

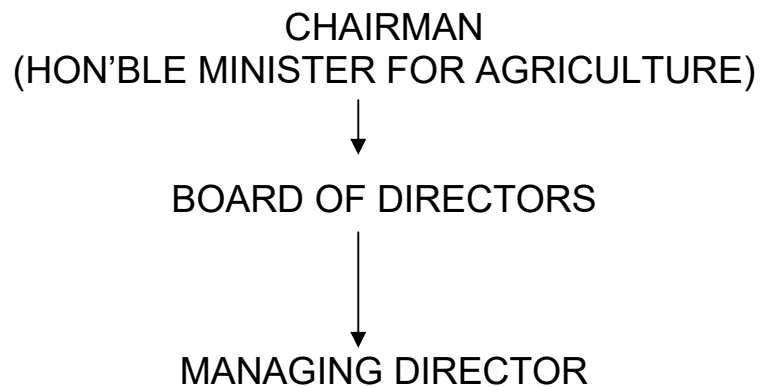
**RIGHT TO INFORMATION ACT, 2005**

**4(1)(B)**

**(AS ON February 2021)**

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

**ORGANISATION STRUCTURE**



## **Functions & Duties of the organization :-**

- To carry on the business of promotion of agro / food processing industry in Karnataka and to promote the private sector investment in the establishment of food parks
- To support and encourage all kinds and in all manner to organise exhibitions, trade fairs, symposiums, market research and the like for entrepreneurs intending to set up agro and food based industries
- To supervise and monitor the implementation of food parks in the State
- Reduce post harvest losses
- Strengthen Value Chain
- Create Employment Opportunities food Processing Sector

### **(ii) The procedure followed in the decision making process, including channels of supervision and accountability**

The day-to-day business and other decisions are being taken by the Managing Director as per the delegation of powers given by the Board of Directors. However decision involving major financial implications etc., which are not delegated to Managing Director will be decided in the Board of Directors' meeting from time to time.

### **(iii) The norms set by it for the discharge of its functions**

The company is discharging its functions as per the norms and authority delegated as per the Delegation of Powers / Articles of Association and Government directions from time to time.

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

All the applicable Acts and rules will apply, namely :-

- a) Memorandum & Articles of Association
- b) Companies Act, 1956 / 2013.
- d) Income Tax Act, 1961.
- d) Commercial Taxes – Central & State.
- e) Exim Policy.
- f) Provident Fund Act & other applicable Acts.
- g) C&R Rules
- h) Other office circulars, orders etc.

**(v) A statement of the categories of documents that are held by it or under its control**

**Office Files**

**1) Administration**

Board Meeting Files	–	Notices, Agenda & Minutes
Annual General Meeting Files	–	Notices, Agenda & Minutes
Registrar of Companies	–	Regarding filing of returns, forms etc.,

**2) Finance**

Income Tax	–	Filing of Returns, Assessment Orders etc.,
Commercial Tax	–	Filing of Returns, Assessment Orders etc.,
Accountant General	–	Correspondence, Audit Report etc.,
Auditors	–	Appointment of Statutory, Internal auditors & other Correspondences
Banks	–	Correspondence with bank, statement of accounts etc.,

**Books of Records**

- 1) Minutes book of Board Meeting & Annual General Meeting
- 2) Financial accounts books (computerized)
- 3) Fixed Assets Register
- 4) Salary Register (Computerized)
- 5) Inward & Outward book
- 6) Attendance Register

**(vi) 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**

Not applicable since the company is not involved in formulating any policies.

- (vii) 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 Govt. has appointed the Board of Directors to the company in order to advise and pursue the functions. However, since the company is a Pvt. Ltd., company wholly owned by Govt. of Karnataka and as such the meeting is not open to public. Accordingly the minutes of the meeting also are not accessible to public.

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

Promote State of act infrastructure for Food Parks

- (ix) Particulars of recipients of concessions, permits or authorizations granted by it**

Not applicable.

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

All the details pertaining to Right to Information Act, 2005 [i.e under section 4(1)(a) and 4(1)(b)] is available in the website.

- (xi) 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 not established its own library or reading room for public use. However, information in respect of schemes & processing procedures / formalities is being provided to the public / budding entrepreneurs whenever they visit office. The working hours of the Company is from 10:00 hours to 17:30 hours on all working days.

**(xii) The names, designations and other particulars of the Public Information Officers**

Sri.B.Shivaraju  
Managing Director  
Food Karnataka Limited  
(A Government of Karnataka undertaking)  
No.17, General K.S. Thimayya Road  
(Richmond Road), Bengaluru – 560 025.  
Tel :- 22271194 / 22243082.  
Email:- foodkarnataka@gmail.com

**(xiii) Such other information as may be prescribed; and thereafter update these publications every year**

Nothing at present.