

THE RIGHT TO INFORMATION ACT, 2005

INFORMATION HAND BOOK

**KERALA FOREST DEVELOPMENT CORPORATION LIMITED
AARANYAKAM, KARAPUZHA, KOTTAYAM-686003
KERALA**

Chapter 1

Introduction

1.1 Background

The prime object of this hand book is to provide for citizens to secure to access to Information

1.2 Objective /Purpose:

- 1) To maintain transparency on the activities of the Organization
- 2) To provide requisite information to the public in the matters of public interest

1.3 Intended users of the handbook

- 1) All the Industries /public who purchase Eucalyptus, Bamboo and other Miscellaneous wood form the Corporation
- 2) All the Coffee, cardamom and Pepper Traders /Merchants who purchase Coffee, cardamom pepper and Cashew usufruct
- 3) All the general public and Departments/Institutions who purchase Eucalyptus Colonel seedlings.
- 4) All the general public who wants to avail the facilities available in Eco-Tourism projects taken up by the Corporation
- 5) All the institutions/Departments, who wants to avail the consultancy services Of the Corporation

1.4 Definitions of key terms

- Corporation means Kerala Forest Development Corporation Limited
- GM means “General Manager”
- SFM means “Secretary-cum-Finance Manager”
- Director means “KFDC Board Director”
- DM means “Assistant General Manager”
- DM means “Divisional Manager”
- Forest means “Reserve Forest areas taken on lease from Forest Department, Government means “Govt. of Kerala
- Budget means “Budget of the Corporation”.

1.5 Organization of Information

The information on various aspects of the organization is described in the Chapters from 2 to18.

1.6 Getting additional information

The Corporation is managing Website www.kfdcgavi.com .Brochures are printed And are made available to the public form time to time, besides information through print and electronic media.

1.7 Name & Addresses of key contact points.

- a) Principal Secretary to Government,
F&WLD, Govt: Secretariat, TVM at Government Level
- b) MD KFDC Kottayam at Head Office Level
- b) Divisional manager KFDC at Divisional Level.

Chapter 2

Organization Functions and Duties

(Section 4 (1) (b) (I))

| Sl no : | Name of the Org. | Address | Functions | Duties |
|---------|--|-------------------------------------|---|----------------------------------|
| 1 | Kerala Forest Development Corporation Ltd. | Aaranyakam, Karapuzha , Kottayam -3 | <p>1) To acquire purchase take over on lease or otherwise reserved forest , unreserved vested forests & Other Lands from Kerala Government & Others either with tree growth or not and to develop such areas and raise plantations of industrial use.</p> <p>2) To cultivate plantations of rubber, pepper, cashew, cocoa, cardamom buy, sell, export, import, process, distribute and deal in all kinds of forest plants, trees and agricultural crop.</p> <p>3) To acquire, purchase or take over on lease or otherwise and manage forests to maximize production of timber and other produce.</p> <p>4) To carry on business of forest, planters, cultivators, sellers, dealers in timber and industrial woods, fire woods, charcoal etc. and to manufacture and dispose of sell and deal in forest produce.</p> | As described in previous column. |

Chapter 3
Powers and Duties of officers and Employees
Section 4 (1) (b)(ii).

| SI NO | Name of the Officer | Designation | Duties allotted | Powers |
|-------|--------------------------|-------------|---|---|
| 1. | Sri.D.S.Rao ,IFS | MD | Chief Executive of the Corporation and to achieve the objectives and goals set for the organization | Vested with both executive and financial powers as delegated by the board of Directors of KFDC from time to time. |
| 2. | Sri.C.R.Mohankumar CA | S.F.M | To look after the financial and secretarial matters of the organization. | Drawing and Disbursing Officer for Corporate office. |

Chapter 4

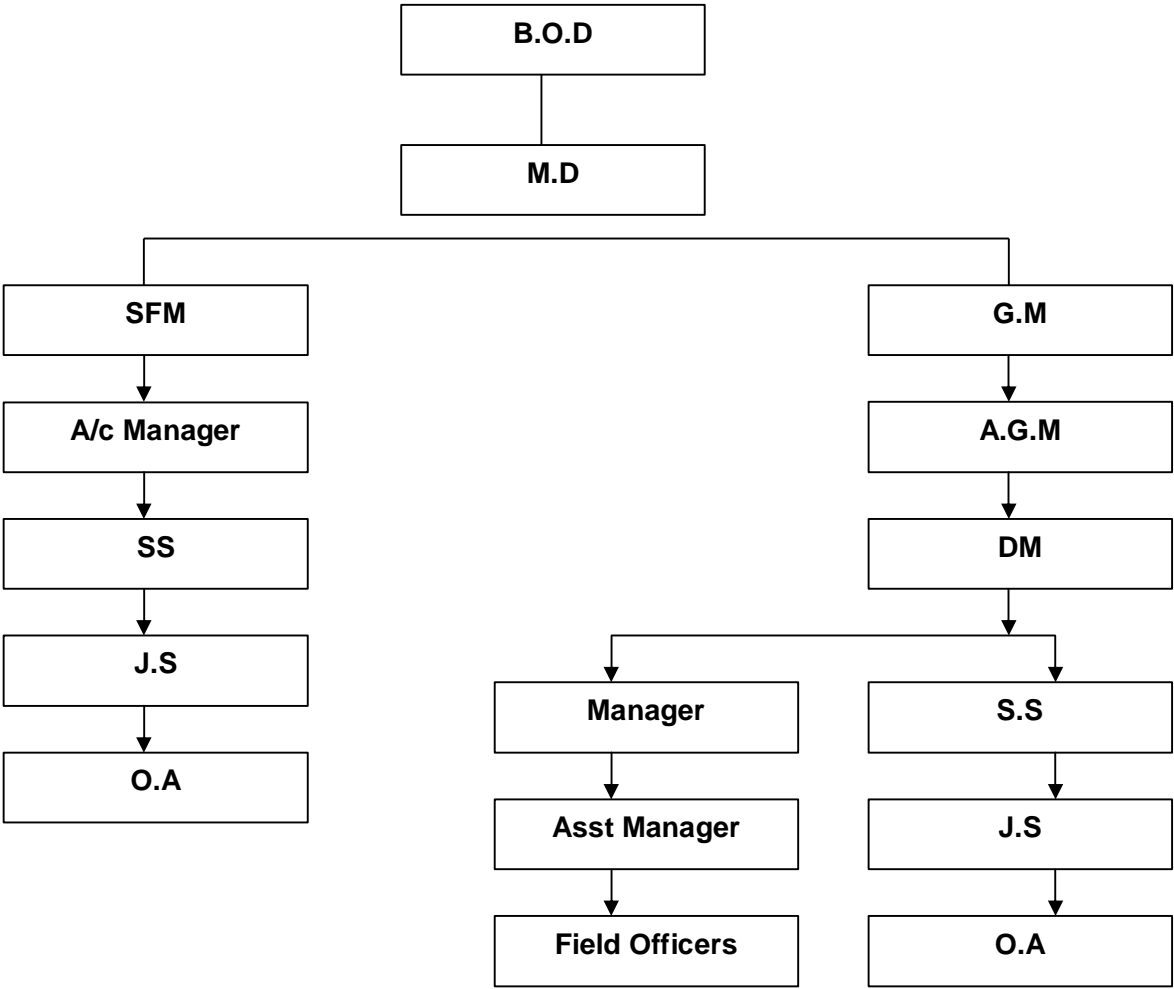
Procedure followed in Decision- Making Process (Section 4 (1)(b)(iii))

4.1 The corporation has two – tier administration. The Division is the unit of administration and is under the supervision and administrative control of DM. The divisions are under the Overall Supervision and administrative control of managing director.

| Activity | Description | Decision-making process | Designation of final Decision- making authority. |
|---|---|--|--|
| Goal – Setting and planning | The annual targets for regeneration and harvesting works | MD | Board |
| Budgeting | Consolidated budgeted estimates of the Division to the Corporate Office | MD | Board |
| Formulation of Programmes , Schemes and projects | The schemes / projects are prepared at Corporate Office | MD | Board |
| Recruitment / Hiring of personal | Assessment of personal for recruitment / hiring is made at Corporate Office | MD | Board |
| Release of Funds | Consolidated funds requirement for the Region for the month is obtained from the Divisional Manager | After Due Examination, Funds will be released to the division for the month. | MD |
| Implementation / delivery of service / utilization of funds | Divisional Manager will utilize the funds for execution of works | The SFM releases the required funds to the Divisions | MD |
| Monitoring and Evaluation | Plantation Manager executes the works | DM, GM, MD | MD |
| Gathering feedback from public | Not Applicable | Not Applicable | Not Applicable |
| Undertaking improvements | New Technologies in regeneration, introduction of new | DM, GM, MD | MD |

| | | | |
|--|--------------|--|--|
| | species etc. | | |
|--|--------------|--|--|

4.2 Organizational chart depicting flow of authority, supervision and accountability is appended.



Chapter 5

Norms set for the Discharge of functions Section 4(1)(b)(iv)

5.1. Norms/standards for discharge of its functions/delivery of services.

| SI.NO. | Function/Service | Norms/standards of performance set | Time frame | Reference document prescribing the norms (Citizen's charter , Service charter etc) |
|--------|------------------|------------------------------------|------------|--|
| | | | | |

Since the KFDC , being a commercial organization, the activities are mainly confined to raising and maintenance of plantations in Reserve Forest areas and marketing of forest produce. The Corporation is not a service organization. If any grievances are received, they are being attended to.

Chapter 6

Rules, Regulations, Instructions, Manual and Records for Discharging functions .

Section 4 (1)(b)(v) & (vi).

6.1 List and gist of rules, regulations, instructions, manuals and record used by the employees for discharging functions.

| Sl .No: | Description | Gist of contents | Price of the publication, if priced. |
|---------|---|--|--------------------------------------|
| 1. | KFDC Ltd. Service Rules 1983 Amended in 2005 | Governing the services conditions and disciplinary rules in case of the employees. | Not for sale. |
| 2. | Circular Instructions Management Plan Manual of Procedure | Technical instructions on various issues relating to regeneration and maintenance of plantations, marketing, accounts etc. | Not for Sale |
| 3. | Accounts Manual | Accounting Procedures | Not for sale |
| 4. | Records | Not Applicable | Not Applicable |
| 5. | Publications | Nil | Nil |

Chapter 7

Categories of documents held by the public Authority under its control Section 4 (1)(b)v(i)

7.1 Information about the official documents by the public authority.

| Sl. No | Category of Document | Title of the Document | Designation and address of the custodian. |
|---|----------------------|-----------------------|---|
| The Corporation does not have any records / documents relating to matters of public interest. | | | |

Chapter 8

Arrangement for Consultation with, or Representation by, the Members of the Public in relation to the Formulation of Policy or Implementation thereof

(Section 4(1)(b)(vii).

8.1 Consultation /participation of public or its representatives for formulation and implementation of Policies.

| SI NO. | Function /Service | Arrangements for consultation with or representation of public in relations with policy formulation | Arrangements for consultation with or representation of public in relations with policy implementation |
|--------|-------------------|---|--|
| | | | |

Being a commercial organization, the policies are formulated and approved by the Board of Directors.

Chapter 9

Boards, Councils, Committees and other Bodies constituted as part of public Authority

Section 4(1)(b)v(iii)

9.1 Information on Board of Kerala Forest Development Corporation Ltd.

| Name of Board | Composition | Powers& Functions | Whether its Meetings open to Public/Minutes of its Meetings accessible for public. |
|--|--|---|--|
| Board of KFDC Ltd.(appointed by Govt. of Kerala) | Chairman 1 | To occupy the Chair and conduct the proceedings in the Board Meeting. | Not open to public. |
| | Managing Director 1 | Chief Executive of the Company and implement the policies as decided by the Govt. and Board of Directors including day to day affairs of the Corporation. | |
| | GOI Nominee 1 Nominees from Finance Dept. 1 Forest Dept. 1 Pri. Secretary 1 Non official 5 | | |
| | TOTAL 11 | | |

Chapter 10

Directory of Officers and Employees

[Section 4 (1)(b)(ix)]

| Chapter 10 | | | | |
|------------|---|---|--|----------|
| SL No: | Name of Office / Administrative Unit | Name , Designation & Address of Officer / Employee | Telephone & Fax : | E-Mail : |
| 1. | Kerala Forest Development Corporation Ltd. H.O. | Sri.D.S.Rao, IFS Managing Director, Aaranyakam, Karapuzha, Kttayam-3 | Office : 0481-2581204 0481-2581205 0481-2582640 0481-2580593 Fax : 0481-2581338 Res : 0471-2328401 Cell : 9447181236 | |
| 2 | Kerala Forest Development Corporation Ltd. H.O. | Sri.L.K.Varshny, IFS General Manager KFDC Ltd., Kottayam | Office : 0481-2581204 Fax : 0481-2581338 Cell : 9447185941 | |
| 3. | Kerala Forest Development Corporation Ltd. H.O. | Sri. C.R.Mohanan Kumar , Secretary – Cum – Finance manager , Aaranyakam, Karapuzha , Kottayam -3 | Office : 0481-2581205 Fax : 0481-2581338 Res : 0481-2310733 Cell : 9349500497 | |
| 4 | Kerala Forest Development Corporation Ltd. H.O. | Sri. Kuruvilla Sam Asst. General manager Aaranyakam ,Karapuzha Kottayam-3 | Office : 0481-2581204 0481-2581205 Fax : 0481-2581338 Res : 0479- 2351598 | |
| 5 | Kerala Forest Development Corporation Ltd. H.O. | Sri. P.M Mohammed Basheer, Divisional Manager Aaranyakam ,Karapuzha Kottayam-3 | Office : 0481-2581204 0481-2581205 Fax : 0481-2581338 Res : 0481-2402603 | |
| 6 | Thiruvananthapuram Division | Sri. P.N. Bhanu Vikraman Nair , Divisional Manager , KFDC Ltd. Pournami, TC . 16 / 1710, House No : 27, Ulloore Lane, | Office : 0471-2320604 0471-2339453 Fax : 0471-2339453 Res: 04869-280067 Cell : 9447080067 | |

| | | | | |
|----|--------------------------|---|--|--|
| | | D.P.I . Junction Thiruvananthapuram- 695014 | | |
| 7 | Punalur Division | Sri. K.G . Sasidharan Pillai, Divisional manager KFDC Ltd. , P.O. Tholicode – 691333 Punalur, Kollam District. | Office : 0475-2222316 0475-2222317 Res : 0475-2352730 Cell : 9447893709 | |
| 8 | Thrissur Division | Sri. M.K.Krishnan, Divisional Manager KFDC Ltd. , House NO: 2/345,Valiyalikkal.P.O Kanimangalam – 680027, Thrissur. (d) | Office : 0487-2448560 0487-2448561 Res: 04936-204471 Cell : 9447219657 | |
| 9 | Gavi division | Sri.jojo Jacob Divisional Manager ,KFDC Ltd. P.O.Gavi-685533. Via. vandiperiyar | Office: 04869- 252062(pp) Res: 04885-223101 | |
| 10 | Munnar Division | Sri, K. Suresh Menon Divisional Manager,KFDC.Ltd. P.O.Munnar- 685612,Idukki District | Office : 04865-230332 Mobile: 9447280487 | |
| 11 | Nemmara Division | Sri.P.V Sreenivasan, Divisional Manager KFDC. Ltd. , Rethi Mandiram, Chemmenthode, P.O. Pothundi-678508, Nemmara, Palakkad (d) | Office : 04923-244332 Res: 04872-202743 Cel : 944727400 | |
| 12 | Mananthavady Division | Sri. Sunny Mathew Divisional Manager KFDC Ltd. House NO: VIII /408A, Love dale , Padmaprebha road, Kalpetta- 673123 Wynad (d) | Office : 04936 – 205821 04936- 205822 Res : 0482-2272015 | |

Chapter 11

Monthly Remuneration received by Officers and Employees, including the system of compensation as provided in Regulations

Section 4(1)(b)(x)

11.1 Information on remuneration and compensation structure for Officers and employees in the following format:

| SI NO: | Designation | Number of Posts | Monthly Remuneration for the cadre in Rs. | System of compensation to determine remuneration as given in regulation |
|--------|-------------------------------|-----------------|---|--|
| 1 | Managing Director | 1 | 41832 | Centrel Govt. Pay Scale (AIS Officers) |
| 2 | General Manager | 1 | 37350 | |
| 3 | Secretary-cum-Finance manager | 1 | 29757 | As per the Pay Scales approved by the Government of Kerala form time to time |
| 4 | Assistant General Manager | 1 | 23079 | |
| 5 | Accounts Manager | 1 | 23666 | |
| 6 | Divisional Managers | 8 | 117360 | |
| 7 | Assistant Managers | 25 | 326750 | |
| 8 | Senior Superintendent | 4 | 56932 | |
| 9 | Special grade assistants | 4 | 46920 | |
| 10 | Steno typists | 8 | 93920 | |
| 11 | Office Assistants | 13 | 129987 | |
| 12 | Typists | 2 | 14034 | |
| 13 | Managers | 11 | 144045 | |
| 14 | Field Officers | 31 | 395560 | |
| 15 | Drivers | 9 | 52740 | |
| 16 | Peons | 16 | 83120 | |
| 17 | Mechanic | 1 | 6019 | |
| 18 | Nurse (on leave) | 1 | | |

Chapter 12

Budget Allocated to Each Agency including Plans etc

Section 4(1)(b)(xi)

12.1 Information about the details of Plans ,Programmes and Schemes undertaken

| Agency | Budget Heads | Proposed Expenditure Rs. In Lakhs (2005-06) | Expected Outcome/Revenue-Rs. In Lakhs (2005-06) | Report on disbursements made |
|--------|-----------------------------|---|---|------------------------------|
| KFDC | 1. Capital Expenses | 40.33 | | Not |
| | 2. Regeneration &Harvesting | | | Connected with public |
| | Coffee | 26.92 | 24.40 | |
| | Cashew | 9.25 | 20.00 | |
| | Eucalyptus | 98.70 | 225.62 | |
| | Bamboo | 5.26 | 20.10 | |
| | Teak | 159.77 | 448.10 | |
| | Eco-Tourism | - | 20.00 | |
| | Medicinal Plants | 1.31 | | |
| | Acacia | 120.11 | | |
| | Albizzia | 6.09 | 10.50 | |
| | Cardamom | 200.25 | 146.00 | |
| | Pepper | 1.50 | 18.65 | |
| | Tea | 66.00 | 70.00 | |
| | Casuarina | 117.44 | 9.00 | |
| | Rubber | 4.50 | 10.50 | |
| | Vanilla | 8.30 | | |
| | Pine | 4.04 | | |
| | NTFP | 0.75 | | |
| | 3.Production Overheads | 81.62 | | |
| | 4. Salaries & overheads | 429.42 | | |
| | TOTAL | | 1.33 | |

Productions overhead includes –Fire protection, Soil conservation, Survey demarcation, Lease rent

12.2 Information on the budget allocated for different activities under different Programmes/ schemes/ projects etc.

| Agency | Programme / scheme | Approved Budget Last Year (2004-05) | Amount Spent Last Year(2004-05) | Approved Budget Current Year(2004-05) | Budget Released Current Year |
|--------|-----------------------------|-------------------------------------|---------------------------------|---------------------------------------|------------------------------|
| KFDC | 1. Capital Expenses | 78.30 | 35.60 | 40.33 | 125.85 |
| | 2. Regeneration &Harvesting | | - | - | |
| | Coffee | 32.45 | 19.92 | 26.92 | |
| | Cashew | 12.48 | 0.26 | 9.25 | |
| | Eucalyptus | 104.03 | 74.01 | 98.70 | |
| | Bamboo | 23.18 | 0.27 | 5.26 | |
| | Teak | 81.81 | 43.08 | 159.77 | |
| | Eco-Tourism | - | - | - | |
| | Medicinal Plants | 2.15 | 4.76 | 1.31 | |
| | Acacia | 191.27 | 186.66 | 120.11 | |
| | Albizzia | 24.10 | 17.87 | 6.09 | |
| | Cardamom | 206.41 | 90.91 | 200.25 | |
| | Pepper | 4.30 | 1.57 | 1.50 | |
| | Tea | 44.00 | 50.18 | 66.00 | |
| | Casuarinas | 12.6 | 12.53 | 117.44 | |
| | Rubber | 4.00 | 1.11 | 4.50 | |
| | Vanilla | 8.00 | 4.71 | 8.30 | |
| | Pine | - | - | 4.04 | |
| | NTFP | - | - | 0.75 | |
| | 3.Production Overheads | 57.69 | 10.82 | 81.62 | |
| | 4. Salaries & overheads | 451.07 | 332.72 | 429.42 | |
| | TOTAL | 1337.90 | 886.98 | 1381.56 | |

Chapter 13

Manner of Execution of Subsidy Programmes

Section 4(1)(b)(xii)

The corporation does not implement any Programmes / schemes for which subsidy is provided

Chapter 14

Particulars of Recipients of Concessions, Permits or Authorization granted by the Public Authority

Section 4(1)(b)(xiii)

14.1 Names and address of recipients of benefits under each Programmes/scheme

| | |
|-----------------------------|---------------------|
| Institutional Beneficiaries | Nil |
| Individual Beneficiaries | PFM AND ECO-TOURISM |

Chapter 15

Information available in Electronic Form

Section 4(1)(b)(xiv)

15.1 Details of information related to the various schemes of the department in Electronic formats.

| Electronic Format | Description | Contents | Designation and address of the custodian of information |
|--------------------------|--|--|---|
| Website | www.Keralafdc.org | Activities and various Programmes of the Corporation | Corporate Office |

15.2 The information can be accessed through Internet throughout the day.

Chapter 16

Particulars of facilities available to Citizens for obtaining information

Section 4(1)(b)(xv)

16.1 Particulars of information dissemination mechanisms available to the public.

| Facility | Description | Details of information made available. |
|--------------------|---|---|
| Notice Board | Offices of KFDC | Sale Notice, Tender Notice etc |
| News paper reports | In the paper editions that are required | Sale Notice, Tender Notice etc |
| Websites | | Activities of the Corporation ,Sale Notice ,Tender Notice etc |

Chapter 17

Names, Designations and other Particulars of Public Information Officers

Section 4(1)(b)(xvi)

17.1 Contact information about the Public Information Officers and Assistant Public Information Officers designated for various offices and Appellate Authorities

PUBLIC INFORMATION OFFICERS

| Si No. | Name of the Office | Name and Designation of the PIO | Office/Residence Tel. Fax | E-mail |
|--------|--|---|--|--------|
| 1 | KFDC Ltd. Head Office, Aaranyakam, Karapuzha, Kottayam-3 | P.M.Mohammed Basheer, Divisional Manager KFDC Ltd. Aaranyakam, Karapuzha, Kottayam-3 | 0481-2581204 Office 2581205 Office 0481-2581338 Fax 0481-2402603 Res. | |

ASSISTANT PUBLIC INFORMATION OFFICERS

| Si No. | Name of the Office | Name and Designation of the PIO | Office/Residence Tel. Fax | E-mail |
|--------|--------------------|---------------------------------|---------------------------|--------|
|--------|--------------------|---------------------------------|---------------------------|--------|

APPELLATE AUTHORITY

| Si No. | Name/Designation and address of the Appellate Officer | Jurisdiction of Appellate Officer | Office/Residence Tel. Fax | E-mail |
|--------|---|-----------------------------------|---------------------------|--------|
|--------|---|-----------------------------------|---------------------------|--------|

Chapter 18

Other Useful information [Section 4(1)(b)(xvii)]

18.1 Any other information or details of publications which are of relevance to the citizens

NIL

Place: Kottayam

D.S.RAO, IFS
Managing Director, KFDC Ltd.

Date: