

NOTIFICATION

Date: 2.5.2011

(Issued in supercession of Notification dated 28.08.2008)

SUB: PUBLICATION OF INFORMATION UNDER SECTION 4(1) (b) OF THE RIGHT TO INFORMATION ACT 2005(CENTRAL ACT 22 OF 2005)

(i) The particulars of its organization, functions and duties;

A) ORGANSIATION:

The Company, Mysore Sales International Limited (MSIL) is a Public Authority as provided under Right to Information Act 2005. It was established in 1966 and is a Government Company within the meaning of Sec 617 of the Companies Act, 1956. Its Registered Office is situated at No.36, MSIL House, Cunningham Road, Bangalore-560 052. It has an authorised equity share capital of Rs.4.00 crores. Its paid-up share capital is Rs.366.23 lakhs which is fully held by Karnataka State Industrial Investment & Development Corporation Ltd.,(KSIIDC)Bangalore, which is also Government of Karnataka Company. The composition of the Board of Directors of the Company is decided by KSIIDC from time to time.

The Company is a commercial enterprise involved in marketing/trading and service functions with activities in Karnataka and outstation branches at Delhi and Mumbai. It is engaged in marketing of industrial and consumer goods. The Company markets

note books & exercise books and stationery through the Paper Division. It has a Tours & Travels Division. It operates 3 franchise shops for the sale of its products in Bangalore at KSRTC Bus Stand, Majestic & BMTC stands at Majestic & Shivajinagar. It commenced Chit Funds business during January 2005 and is also engaged in export of iron ore. The Company has an arrangement for sale of used cars in Bangalore with an established Dealer since November 2006. Oflate, the Government has permitted to open 463 no. of retail liquor outlets across Karnataka subject to applicable excise rules. As on 30.4.2011, MSIL has opened 218 number of retail liquor shops. The Company is an ISO 9001:2008 Certified Company. The Company's operating divisions at Bangalore Head Office(Bangalore)are :-

1. (1) Retail liquor shop operations
 - (2) Chit Funds
 - (3) Paper
 - (4) Tours & Travels
 - (5) Consumer Products
 - (6) Industrial Products
2. The Service Departments/functions at Bangalore are:-
 - (1) Accounts and Finance includes Administration
 - (2) Secretarial including legal
 - (3) Establishment including Human Resources (HR) and Security
 - (4) Project includes Estate
 - (5) Corporate Communications

The Company also operates 6 local branches in Karnataka outside Bangalore viz., Mysore, Hubli, Mangalore, Belgaum, Gulbarga & Davangere. The Company has 2 Paper Godowns in Bangalore and 7 Paper

Godowns at Hubli, Mysore, Hassan, Gulbarga, Davangere, Bijapur & Mangalore.

B) Functions & Duties:

The main functions and duties (objects) of the Company are:-

1. To carry on all kinds of agency business and in particular to act as the manufacturers' representatives, selling agents, distributors, storekeepers, stockists, business agents, organizers, canvassers or local representatives of all products manufactured by the Government of Karnataka and/or the Government of India in their Industrial undertakings and also by limited liability companies or other companies, factories, firms, corporations whatsoever; to carry on the business of buying/selling agents for any undertakings, company, factory, firm, corporation, whatsoever, industrial or otherwise.
2. To carry on all kinds of agency business including guarantee and indemnity business relating to any products/s manufacturing or dealt with by any person, firm or body corporate, whether Indian or foreign, or any industrial or undertaking of any State Government.
3. To buy, sell, import, manipulate, prepare for market and deal in merchandise of all kinds and generally to carry on business as merchants, importers and exporters; to undertake, transact and execute all kinds of agency business and also trusts of all kinds.
4. To establish Offices, godowns, showrooms, exhibitions, are galleries, factories, manufacturing and repairing centers in any part of the World; to carry on manufacturing and selling operations by To establishing industries and factories to take any existing

manufacturing concern on lease or other arrangements for the purpose of carrying on the manufacturing and selling operations.

5. To act as agents or brokers and as trustees for any person or Company and to undertake and perform subcontracts and to do all or any of the above things in any part of the world and either as principals, agents, trustees, contractors and otherwise and either alone or jointly with others and either by or through agents, subcontractors, trustees or otherwise.
6. To promote commerce in relation to industrial undertakings in India or abroad.
7. To carry on the business of leasing and hire purchase financing in all its branches and kind and to lease hire purchase finance, equipments, vehicles, machinery, communication systems, computers, electrical and electronic equipments, systems, generators, capacitors, insulators, transformers, rectifiers and components of all kinds, medical equipments, apparatus and the like, agricultural machinery, equipments, tractors, tillers and other agricultural equipments and for that purpose to acquire by way of purchase, lease or otherwise equipments, machinery, vehicles and the like of all kinds and description and to carry on the business of investment in securities and particularly by purchase of receivables in the form of lease rentals relating to real property, securitization of receivables and the like.
8. To promote, establish, operate, manage, conduct and carry on in all its aspects the business of chits and kuries and other similar schemes which encourage the habit of savings by affording all facilities for the purpose and more specifically by opening chit savings, thrift savings and other deposit schemes in relation to trade or commerce

and to act as a Foreman for any of the chit fund series or other similar schemes so promoted and established.

9. To lend or advance monies to chit owners or subscribers with or without security as the Board of Directors may determine.
 10. To develop, construct, build, own, operate, create or otherwise acquire either singly or in association world class trade related infrastructure for warehousing of various products, state-of-the-art equipment, transportation and handling facilities, commercial office space, water, power and communications to facilitate the import and export of goods and services and to develop, construct, build, own, operate, create or otherwise acquire either singly or in association with other Free Trade and Warehousing Zones in accordance with the policies of the Government of India.
 11. To develop and turn into account any land acquired by the Company be lease, purchase or otherwise or in which the Company is interested in any manner whatsoever and to purchase, sell, develop, construct, build, own, operate, transfer, take-in-exchange or on lease, hire or otherwise acquire, whether for investment or sale, any real or personal estate including lands, mines, businesses, buildings, roads, bridges, tunnels, all kinds of urban and rural infrastructural facilities, factories, mills, houses, cottages, farmhouses, shops, depots, warehouses, hotels, clubs, places of entertainment, resorts and to carry on business as landscaper, architects, builders, financiers, contractors, real estate agents, consultants and proprietors.
- (ii) The Powers and duties of its officers and employees;
- The affairs of the Company are managed by the Managing Director, who is an Officer from the Indian Administrative Service, appointed by

KSIIDC, The Managing Director has been delegated powers by the Board of Directors of the Company and the various Heads of Department assist the Managing Director. The powers and duties of the Heads of Department are delegated by the Managing Director of the Company. The subordinate officers and employees are assigned powers and duties by the concerned Heads of Department as may be required from time to time. The Heads of Department are responsible for the duties of the respective Departments under their charge and the subordinate Officers and employees carry out the duties assigned to them by the Heads of Department.

- (iii) The procedure followed in the decision making process including channels of supervision and accountability;

The Board of Directors is the apex Authority laying down policy and direction for the Company at its Meetings or through resolutions by circulation as and when required. The Managing Director has substantial powers of management and works subject to the superintendence, direction and control of the Board of Directors. The Board of Directors has delegated powers to the Managing Director.

The Heads of Department work under the direction and control of the Managing Director. All important decisions are taken by the concerned Heads of Department in consultation with and with the approval of the Managing Director. Routine matters like sales, leave sanctions are decided at the Departmental level. Subjects having financial and or legal implications are routed through the Accounts Department and or Secretarial Department as the case may be for recording its/their views. The hierarchical levels in the organization are required to carry out the responsibilities assigned to them. There are periodical reviews of the performance at the level of the Head of Department,

the Managing Director and the Board of Directors, which bring in responsibility and accountability at the various levels of the organization.

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

The Company functions as per the provisions contained in the Companies Act, 1956, the Memorandum of Association and Articles of Association of the Company and other Acts and Rules as applicable to its operations. The Accounts of the Company are prepared on an annual basis which are audited by the Statutory Auditors appointed by the Comptroller & Auditor General of India. The Accounts are also submitted to the Comptroller & Auditor General of India and after receipt of his comments, the Accounts are placed for consideration and adoption of the Members of the Company at the Annual General Meeting.

(v) The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;

The Company has formulated separate Cadre & Recruitment rules for the staff and the Officers & Executives of the Company which are in force. These relate to different aspects of service matters pertaining to the employees of the Company. There are also rules for payment of salary, facilities, perquisites and benefits for the employees at different levels in the organization. The statutory Acts & Rules are applicable to the various operations of the Company such as Customs Act, Karnataka State Lotteries Act, Companies Act, Income-tax Act, Sales-tax Act, Chit Funds Act.

(vi) A Statement of the categories of documents that are held by it or under its control;

1. Memorandum of Association and Articles of Association

2. Staff Service Rules
3. Staff Cadre & Recruitment Rules
4. Officers & Executives Service Rules
5. Officers & Executives Cadre & Recruitment Rules
6. Office files, ledgers, registers & books and records relating to its operation and service areas.
7. Agreements with Principals, Suppliers and Lease agreements in respect of properties
8. Files relating to litigation connected to the Company
9. Personnel records of employees
10. Documents relating to ISO 9001:2000 Quality Management Systems.

(vii) The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof;

The Company being a commercial enterprise and working in a competitive environment does not involve the public in the formulation of its policies or implementation thereof. The Company's policy is laid down by its Board of Directors and the Management is responsible for the implementation of the policy.

(viii) A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;

The Company has been constituted under the Companies Act, 1956 and pursuant to the provisions of the Companies Act, only Directors are entitled to inspect the minutes of the Board Meeting. Similarly, Members are entitled to inspect the minutes of the Annual General Meeting.

a) As per the Articles of Association of the Company, the maximum strength of the Board of Directors is 12 and the minimum is 3. At present, the Board of Directors of the Company consists of 7 Directors as follows:

Sarvashri:

1. Chairman - Non-official appointed by the Government vide Order No.CI 24 CMI 2009, dated 2.3.2009
 2. A Non-official Director appointed by the Government vide Order No.CI 11 CMI 2010 dated 10.5.2010
 3. Ex-officio Principal Secretary to Government, Finance Department, Govt. of Karnataka
 4. Managing Director
 5. Ex-officio Principal Secretary to Government, Commerce & Industries Department, Govt. of Karnataka.
 6. Ex-officio Managing Director, Karnataka State Industrial Investment & Development Corporation Ltd.
 7. Ex-officio Commissioner for Industrial Development and Director of Industries & Commerce, Govt. of Karnataka
- The Board of Directors of the Company meets regularly as per the requirements under the Companies Act, 1956.

- b) There is a Committee to review complaints of Sexual harassment at working places, which is chaired by the Managing Director of the Company, the other Members of the Committee are lady Executive/Officers of the Company. The Committee meets regularly.
- c) The Managing Director has constituted a Purchase Committee headed by CGM(BACC) with other senior Executives as members to make recommendation to the Managing Director regarding purchase matters. The Committee meets regularly.

The Meetings of the Board of Directors and the Committee are not open to the public and the Minutes of the Meetings are not accessible to the public.

(ix) A directory of its officers and employees;

A directory of Officers and Employees of the Company is enclosed as Annexure I.

(x) The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;

A) The statement of gross pay received by each of its Officers and Employees for April 2011 is enclosed as Annexure II.

1) The Gross pay includes :-

- 1) Basic pay
- 2) Dearness allowance House rent allowance and city compensatory allowance which are as per the State Government pattern.
- 3) Snack Allowance of Rs.23/- per day
- 4) Newspaper Allowance (Rs.75/- to Rs.150/- per month depending upon category of employees)
- 5) Education allowance(Rs.250/-per month)
- 6) Hardship allowance (Rs.65/- to Rs.350/-per month depending upon category)
- 7) Conveyance Allowance (Rs.500, 550, 775, 7500, 11500, 14150 per month depending upon category)
- 8) Liaison charges of Rs.300/- for Deputy General Managers and Rs.400/- for General Managers & above per month.

9) Special Allowance of Rs.250/- per month for cashier working in certain divisions.

10) Special Allowance of Rs.125/- per month for family planning

11) Handicapped Allowance of Rs.60/- per month

2) The Master Scale of pay is Rs.4800-100-6000-125-6500-150-7100-175-7800-200-8600-225-9500-250-10500-300-12300-350-14400-400-16800-450-19500-525-22650-600-26250-675-30300-750-34800-850-39900

3) The scale of pay for different categories of employees is as follows:-

Chief General Manager	26250-675-30300-750-34800-850-37350
General Manager	25650-600-26250-675-30300-750-34800-850-35650
Deputy General Manager	22650-600-26250-675-30300-750-31800
Manager	20025-525-22650-600-26250-675-28275
Deputy Manager	16400-400-16800-450-19500-525-22650-600-25650
Assistant Manager	12300-350-14400-400-16800-450-19500-525-22650
S VI(Supervisor)	10000-250-10500-300-12300-350-14400-400-16800-450-18150
SV(Assistants/Sales Representatives)	8200-200-8600-225-9500-250-10500-300-12300-350-14400-400-15600
S IV(Clerk)	7100-175-7800-200-8600-225-9500-250-10500-300-12300-350-14050
S III(Clerk)	6125-125-6500-150-7100-175-7800-200-8600-225-9500-250-10500-300-12000

S II(Attender)	5400-100-6000-125-6500-150-7100-175-7800-200-8600-225-9500-250-10250
S I(Peon)	4800-100-6000-125-6500-150-7100-175-7800-200-8600-225-9275

B) Other amounts paid which do not form a part of the monthly pay are:-

❖ Reimbursement of medical expenses (Domiciliary- Non-ESI) upto Rs.12,000/-.

- 2) Stitching charges of Rs.550/- per annum for male employees and Rs.200/- for female employees per annum wherever uniforms are provided.
- 3) Washing Allowance of Rs.80/- per month for the staff, Officers & Executives who have been provided uniforms.
- 4) Leave Travel Allowance @ Rs.1,600/- per annum for the staff categories. Leave Travel Concession for Officers & Executives is as per State Government pattern.
- 5) Statutory payments viz., EPF contribution, ESI and Group Gratuity contribution are admissible to employees as prescribed under the respective Laws. The Officers & Executives are entitled for superannuation contribution under a Scheme operated through Life Insurance Corporation of India.
- 6) Encashment of earned leave upto 15 days every year or 30 days once in two years beyond 60 days of accumulated leave for the Staff categories. Encashment of earned leave upto 15 days every year or 30 days once in two years beyond 45 days of accumulated leave for Officers & Executives.

7) Bonus as per the payment of Bonus Act or Ex-gratia in lieu of bonus on the same basis as bonus subject to Company's profit, with State Government approval. The amount payable towards bonus or ex-gratia as the case may be is being invested in MSIL Employees Retirement Benefit Scheme with LIC.

Group Incentive payment @ 0.1% of the turnover of the Company distributed among all the employees on uniform basis keeping the minimum annual increase in turnover by 8% (Eight percent) (both valuwesise & volumewise) over the immediate preceding year, subject to approval of the Board of Directors of the Company.

- (xi) The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursement made;

The Company prepares the Revenue and Capital Budget every year which are placed for approval of the Board of Directors. After approval, the Budgets are implemented to the extent possible and changes/deviations from the approved Budgets are brought to the information of the Board. The performance reports of the Company are placed for review by the Board of Directors of the Company, from time to time.

- (xii) The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;

This does not apply to the Company.

- (xiii) Particulars of recipients of concessions, permits or authorizations granted by it;

This does not apply to the Company.

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

Presently, the Company does not have a system of furnishing information in the electronic form.

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

The Company has no library or Reading room for public use.

- (xvi) The names, designations and other particulars of the Public Information Officers;

The names & designations and other particulars of the Public Information Officers for the various Departments/Divisions/Branches have been published in the Notification dated 1.4.2011 issued as required under Sec.5 (1) of the Act. Copy of the notification is enclosed as Annexure.

For MYSORE SALES INTERNATIONAL LTD.

Sd/-

Dr SANDEEP DAVE, IAS
MANAGING DIRECTOR

- CC: 1. Notice Boards
2. MSIL's Website
3. All the Executives/Officers designated as Public Information Officers
4. All Officers/Staff designated as Assistant Public Information Officers