSCDC Ltd.

1. Modernization and Partial Mechanization of Cashew Factories of KSCDC - H/A:4860-60-190-94-Rs.2800lakhs.

2. CDC Brand Building -H/ A:2852-08-600-82-Rs.200.00 lakhs.

12) The manner of execution of subsidy programmes, including the amounts allotted and the details of beneficiaries of such programmes.

Company do not provide grand or any subsidy

13) Particulars of recipients of concessions, permits or authorization granted by it.

Company do not provide grand any concessions, permits or authorization.

14) Details in respect of the inform, available or held by it, reduced in an electronic form.

- Our factories-Name of Manager and Phone numbers
- Scale of Pay
- Staff Rules
- Certified Standing Orders
- Minimum wages notification - 2011
- Present Organizational Structure
- IRC Settlement - copy
- Right to Information Act 2005

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

Currently company does not provide any library/reading room facility to public.

16) The Name, designations and other particulars of the public information officers.

Any citizens of India who deserves to obtain any information under RTI Act 2005 may make a request to, Public Information Officer or Asst.Public Information Officer of the company. The appeal authority is the Managing Director.

a) The name and designation of Public Information Officers are as follows.

| Sl. No. | Name | Designation | Mobile No./Land Phone No. |
|---------|-------------|--|---------------------------|
| 1. | S.Ajith | Personnel Manager/State Public Information Officer | 9400449587 |
| 2. | A.Gopakumar | Asst.Personnel Manager /Asst. Public Information Officer | 9947783524 |

b) Appellate Authority

T.F.Xaviour

Managing Director

9847071750

17) Such other information as may be prescribed

Application fee for seeking information under RTI Act 2005.

Application fee is Rs.10/- payable by cash (cash time 10.00 am to 3 pm) or DD/Bank cheque/pay (drawn in favour of Kerala State Cashew Development Corporation Ltd, Kollam).

If additional fee is to be paid, it has to be paid as below.

- | | | |
|----------------------------------|---|---------------------------------|
| 1. For each page (A4 size paper) | : | 2/- page |
| 2. For copy in large size paper | : | actual cost or prize |
| 3. For samples or models | : | actual cost or prize |
| 4. For inspection of records | : | no fee for first hour fee @ 5/- |
| for | | |
| | | each hour (or fraction there |
| of) | | there after. |

Further for providing the information under sub-section (5) of the RTI Act, the fee shall be charged as below.

- | | |
|--|---|
| For information provided in printed form : | at the prize fixed for such publication or 2/- per page or photocopy for extracts from the publication. |
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- a. The mode of payment of the above mentioned additional fees shall be the same as application fee.
- b. Appeal under RTI Act 2005, lies to Appellate Authority within 30 days of receipt of the decision of Public Information Officer.