



## KARNATAKA STATE SMALL INDUSTRIES DEVELOPMENT CORPORATION LIMITED

INDUSTRIAL ESTATE, RAJAJINAGAR, BANGALORE-560 010

No.ADMN/RTI-2005/2024

Date:03.09.2024.

### 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/00/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 dt 04-02-2015.  
6. Under Secretary to Govt, Commerce & Industrial Department,  
B'lore ltr. No. ವಾಕ್ಯೆ 42 ಸ್ವೀಕರ 2016 ದಿನಾಂಕ 01.09.2016.  
7. Circular No. ಆಡಳಿತ:ವಿಭಾಗೀಯ-ವಿಲೇನ:2016/2120 ದಿ: 24.09.2016.  
8. Office Order No. ADMN/RTI/2005/2012/2466 dt 24-10-2016.  
9. Office Order No. ADMN/RTI/2005/2012-2021/2690  
dated 01-05-2021

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This is in continuation of the office order issued under reference (1) to (5), (7) and (9) 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	Appellate authority	Govt email ID Provided For Office	Office Address
<b>Bangalore Division:</b> (Consists of Bangalore Urban, 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) Bangalore Division, Bengaluru	Asst. General Manager(IEs) Bangalore Division, Bengaluru	DGM(IEs)Z-1 Bengaluru	<a href="mailto:kssidcagmrural@gmail.com">kssidcagmrural@gmail.com</a>	Industrial Estate, Rajajingar, Bangalore - 560010
<b>Tumkur Division:</b> (Consists of Tumkur, Koalr, 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.	Asst. Manager (IEs) Tumkur	Asst. General Manager Tumkur	DGM(IEs)Z-1 Bengaluru	<a href="mailto:tmkkssidc@gmail.com">tmkkssidc@gmail.com</a>	Industrial Estate, Tumkur 572103
<b>Hubli Division:</b> (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.	Asst. Manager (IEs) Hubli	Asst. General Manager(IEs) Hubli	DGM(IEs)Z-2 Hubli	<a href="mailto:cmzone2@gmail.com">cmzone2@gmail.com</a>	Industrial Estate, Gokul Road, Hubli - 580030



<b>Kalaburgi Division:</b> (Consists of Kalaburgi, 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.	Asst. General Manager(I Es) Gulbarga	Asst. General Manager(IEs) Gulbarga	DGM(IEs)Z-2 Hubli	<a href="mailto:kssidcglb@gmail.com">kssidcglb@gmail.com</a>	Industrial Estate, MSK Mill road, Kalaburgi - 585702
<b>Belgaum Division:</b> (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.	Asst. General Manager(I Es) Belgaum	Asst. General Manager(IEs) Belgaum	DGM(IEs)Z-2 Hubli	<a href="mailto:bgmkssidc@yahoo.com">bgmkssidc@yahoo.com</a>	Industrial Estate, Udyambhag Belgaum - 590008
<b>Mysore Division:</b> (Consists of Mysuru, Mandya, Chamaraajanagar, 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.	Asst. Manager (IEs) Mysore	Asst. General Manager(IEs) Mysore	DGM(IEs)Z-1 Bengaluru	<a href="mailto:kssidcmys@gmail.com">kssidcmys@gmail.com</a>	Industrial Estate, Yadavagiri, Mysore - 570020

<b>Shimoga Division:</b> (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.	Asst. General Manager(I Es) Shimoga	Asst. General Manager(IEs) Shimoga	DGM(IEs)Z-1 Bengaluru	<a href="mailto:kssidcsmsg@yahoo.in">kssidcsmsg@yahoo.in</a>	Industrial Estate, Sagar Road, Shimoga - 577204
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## 2. COMMERCIAL SECTION: (ENTIRE KARNATAKA JURISDICTION)

Subject Matter	SAPIOs	SPIOs Designation Office 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)	Manager (Comml)	DGM(COMML) Bangalore	<a href="mailto:kssidccomml@gmail.com">kssidccomml@gmail.com</a>	Industrial Estate, Rajajingar, Bangalore - 560010



### 3. ENGINEERING SECTION: (ENTIRE KARNATAKA JURISDICTION)

Subject Matter	SAPIOs	SPIOs Designation Office 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 work	Assistant Executive Engineer (Civil)	Executive Engineer (Civil)	Superintending Engineer	<a href="mailto:chiefengineerksside@gmail.com">chiefengineerksside@gmail.com</a>	Industrial Estate, Rajajinagar, Bangalore - 560010
Electrical Section: Matter relating to Electrical Works of the Corporation Estates.	Asst. Executive Engineer (Electrical)	Asst. Executive Engineer (Electrical)	Superintending Engineer	<a href="mailto:chiefengineerksside@gmail.com">chiefengineerksside@gmail.com</a>	Industrial Estate, Rajajinagar, Bangalore - 560010

### 4. ADMINISTRATION SECTION: (ENTIRE KARNATAKA JURISDICTION)

Subject Matter	SAPIOs	SPIOs Designation Office 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.	Manager (Admin)	Assistant General Manager (Admin)	General Manager (Admin & Laq)	<a href="mailto:kssidecpro@gmail.com">kssidecpro@gmail.com</a>	Industrial Estate, Rajajinagar, Bangalore - 560010

**5. FINANCE SECTION: (ENTIRE KARNATAKA JURISDICTION)**

Subject Matter	SAPIOs	SPIOs Designation Office 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 (Finance)	Asst General Manager (Finance)	Deputy General Manager (Finance)	<a href="mailto:agmca.kssidc@karnataka.gov.in">agmca.kssidc@karnataka.gov.in</a>	Industrial Estate, Rajajinagar, Bangalore - 560010

**6. AUDIT SECTION: (ENTIRE KARNATAKA JURISDICTION)**

Subject Matter	SAPIOs	SPIOs Designation Office 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.	Manager (IA)	Asst General Manager (IA)	Deputy General Manager (IA)	<a href="mailto:dgmia.kssidc@gmail.com">dgmia.kssidc@gmail.com</a>	Industrial Estate, Rajajinagar, Bangalore - 560010



**7. CO-ORDINATION SECTION: (ENTIRE KARNATAKA JURISDICTION)**

Subject Matter	SAPIOs	SPIOs Designation Office 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.	Asst Manager (CORD)	Deputy General Manager (CORD)	General Manager (Admin & Laq)	<a href="mailto:kssidcho@gmail.com">kssidcho@gmail.com</a>	Industrial Estate, Rajajinagar, Bangalore - 560010

**8. LEGAL SECTION: (ENTIRE KARNATAKA JURISDICTION)**

Subject Matter	SAPIOs	SPIOs Designation Office 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.	Manager (LAW) 080-23407011 to 25 Extn 273	Asst Legal Officer	Legal Adviser	<a href="mailto:companysecretary.kssidc@gmail.com">companysecretary.kssidc@gmail.com</a>	Industrial Estate, Rajajinagar, Bangalore - 560010

**9. SECRETARIAL SECTION:**

Particulars	SAPIOs	SPIOs Designation Office 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.	Manager	Company Secretary	General Manager (Admin & Laq)	<a href="mailto:companysecretary.kssidc@gmail.com">companysecretary.kssidc@gmail.com</a>	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 favour 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.

  
Asst. General Manager(Admin)

To

All the concerned

Personal/s.murthy/RTI Office order-2021