

NOTIFICATION**Right to Information and Obligations of Public Authorities**

4. This notification is issued in pursuant to the RIGHT TO INFORMATION ACT 2005 (Central Act No.22 of 2005) Obligations of Public Authorities vide section-4 (b) (i)-(xvii)
- (b) (i) The particulars of its organisation, functions and duties;

“THE PARTICULARS OF THE ORGANISATION”:-

The Karnataka Land Army Corporation Limited was incorporated as a company on the 8th August 1974 under the full and complete ownership of Govt. of Karnataka to undertake Civil works. KLAC has a corporate office at Chinnaswamy Stadium, North End, Raj-bhavan Road, Bangalore-01, the affairs of which are controlled by a Board of Directors. Day to day functions are managed by the Managing Director.

KLAC has been empowered by the Government for direct entrustment of works by Government Departments, Boards, Corporations and other autonomous bodies based on PWD schedule of rates plus nominal administrative costs. Work is taken up immediately on administrative approval of the estimate, handing over of the site and release of funds thus saving precious time lost in “issue and acceptance” of tenders. Therefore, it is economical and quick to entrust work to KLAC.

For smooth execution of works KLAC has set up 6 zones 26 divisions and 63 sub-divisions throughout Karnataka

Since, the execution and supervision are done by the KLAC staff directly (without middlemen), the engineers are responsible for the cost, quality and speed of the work in time and incidence of escalation seldom arise. And the beneficiaries get the full benefit of the funds invested by the Government.

KLAC executes work strictly to conform to Indian Standards Specifications and Codes of Practice. The quality control and monitoring is done under the direct control of the Headquarters. And also provide one year's defect warranty. KLAC is quick in adopting improved techniques and in deployment of modern equipment in all works.

“FUNCTIONS & DUTIES OF KLAC”

The KLAC undertakes and carries out all types of rural development works entrusted by Government, Local Bodies, Public or Private Undertakings, Institutions, Individuals etc, in furtherance of the aims and objectives of the Corporation.

Main categories of development works are:

- a) Rural Communications.
- b) Minor Irrigation.
- c) Soil Conservation and Afforestation.
- d) Rural housing, hospitals, schools etc.
- e) Major and Medium irrigation.
- f) Works entrusted by Government Departments and others.

Works are entrusted to KLAC on such terms and conditions as specified in the orders of entrustment wherein the details of works to be executed, the rates that are applicable, the date of completion, the level of inspection and quality control are normally specified. The KLAC Hqrs in turn will get these works executed through its units established for the purpose at various project centres.

Office procedure followed in State Government Offices will be generally followed in the Hqrs as well as in the office of DDs/ADs. This system is fully described in the Manual of Office procedure - a publication of the Karnataka State Government. At the Hqrs work will be allocated to different branches under respective Branch Officers. There will be 4 branches namely Administration, Works, Accounts and Audit headed by the Administrative Officer, General Manager (Works), Deputy Director (Accts & Audit) respectively. Office procedure of the Hqrs will be followed mutatis mutandis in the offices of the DDs/ADs. At the works sites, TFCs and ATFCs are required to maintain records and registers.

As soon as a work is entrusted to KLAC by any entrusting Agency, estimates are prepared based on the current Schedule of rates (PWD) applicable to the Geographical location of the work and the same is sent to the entrusting authority for Administrative approval. After administrative approval, Technical Sanction is accorded by the competent authority in KLAC. After Technical Sanction is accorded, the works are executed directly by KLAC Site Engineers according to the sanctioned Plan and estimates while maintaining good quality and complete the work in stipulated time. After completion of works, the same are handed over to the entrusting agency.

- (ii) The powers & Duties of Officers and employees; and**
- (iii) the procedure followed in the decision making process, including channels of supervision and accountability;**

The Board of Directors have delegated full financial powers to the Managing Director, who in turn has sub-delegated financial powers to the various Officers of the Corporation for smooth and effective implementation of the works.

The Managing Director shall have management of the whole affairs of the corporation subject to the superintendence, control and guidance of the Board of Directors. He will exercise complete control over the functioning of the Corporation and lay down the technical, financial and administrative policies and see that the works entrusted to the Corporation are carried out with speed, economy and high technical standard in respect of quality. In this he will be assisted by a team of officers and staff as laid down by the Board of Directors.

The Memorandum and articles of Association of the Company envisages the role and principles of the organization. The KLAC Ltd., has its own cadre & recruitment Rules and other allied Rules. Each & Every Officer and subordinate Staff are delegated various Technical and Administrative powers for smooth execution of the works. Administrative as well as financial powers have been delegated to AD/DD/JD/GM down the channel for smooth functioning.

The project Officers of KLAC will exercise the powers delegated to them. However beyond this, the project officers will approach the Hqrs for approval.

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

Technical soundness of works, maintenance of technical standards/specifications in execution of works and also their accountability is the complete responsibility of the KLAC. This fact, will be borne in mind by all Officers and staff at all times.

KLAC is responsible for proper accounting of all its funds, stores, plant, vehicles and equipment direct to the Board of Directors and the Government.

The responsibility of the Corporation for correct accounting and the technical soundness of its works is a public duty.

Strict control of expenditure at all levels, careful and detailed accounting for cash, stores, tools plant and machinery, together with detailed record of all disbursements, whether in cash or kind, is the primary responsibility of all officers at Hqrs., and in projects.

In order to increase the efficiency in execution of works several modern techniques are introduced in KLAC. The KLAC has over 1200 employees including 400 highly dedicated and Qualified Civil & Electrical Engineers. The works executed within the stipulated time with good quality, speed, economy the works carry guarantee of one year. KLAC has set up third party inspection by various Engineering colleges / institutes in order to maintain good quality . KLAC also has its own quality control wing.

The Corporation has to turn over at least Rs.250 Crores every year to meet its administrative expenses.

(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 Memorandum and articles of Association of the Company envisages the role and principles of the organization. The KLAC Ltd., has its own cadre & recruitment Rules and other allied Rules. Each & Every Officer and subordinate Staff are delegated various Technical and Administrative powers for smooth execution of the works. Administrative as well as financial powers have been delegated to Assistant Director /Deputy Director /Joint Director /General Manager (Works) down the channel for smooth functioning.

Further to this number of circular instructions have been issued from time to time for execution of works as per the standard specification prescribed. According to the guidelines issued by the Management the officers and employees of the organisation will discharge their duties and also the following regulations / manuals will be used by the employees for discharging its functions.

- a) Furnishing Architectural, Structural Designs, Drawings and Technical guidance to execute the work.
- b) Technical Scrutiny, Sanction, and Job rate approval.
- c) Maintaining list of all completed and ongoing works.
- d) Consolidation of work/scheme wise progress reports.
- e) Furnishing details to Government regarding works being entrusted by KLAC and attending Government level meeting etc.,

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

The following categories of documents are held in KLAC:-

(Works Branch)

- a) Technical Sanctioned details.
- b) Executed drawings.
- c) Structural details.
- d) Progress reports of works.
- e) Conference file.
- f) Maintenance of records regarding works/scheme.

(Administration Branch)

- a) Proceedings of the meeting of the Board of Directors of the Corporation

(Accounts & Audit Branch)

- a) Maintenance of all Accounts and Audit records.

(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 KLAC executes various developmental works entrusted by the Government of Karnataka and other Boards and Corporations along with the works secured through tender procedure. KLAC has constituted a third party inspection team for the works carried out at various places of Karnataka. The third party inspection team mainly consists of retired eminent engineers at senior level in Government of Karnataka as well as Civil Engineering College Professors / Principals. The inspection report submitted by them will be strictly adhered to.

(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;

According to articles 75(i) of the Memorandum of Association of KLAC the Government of Karnataka have power to appoint all or a majority of the members of the Board of Directors. The present members on the Board of KLAC consists of following officers;

1	<p>Sri. V.P. Baligar, IAS, Principal Secretary to Government Rural Development & P.Raj Dept., Government of Karnataka M.S. Buildings, Bangalore & Chairman, KLAC Ltd., Chinnaswamy Stadium, Rajbhavan Road, Bangalore.</p>
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2	Sri. M.S.Ravishankar, IAS, Managing Director, KLAC Ltd.,Chinnaswamy Stadium, Rajbhavan Road, Bangalore
3	Sri.D.N.Narasimharaju, IAS Secretary to Government, Finance Department (Expenditure), Vidhanasoudha, Bangalore.
4	Sri. K.Shivaramu, IAS, Commissioner, Social Welfare Department, M.S. Buildings, Bangalore (Recently Mr.Yogendra Thripati, IAS., has been appointed as Commissioner, Social Welfare Department in place of Sri.K.Shivaramu, IAS and the Govt. Notification appointing him on the Board of KLAC is awaited)
5	Sri. H.S.Mahesh, Secretary to Govt. Irrigation Department, M.S. Buildings, Bangalore (Recently Mr.H.S.Mahesh, has been transferred and the Govt. Notification appointing the present incumbent on the Board of KLAC is awaited)
6	Sri.Mazar javeed, Chief Engineer, Panchayat Raj Engineering Department Sheshadripuram, Bangallore.
7	Sri.T.Sukumar, Secretary to Government, Public Works Department, Vikassoudha, Bangalore.

Normally the Board of Directors will conduct its business and provision is not made to participation by the general public during the course of the meeting. However the minutes of the such meeting are accessible for public in accordance with Right to Information ACT - 2005.

(ix) a directory of its officers and employees;

Karnataka Land Army Corporation presently having its Hqrs., at Bangalore and it carryout Several Developmental Civil Works at various places of Karnataka. For smooth functioning of the Corporation, 5 Zones, 24 Division, & 63 Sub-Divisions. The Joint / Deputy / Assistant Directors are assigned for supervision of these projects for execution of civil works. The names and their addresses are given at Appendix -A for information of all the concerned.

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

The Karnataka Land Army Corporation has adopted the pay scale on par with Govt of Karnataka to its officers and employees of the Corporation. An amount of Rs.1.06 crores is being paid towards salary for its officers and employees of the Corporation every month. The monthly remuneration is being paid based on the post held by the officers and employees and it varies from cadre to cadre according to rules of the Government.

The Karnataka Land Army Corporation is extending reimbursement of medical bills to its employees on par with medical attendant rule of Govt. of Karnataka. Further suitable compensation is also being paid as per rules when ever a labourer met with accident while working at site.

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

The Government of Karnataka has not allocated any amount in its budget to KLAC Limited. However Karnataka Land Army Corporation Limited executes works based on the schedule of rates of respective PWD circle. Earlier to introduction of Transparency Act KLAC use to prepare the estimates based on

the schedule of rates plus 10% KLAC charges. Due to introduction of Transparency Act w.e.f. July 2004 KLAC is participating in tenders for securing civil works through out Karnataka as well as outside the state. The Administrative expenses is being born out of savings. According to the work on hand at various places the amount will be released centrally to the projects for execution of works etc.,

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

Does not arise

(xiii) particulars of recipients of concessions, permits or authorisations granted by it;

Does not arise

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

In accordance with Right to information Act 2005, the KLAC Ltd., has made every arrangement to provide for right of access to information to the citizens of the State as provided under the Act.

The Govt. of Karnataka in their Circular No.RDP 283 KSS 2002 Dt.22-04-2003 has informed, the list of documents that could be provided to the General Public. Accordingly all the Officers of this Corporation have been communicated about the same and they are very much aware of the Act. Further all the Staff & Officers of this Corporation have been trained about right to information act.

The information sought by any citizen will be furnished through floppy or CD as desired by the public.

(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;

At present KLAC is not having any library or reading room for public use. General Public may contact the Deputy Directors / Assistant Directors of KLAC who are stationed at all District Hqrs., for any information as they may be wanting to get from KLAC. Information as provided for in the Right to information Act 2005 shall be provided on payment as per the act in form of soft / hard copy.

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

The names, designations and other Public Information Officers of KLAC is as mentioned at section -4 (b) (ix) of the Right to Information Act.

(xvii) such other information as may be prescribed;

Hitherto, the Government Department, Boards & Corporations used to entrust the works directly to KLAC. In turn KLAC was executing the works directly by keeping away the contractors, thus avoiding additional expenditure on the State Government.

The Government of Karnataka have introduced an act to provide for ensuring transparency in public procurement of goods and services by streamlining the procedure in inviting, processing and acceptance of tenders by procurement

entities and for matters related thereto in public interest. It shall be deemed to have come in to force w.e.f. 1st July 2004.

Due to liberalization policy leading to entry of multinationals, severe and cut-throat competition, manifold increase in the salary, perks, wages administration charges, surplus manpower, and many other reasons administrative expenses are becoming exorbitantly higher. If the relaxation is not extended for transparency act, there will be more chances for gradual decline in performance of KLAC.

The information regarding various developmental works undertaken or carried out by KLAC under various schemes can be had by any public information officer / Assistant public information officer of the Corporation at any working hours at the respective places of projects.

(M.S. RAVISHANKAR)
MANAGING DIRECTOR.

TO.

The General Manager (Works), KLAC
All the Joint /Deputy/Assistant Directors. KLAC } for information

& you are hereby Directed to place this notification on the Notice Board of your office for the information of Public.