

ಕರ್ನಾಟಕ ಸರ್ಕಾರ

KARNATAKA STATE SMALL INDUSTRIES DEVELOPMENT CORPORATION LIMITED
INDUSTRIAL ESTATE, RAJAJINAGAR, BANGALORE-560 010.

No.ADMN/RTI-2005/2012/2466

Date: 24.10.2016

OFFICE ORDER

Sub: The Right to Information Act 2005

- Ref: 1. Office order No. SECY/Right to Information Act/2010-11,
 Dated 07.07.2010.
 2. Office Order No. SECY/RTI-2005/2012 Dated 28-02-2012.
 3. Office Order No.ADM/PER/OO/ADDL.CHGS/2012/2414
 Dated. 01-10-2012.
 4. Office Order No. SECY/RTI 2005/2012 Dated 26-10-2012.
 5. Office Order No. ADMIN/RTI-2005/2012/5357 Dated 04-02-2015.
 6. Under Secretary to Govt., Commerce & Industries Department, B'lore
 ltr.no.ವಾಕ್ಯೆ 42 ಸ್ವೀಕರಣ 2016 ದಿನಾಂಕ 01.09.2016
 7. Circular No. ಆಡಳಿತ:ವಿಭಾಗೀಯ-ವಿಲೇನ:2016/2120 ದಿನಾಂಕ 24.09.2016

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This is in continuation of the office order issued under reference (1) to (5) and (7) above, and as per instruction from the Government under (6) above, the revised Office Order constituting the State Public Information Officers (SPIO) and the State Assistant Public Information Officers (SAPIO) is given below to all the departmental heads:

1. INDUSTRIAL ESTATE SECTION:

Office Jurisdiction and Subjects	SAPIOs	SPIOs Designation Mobile No. & Fax No.	Appellate authority	Govt email ID provided For office	Office Address
Bangalore Division (consists of Bangalore Urbun, Bangalore Rural, Ramanagara Districts) Information such as allotment of sheds / plots, issue of notifications, bidding, auctioning, Allotment, pricing policy, execution of sale deeds, resumption of sheds / plots etc. including Co-ordination covering LA/LC matters.	Manager (IEs) B'lore Dvn., Bengaluru 8884415757 08023208070 Fax:080- 23208970	Asst. General Manager (IEs) B'lore Dvn., Bengaluru 8884415880 08023208070 Fax:080- 23208970	DGM(IEs)Z-1 Bengaluru 8884415772 0802389070 Fax:23143566	agmurban.kssidc@ karnataka.gov.in dgmie.kssidc@karn ataka.gov.in	Industrial Estate, Rajajinagar, Bangalore - 560010
Tumkur Division: (consists of Tumkur, Kolar, Chikkaballapur, Davanagere, Chitradurga Districts) Information such as allotment of sheds / plots, issue of notifications, bidding, auctioning, Allotment, pricing policy, execution of sale deeds, resumption of sheds / plots etc. including Co-ordination covering LA/LC matters.	Manager(IEs), Tumkur 8884415788 Fax:0816- 2280263	Assistant General Manager Tumkur 8884415785 Fax:0816- 2280263	DGM(IEs)Z-1 Bengaluru 8884415772 0802389070 Fax:23143566	agmtmk.kssidc@ka rnataka.gov.in dgmie.kssidc@karn ataka.gov.in	Industrial Estate, Tumkur - 572103
Hubli Division: (consists of Dharwad, Haveri, Gadag, Uttar Kannada Districts) Information such as allotment of sheds / plots, issue of notifications, bidding, auctioning, Allotment, pricing policy, execution of sale deeds, resumption of sheds / plots etc. including Co-ordination covering LA/LC matters.	Manager (IEs) Hubli 8884415803 Fax0836- 2332006	Assistant General Manager Hubli 8884415769 Fax:0836- 2332006	DGM(IEs)Z-2 Hubli 8884415805 0802331314 Fax:23143566	agmhubli.kssidc@k arnataka.gov.in dgmhubli.kssidc@k arnataka.gov.in	Industrial Estate, Gokul Road, Hubli. - 580030

Kalburgi Division: (consists of Kalburgi, Bellary, Raichur, Bidar, Koppal, Yadgir Districts) Information such as allotment of sheds / plots, issue of notifications, bidding, auctioning, Allotment, pricing policy, execution of sale deeds, resumption of sheds / plots etc. including Co-ordination covering LA/LC matters.	Manager (IEs) Gulbarga. 8884415794 Fax:08472-220331	Assistant General Manager Gulbarga 884415825 Fax:08472-220331	DGM(IEs)Z-2 Hubli 8884415805 0802331314 Fax:23143566	agmklb.kssidc@karnataka.gov.in dgmhubli.kssidcWkarnataka.gov.in	Industrial Estate, M S K Mill Road, Kalburgi - 585702
Belgaum Division: (consists of Belgavi, Bagalkot & Bijapur Districts) Information such as allotment of sheds / plots, issue of notifications, bidding, auctioning, Allotment, pricing policy, execution of sale deeds, resumption of sheds / plots etc. including Co-ordination covering LA/LC matters.	Manager (IEs), Belgaum Fax:0831-2440853	Assistant General Manager (IEs) Belgaum 8884415777 Fax:0831-2440853	DGM(IEs)Z-2 Hubli 8884415805 0802331314 Fax:23143566	agmbgm.kssidc@karnataka.gov.in dgmhubli.kssidcWkarnataka.gov.in	Industrial Estate, Udyambhag Belgaum. - 590008
Mysuru Division: (consists of Mysuru, Mandya,Chamarajnagar, Madikeri Districts) Information such as allotment of sheds / plots, issue of notifications, bidding, auctioning, Allotment, pricing policy, execution of sale deeds, resumption of sheds / plots etc. including Co-ordination covering LA/LC matters.	Manager (IEs), Mysore. . 8884415793 Fax:0821-2514694	Assistant General Manager (IEs) Mysore 8884415793 Fax:0821-2514694	DGM(IEs)Z-1 Bengaluru 8884415772 0802389070 Fax:23143566	agmmys.kssidc@karnataka.gov.in dgmie.kssidc@karnataka.gov.in	Industrial Estate, Yadavagiri, Mysore. - 570020
Shimoga Division: , (consists of Shimoga, Hassana, Chikkamagalore, Mangalore, Dakshina Kannada Districts) Information such as allotment of sheds / plots, issue of notifications, bidding, auctioning, Allotment, pricing policy, execution of sale deeds, resumption of sheds / plots etc. including Co-ordination covering LA/LC matters.	Manager(IEs), Shimoga Fax:08182-250607	Assistant General Manager (IEs) Shimoga 8884415758 Fax:08182-250607	Deputy General Manager Zone-1 (IEs) 8884415772 080-23389070	agmshg.kssidc@karnataka.gov.in dgmie.kssidc@karnataka.gov.in	Industrial Estate, Sagar Road, Shimoga - 577204

2. COMMERCIAL SECTION: (ENTIRE KARNATAKA JURISDICTION)

Subject Matter	SAPIOs	SPIOs Designation Mobile No. & Fax No.	Appellate authority	Govt email ID provided For office	Office Address
Identifying Market Demand for supply of Industrial Raw Materials, procurement of industrial Raw Materials and its Geographical distribution to the Zonal Offices, identifying the end users for issue of Raw materials, invoicing, supply chain management, pricing, offering discounts, publication of cinematic films, finalizing tenders for transportation etc, Entrepreneurial Guidance Cell subsidy for Iron and Steel disbursement and allotment / Iron and Steel to SSI units, demand survey of Iron and Steel, placing indent and requirement before the ministry of steel.	Manager (Comml) 8884415791 080-23407011 to 25 Fax. No. 23208970	Assistant General Manager (Comml) 8884415866 080-23208970 Fax. No. 23208970	DGM(COML) Bangalore 8884415866 080-23407013	agmcomml.kssidc@karnataka.gov.in dgmcomml.kssidc@karnataka.gov.in	Industrial Estate, Rajajinagar, Bangalore - 560010
Commercial Section: Channasandra Stockyard Procurement, Transportation and Sale of Raw Materials.	Manager (Channasandra Stockyard) 8884415877 080-25650891 Fax. No. 25650891	Assistant General Manager (Coml) 8884415877 080-25650891 Fax. No. 25650891	DGM(Comml) Bengalore 8884415866 080-23407013	agmcsy.kssidc@karnataka.gov.in dgmcomml.kssidc@karnataka.gov.in	Industrial Estate, Channasandra (Stores) Stockyard - 560016

3. MARKETING ASSISTANCE SCHEME:

Subject Matter	SAPIOs	SPIOs Designation Mobile No. & Fax No.	Appellate authority	Govt email ID provided For office	Office Address
Extending Marketing assistance services to the SSI units by way of arranging supply orders from various state and central Government undertakings and offering bill discounting services for the benefit of SSI entrepreneurs.	Manager (Comml) 8884415791 080-23407011 to 25 Fax. No. 23208970	Assistant General Manager (Comml) 8884415866 080-23208970 Fax. No. 23208970	DGM(COML) Bangalore 8884415866 080-23407013	agmcomml.kssidc@karnataka.gov.in dgmcomml.kssidc@karnataka.gov.in	Industrial Estate, Rajajinagar, Bangalore. - 560010

4. ENGINEERING SECTION: (ENTIRE KARNATAKA JURISDICTION)

Subject Matter	SAPIOs	SPIOs Designation Mobile No. & Fax No.	Appellate authority	Govt email ID provided For office	Office Address
Matter relating to construction, inviting Tenders for construction activities awardal of tenders. Contractors management, infrastructural development in Industrial Estates, maintenance of Civil Works, building management and all functions relating to Engineering Department and Electrical works	Assistant Executive Engineer (Civil) 8884415789 080-23506241	Executive Engineer Civil 8884415838 080-23506241 Fax. No. 23208970 and	Superintending Engineer 8884415817 080-23404479 Fax. No. 23208970	eebng.kssidc@karnataka.gov.in se.kssidc@karnataka.gov.in	Industrial Estate, Rajajinagar, Bangalore.-560010
Electrical Section: Matter relating to Electrical Works of the Corporation Estates.	Assistant Executive Engineer (Electrical) 8884415755 080-23407017	Executive engineer Electrical 8884415813 080-23407017 Fax. No. 23208970	Superintending Engineer 8884415817 080-23404479 Fax. No. 23208970	eeelebng.kssidc@karnataka.gov.in se.kssidc@karnataka.gov.in	Industrial Estate, Rajajinagar, Bangalore.-560010

5. LAND ACQUISITION SECTION: (ENTIRE KARNATAKA JURISDICTION)

Subject Matter	SAPIOs	SPIOs Designation Mobile No. & Fax No.	Appellate authority	Govt email ID provided For office	Office Address
Land acquisition matters, including liaison with KIADB. Maintenance of land records of industrial estates and its management.	Manager (LAQ) 080-23407016 Fax. No. 23208970	Asst. General Manager (LAQ) 8884415800 080-23407016 Fax. No. 23208970	Deputy General Manager (Per) 8884415770 080-23149368 Fax. No. 23208970	agmlaq.kssidc@karnataka.gov.in dgmper.kssidc@karnataka.gov.in	Industrial Estate, Rajajinagar, Bangalore- 560010

6. ADMINISTRATION SECTION: (ENTIRE KARNATAKA JURISDICTION)

Subject Matter	SAPIOs	SPIOs Designation Mobile No. & Fax No.	Appellate authority	Govt email ID provided For office	Office Address
Information concerning manpower, recruitment, termination, promotion, disciplinary proceedings, transfers, the entire spectrum of human resource management, interface with Government agencies, welfare activities of employees and all other information related to human resources and Administration matters, Providing Security Guards, procurement and maintenance of vehicles,	Manager (Per) 8884415773 080-23407011 to 25 Fax. No. 23154486	Asst. General Manager (PER) 8884415800 080-23407011 to 25 Fax. No. 23154486	Deputy General Manager (PER) 8884415770 080-23149368 Fax. No. 3154486	agmlaq.kssidc@karnataka.gov.in dgmper.kssidc@karnataka.gov.in	Industrial Estate, Rajajinagar, Bangalore- 560010

7. PUBLIC RELATIONS SECTION: (ENTIRE KARNATAKA JURISDICTION)

Subject Matter	SAPIOs	SPIOs Designation Mobile No. & Fax No.	Appellate authority	Govt email ID provided For office	Office Address
Maintain of stock registers, stock information's. Release of notifications, paper advertisement, purchase of all types of stationeries and Office furniture's, subscription to news papers and periodicals, maintenance of Office equipments like fax, telephone, Xerox, protocol maintenance of stock register, stock verification etc.	Manager (PRO & PER) 080-23407016 Fax. No. 23154486	Asst. General Manager (PRO & Admn) 8884415800 080-23407016 Fax. No. 23154486	Deputy General Manager (Per) 8884415770 080-23149368 Fax No. 23154486	agmlaq.kssidc@karnataka.gov.in dgmper.kssidc@karnataka.gov.in	Industrial Estate, Rajajinagar, Bangalore-560010

8. FINANCE SECTION: (ENTIRE KARNATAKA JURISDICTION)

Subject Matter	SAPIOs	SPIOs Designation Mobile No. & Fax No.	Appellate authority	Govt email ID provided For office	Office Address
Fund management, asset management, all information pertaining to finance and accounting functions including preparation of financial accounts, tax management, book keeping, compliance of all statutory regulations concerning financial and tax management, information relating to Industrial Estate accounts, Commercial Accounts, Works Accounts etc.	Manager (CA) 8884415775 080-23407012 Fax.No. 231423566	Assistant General Manager (CA) 8884415775 080-23407012 Fax.No. 231423566	Deputy General Manager (Finance) 8884415875 Fax.No. 231423566	agmca.kssidc@karnataka.gov.in	Industrial Estate, Rajajinagar, Bangalore- 560010
Estate & Works Account Section: information relating to Industrial Estate accounts,	Manager (E & WA) 8884415776 080-23407011 Fax.No. 231423566	Asst. Gen. Manager (E & WA) 8884415772 080-23407011 Fax.No. 231423566	Deputy General Manager (Finance) 8884415875 Fax.No. 231423566	agmwa.kssidc@karnataka.gov.in	Industrial Estate, Rajajinagar, Bangalore- 560010

9. AUDIT SECTION: (ENTIRE KARNATAKA JURISDICTION)

Subject Matter	SAPIOs	SPIOs Designation Mobile No. & Fax No.	Appellate authority	Govt email ID provided For office	Office Address
Scrutiny of files which requires certification by the Internal Audit Department, pre-audit of files concerning issue of sale deeds, inspection of raw material godowns, Branch audit, issues relating to Audit Sub-Committee of the Board, Stock verification of Iron and Steel etc.	Asstant General Manager (IA) 080-23407011 -25 080-23500076	Deputy General Manager (IA) 8884415872 080-23500076	Managing Director 080-23303037	dgmia.kssidc@karnataka.gov.in	Industrial Estate, Rajajinagar, Bangalore-560010

10. CO-ORDINATION SECTION: (ENTIRE KARNATAKA JURISDICTION)

Subject Matter	SAPIOs	SPIOs Designation Mobile No. & Fax No.	Appellate authority	Govt email ID provided For office	Office Address
Compiling of information pertaining to Management Information System, Correspondence and replies to the Government on various issues, Replies to LA/LC Questions and matters pertaining to AG Audit enquiries.	Assistant Manager (CORD) 8884415868 Fax.No. 080- 23143566	Manager (CORD) 8884415750 Fax.No. 080- 23143566	Assistant General Manager (CORD) 8884415765 Fax.No. 080- 23143566	agmco.kssidc@karnataka.gov.in	Industrial Estate, Rajajinagar, Bangalore - 560010

11. LEGAL SECTION: (ENTIRE KARNATAKA JURISDICTION)

Subject Matter	SAPIOs	SPIOs Designation Mobile No. & Fax No.	Appellate authority	Govt email ID provided For office	Office Address
Information relating to legal cases like filing of suits, Writ Petitions, Compliance of the Court / Tribunal / Commissions orders, information relating to the Advocates on the panel, Information regarding legal opinion.	Assistant Manager (LAW) 8884415844 Fax.No. 080-23143566	Manager (LAW) 8884415844 Fax.No. 080-23143566	General Manager (Law) 8884415786 080-23389742 Fax.No. 080-23143566	gmiefin.kssidc@karnataka.gov.in	Industrial Estate, Rajajinagar, Bangalore - 560010

12. SECRETARIAL SECTION: (ENTIRE KARNATAKA JURISDICTION)

Subject Matter	SAPIOs	SPIOs Designation Mobile No. & Fax No.	Appellate authority	Govt email ID provided For office	Office Address
Information relating to the Board Meetings, Sub-Committees of the Board, Agendas to the meeting, minutes of the meeting, constitution of the Board and its Sub-Committees, statutory compliance of Corporate Laws as applicable to the Corporation, Statutory Registers, information relating to committee / Board / General Meetings, details of Directors / Share holders etc.	Assistant Manager 8884415753 Fax.No. 080-23143566	Company Secretary 9740722699 Fax.No. 080-23143566	General Manager (Admn & Laq) 8884415887 Fax: 080-23149370	gmadminlaq.kssidc@karnataka.gov.in	Industrial Estate, Rajajinagar, Bangalore - 560010

The above State Assistant Public Information Officers and State Public Information Officers are hereby instructed to go through the office orders and Circulars issued under the right to Information Act-2005 from time to time with regard to maintenance of various registers and enter the receipt of applications received from the public seeking information. They shall keep themselves updated about various Amendments/instructions issued under the RTI Act from time to time and implement the same without giving room for any litigations or legal implications. The applications received have to be properly scrutinized and disposed off within the stipulated time as required under the Act. Citizens seeking information from KSSIDC limited under the Right to information Act 2005 shall submit their applications addressed to the respective State Assistant Public Information Officers (SAPIO'S) State Public Information Officers (SPIO) of the department concerned along with requisite fee by way of Demand draft/Indian Postal order in favor of KSSIDC limited. The General Manager (A & L), KSSIDC shall be the nodal officer under the RTI Act and in case of any clarifications or doubts on this, the nodal officer of the Corporation may be contacted. If the post of the State Public Information Officer or of the State Assistant Public Information Officer as specified above is vacant, then the next superior officer under whom the said SPIO or SAPIO, as the case may be function shall exercise the functions of the SPIOs and SAPIOs as the case may be for the purpose of providing information. In case of any deviations noticed in implementation of the provisions of the Act in providing information to the General Public as sought by them, the State Public Information Officers as the case may be, shall be personally held responsible, including imposition of penalty which will be recovered from the respective Officers indicated above in case of any default in compliance of the provisions of the Act.


MANAGING DIRECTOR


To

All the concerned