

Information published under Section 4(1)(b) of Right to Information Act.2005.

As per Section 4(1)(b) of the Right to Information Act, 2005, every public authority has to make known the information to the Public as enumerated in the said act. Accordingly, the following details are furnished as per the Section 4(1)(b) in respect of our Company i.e. The Mysore Paper Mills Limited.

Brief History on MPM Limited

MPM was founded by His Highness Sri. Krishna Rajendra Wodeyar, the Maharaja of erstwhile Mysore on 20.05.1936. It became a Government Company in 1977. The Company has its Registered Office in Bangalore and its plants located at Bhadravathi, Shivamogga District.

The Company started its production of writing and printing paper of 4000 MT per year under the brand name 'Bison'. In the year 1952, the production capacity was increased from 4000 MT to 8000 MT in 1964 and to 24,000 MT per annum in 1972.

In the year 1977, the company witnessed a large expansion-cum-modernization project and increased the production capacity of writing and printing paper from 24,000 MT to 37,000 MT per annum and installed a newsprint machine and attendant pulp mills to produce 75,000 MT of newsprint per annum. The commercial production of Newsprint started in the year 1981.

A Sugar Mill having daily crushing capacity of 2500 TCD was installed in the year 1984. The Bagasse generated is being used for manufacture of Paper.

Company Set up:

The shares of the Company are listed in the Mumbai Stock Exchange and there are about 17,000 shareholders throughout the Country. While Government of Karnataka holds 65% of the share capital, 24% is held by IDBI and other Financial Institutions and the balance 11% by General Public.

The Company has an installed capacity of 30,000 MT for production of writing & printing paper, 75,000 MT of Newsprint and 2,500 TCD for Sugar. The requirements of water are met through the adjoining Bhadra River. About 85% of the power is met through captive power generation with 41 MW capacity. Nearly 85% of the pulp wood requirements is provided by the 30,000 ha. Of Forest land leased by the State Government to the Company.

The plantation activities in the degraded lands have improved the tree growth in this area. The Company is also distributing about 20 lakhs seedlings to the farmers annually at concessional rates. Forest degradation is being avoided by allowing the farmers to collect the lops and tops in the area.

The particulars of its Organization, Functions and Duties:

Main Business of the Company:

Manufacturing and Sales of the Paper and Sugar.

The most sought out product with a strong brand loyalty is "Bison".

Duties and Responsibilities of Key Functionaries:

MANAGING DIRECTOR:

Managing Director is the Chief Executive of the Company, responsible for over all functioning of the company. His aim is to reach the goals of the company by implementing various policies set by the Board. He takes Steps to protect the welfare of the company, employees, State and the Consumers. He is assisted by the group of qualified and experienced Executives heading various departments.

COMPANY SECRETARY :

Company Secretary is over all in charge of Company Secretary Duties with the assistance of Manager for Convening the Board/ Audit Committee / Any other Meetings specified by the Board as per the Companies Act 1956.

CHIEF FINANCE OFFICER :

Chief Finance Officer is over all in charge of Accounts Department of the Company with the assistance of AGM, Managers, Officers, Supervisory Assistants , Contract Supervisors for proper maintenance of Company's Accounts, Planning the funds requirements, Budgeting, Auditing, Balance Sheet etc.

- a. Overall control of Finance & Accounts Department.
- b. Maintenance of Company Accounts as per schedule-VI of the companies Act 1956.
- c. Liaison with Banking Institutions/Bankers.
- d. Liaison with AG/Statutory/Proprietary Auditors in respect of Company balance sheet work.
- e. Preparation of Balance Sheet of the Company.
- f. Comply with Statutory Requirements.
- g. Consolidate monthly indents and collections from Branches and present the data in the monthly production review meetings and intimate production targets to all concerned.
- h. Any other works entrusted by MD from time to time.
- i. AGM (Finance), Managers working in Finance Department report to Chief Finance Officer.

CHIEF ADMINISTRATIVE OFFICER (HRD):

Chief Administrative Officer (HRD) is over all in charge of Human Resources Development of the Company with the assistance of Sr. Manager (HRDP), Managers, Officers and Staff for :

- a) Recruitment and Promotion of employees in line with the C&R Rules
- a) Personnel Administration,
- b) Employees Discipline,
- c) Industrial Relations,
- d) Labour Welfare
- e) Training & Development.

CHIEF OPERATING OFFICER (PRODUCTION):

Chief Operating Officer (Production) is over all in charge of Production & Maintenance, activities of the Company with the assistance of DGM's, AGMS, Managers, Officers & workmen.

Production of various products in co-ordination & liaisoning with Marketing department, Materials, Stores, to achieve targeted production & up keep Plant & Machinery, Utilities, Estates.

He is also responsible for the following activities:

- 1) Organization production activities with proper allocation of work force in shifts.
- 2) Effective utilization of man power, Materials and Machinery.
- 3) Effective planning and maintenance of various equipments and machineries.
- 4) Monitoring of documents and data pertaining to production as per the requirement of ISO-14001.
- 5) Implementation of the Departmental Policies.

SENIOR MANAGER (MARKETING):

Senior Manager (Marketing) is head of the marketing department assisted by Managers, Officers and Supervisory Assistants and Four branch heads monitoring the following activities.

- Domestic sales operation all over India
- Export related activities.

This involves:

- Analyzing the market opportunities by understanding the consumer needs and studying the market that are taking place in the competitive environment.
- Planning the marketing activities.
- Implementing the market plans and setting control mechanism to ensure successful accomplishment of company goals.

ASSISTANT GENERAL MANAGER (MATERIALS):

Assistant General Manager (Materials) is over all in charge of Materials Departments in the Company with the assistance of Manager, Officers, & Staff for procurement of raw materials like – Oils & Fats, Chemicals, Packing materials, Engineering items, Capital goods – Plant & Machinery.

He is also responsible for the following activities:

1. Procurement of right material in the right time at the best possible price.

2. To follow all procedures like e-tendering and KTPP Act etc.
3. Organize the Material & Stores department activities with proper allocation of work force.
4. Overall supervision and control of activities of Materials Department, including materials planning, procurement and inventory control.
5. Periodical review of systems & procedures relating to the Department and introduction /implementation of reforms in Materials Management functions including computerization, wherever necessary.
6. All administrative and legal matters of the Department.
7. Vendors development, vendor evaluation and rating, price trend analysis, commercial intelligence.
8. Introduction and implementation of cost control and cost reduction techniques within the department.
9. Monitoring of data and documents as per the requirement of ISO-14001-2004 and ISO-9001-2008.

DEPUTY GENERAL MANAGER (PROJECTS)

Deputy General Manager (Projects) is over all in charge of New Projects, IT maintenance & implementation in the Company with the assistance of Manager & Staff.

He is also responsible for the following activities:

- 1) Development of specifications for New Machineries, preparation of RFP for tender documents, identifying the reputed suppliers for various machineries, co-coordinating with Materials Department while processing the Tender documents and finalization of Machineries in coordination with the Technical team.
- 2) Coordinating with respective Departments in erection & commissioning of New Plant & Machinery.
- 3) Coordinating with various Government Departments regarding the correspondence from the Company to the Government.
- 4) Maintaining of various software & Hardware required for various Computer Systems.
- 5) Planning for procurement of Hardware, Software & accessories after getting the CA

approval.

- 6) Implementation of IT at various levels of functional activities like – Accounting, Purchase, Stores and Marketing in co-ordination with respective HODs of various Departments.
- 7) Coordination with Materials Department for implementation of e-procurement.

SENIOR MANAGER (Stores)

Senior Manager (Stores) is over all in-charge of all incoming materials to the Store. Functions of Stores Department are carried out with the assistance of Assistant Manager, Officer, Jr. Officer, Sr. Assistants and Jr. Assistant. The main activities of Stores Department are receipt of Raw materials from the suppliers, issues to various user Departments and material inventory control as per the standard fixed by the Management. Assistant General Manager (Materials) is responsible in:

- 1) All incoming materials to the stores.
- 2) Review, decide and plan improvements/changes in.
 - a) Location of Stores and Materials.
 - b) Stores Layout
 - c) Materials handling, Storage and Measuring Systems.
 - d) Stores systems and Procedures.
- 3) Review Stores organization systems and procedures and the propose improvements / Changes required, if any.
- 4) Recommend to the higher authorities the acquisition of materials handling, storage and measuring systems.
- 5) Co-ordinate with other functions if needed and ensure the installation and maintenance of-
 - a) Stores systems and procedures including record keeping, reconciliations and information reporting.
 - b) Material handling, Storage and measuring systems.

MANAGER -(SAFETY):

Manager (Safety) is over all in-charge of Safety in the Company with the assistance of Staff & Group of workers The department has a staff with advisory capacity. The line Management, i.e. Production, Maintenance etc. will implement the safety recommendations. The Key areas

where the Department is important for the overall operational efficiency are in fulfilling the Statutory obligations of:

- a. Factory Act
- b. Explosive Act
- c. Petroleum Rules
- d. SMPU Rules
- e. Water Act
- f. Air Act
- g. Environmental Protection Act.
- h. HWM Rules
- i. CEMA Rules
- j. Drug & Cosmetic Rules.

Other Activities of Safety Departments are:-

- a) Prevention and control of accidents and reporting to Managing Director & Statutory authorities.
- b) Conducting periodical safety Committee recommendations.
- c) Safety Promotional activities.
- d) Co-ordinating with H.R. Department regarding Safety training.
- e) Co-ordinate with Welfare department regarding medical examination of workers, First Aid Training.
- f) To control the Departmental Policies.
- g) Effluent Treatment Plant Operation, Maintenance & Maintain treated water quality as prescribed by KSPCB.

Senior Manager (Accounts) :

- a) Preparation of Trial balance and Final Accounts.
- b) Attending to Audit enquiries.
- c) Maintenance of General Ledger.
- d) Passing of Journal Entries.
- e) Preparation of cost sheets and complies with audit requirements.

- f) Maintenance of Sales tax correspondence and remittance of Excise duty and Income Tax matters and its assessments.
- g) Assisting to AG / Statutory / Proprietary auditors.
- h) Assisting the AGM (F&A) with regards to bank reconciliation works.
- i) Any other work entrusted by AGM (F&A) from time to time

PUBIC RELATION OFFICER :

Public Relation Officer (PR) is responsible for all public relations activities of the company which includes the following:

- 1) Maintaining good relations outside organization - (a) Public at large (2) Press Relation (including print & Electronic medium)
- 2) To maintain relationship with the Government, Quasi Government and other bodies.
- 3) To project good image of the company.
- 4) To release information on important events, happenings, achievements, in consultation with the Managing Director.
- 5) To have continuous flow of information to all employees in order to maintain cordial relationship with the Management and Employees.
- 6) Take care of important visitors and extend all courtesies required.
- 7) To receive the complaints and forward the same to the respective departments.

He is also responsible for transport, Telephones, Dispatch with the assistance of Sr. Assistant & Drivers.

CHIEF SECURITY & VIGILANCE OFFICER(CSVO):

He is the over all in-charge of Security & Vigilance department of the factory. He is responsible for preparation of Security contingent plan for the factory and deploy his staff accordingly. He is assisted by Manager (S&V) & AM (S&V) in discharging his duties. He will report to Chief Administrative Officer and appraise overall security set-up, vigilance matter and other important issues pertaining to the factory. He is responsible for maintaining all documents for the security department and submission of reports. He is responsible for monitoring and supply of contract guards and detailing them on duty. He should train the security staff to prevent fire and fire lighting. He is responsible with Government agencies, Police Department

and other Firms and Public Undertakings on Security and Vigilance matters.

The procedure followed in the decision making process, including channels of supervision and accountability:

The Board of Directors is the decision making body. The Managing Director implements the policies laid down by the Board with the assistance of General Managers and functional heads through sub- delegations.

The norms set by it for the discharge of its functions:

The MPM Board prescribes the delegation of powers to Managing Director to carry out the duties and responsibilities. Managing Director sub delegates to functional heads.

- a. The functions/activities of the Company are as follows with regard to Production and Sales.
- b. Preparation of Budget for every year
- c. Preparation of Annual Action Plan.
- d. Monthly production plan, preparation based on indents obtained from the Branches and feed back from the RD's.
- e. Maintain minimum inventory.
- f. Addressing customer complaints.
- g. Introducing new designs.
- h. Finalization of the Annual Accounts.
- i. Furnish replies to Audit Queries.

Explore new marketing avenues for marketing the company's products. Comply with all the required provisions of the Companies' Act, statutory rules and regulations, Government circulars and directives, provisions of the Karnataka Transparency in Public Procurement Act or any other applicable laws/rules in force.

The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions:

The Company has been following the below mentioned rules and regulations, manuals and records for discharging its functions:

1. The Companies Act, 1956.
2. Memorandum and Articles of Association
3. Standing Orders
4. Conduct & Disciplinary Action Rules
5. Medical Attendance Rules
6. Professional Tax Act.
7. Income Tax Act.
8. VAT
9. Provident Fund Act.
10. Employees State Insurance Act, 1948.
11. Workmen Compensation Act, 1923.
12. Industrial Employment (Standing Orders) Act, 1946.
13. Payment of Wages Act, 1936.
14. Minimum Wages Act, 1948.
15. National Festival and Holidays Act. 1963.
16. Maternity Benefit Act, 1961.
17. Payment of Gratuity Act, 1972.
18. Factories Act, 1948.
19. Industrial Dispute Act, 1947
20. Central Sales Tax Act.
21. Karnataka Tax on Entry of Goods Act.
22. Payment of Bonus Act, 1965.
23. Karnataka Transparency in Public Procurement Act, 1999.
24. Trade Union Act, 1926.

Manuals & Records:

1. The Memorandum and Articles of Association of the Company.
2. Purchase Manual
3. Stores Manual.
4. Statutory Records

5. Quality & Environmental Policy
6. Production Manual
7. Annual Returns
8. The Office Orders, Notification, Circulars, etc. issued by the Government and by the Company from time to time.

A statement of the categories of documents that are held by it or under its control:

The statement of categories of documents held by different departments of the Company are given below:

1. Accounts & Finance Department:

1. Periodical returns i.e. Provident Funds Annual Returns, ESI Half yearly returns, Income Tax Annual Returns, Tax Audit Reports, Cost Audit Reports, Annual Report, TDS 2. Returns, Monthly VAT returns, etc. Under Companies Act, the following documents/returns are being filed before the Registrar of Companies.
 - a. Form 32
 - b. Annual Returns
 - c. Insurance document of Plant & Machineries & etc.,

2. HRD/ TIME OFFICE :

- a. Maintenance of documents i.e. periodical returns submitted to Employment Exchange.
- b. Maintenance of documents in respect of SC/ST employees.
- c. Maintenance of documents in respect of Backward Classes and Minorities.
- d. Maintenance of documents in respect of Women's Grievance Redressal Committee.
- e. Maintaining Circulars files.
- f. Leave Registers.
- g. Personal files of all employees.
- h. Performance Appraisal of each employee.
- i. Property Returns.

j. Maintenance of documents relating to court cases and enquiry proceedings and related matters.

k. Maintenance of Truce Agreement Files.

3. Marketing Department:

a. Customer Complaint Register.

b. Customer Feed Back Register.

c. Maintenance of monthly sales details of all Branches.

d. Maintenance of Rental Agreements of the Branches.

e. Approved Price list document.

f. Details of various schemes currently operated.

g. Sales Day Book.

h. Stock Ledger.

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 Company has made an arrangement for general public to contact the officers of the Company. The following officials are designated as Information Officers who shall provide the requisite information as may be desired by the public.

A statement of 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 affairs of the Company are managed by the Board of Directors consisting of the following:-

SL. NO	NAME OF THE DIRECTOR/ SRIYUTHS	DESIGNATION ON THE Board OF KSDL	TELEPHONE / FAX
1	D.V. PRASAD, IAS, ACS & DEVELOPMENT COMMISSIONER, GOVERNMENT OF KARNATAKA, COMMERCE & INDUSTRY DEPARTMENT, VIKASA SOUDHA, BANGALORE.	CHAIRMAN	080-22252443 /22034340
2	NAVEEN RAJ SINGH, IAS, MANAGING DIRECTOR, # 32, 1 st FLOOR, D. DEVARAJ URS ROAD, BANGALORE.	Managing Director	080-22255459
3	RITVIK RANJANAM PANDE, IAS, SECRETARY TO GOVERNMENT (B & R), FINANCE DEPARTMENT, GOVERNMENT OF KARNATAKA, VIDHANA SOUDHA, BANGALORE.	Director	080 22353138
4	RENUKA CHIDAMBARAM, IAS, PRINCIPAL SECRETARY TO GOVERNMENT, DEPARTMENT OF PUBLIC ENTERPRISES, GOVERNMENT OF KARNATAKA, M.S. BUILDING, BANGALORE.	Director.	
5	C.B. PATIL OKALY, ADVOCATE, OKALY CAMP. UNIVERSITY ROAD, GULBARGA – 585 105.	Director	08472-245094 94484 54942
6	DR. V. RAMAKANTHA, IFS (RETD.), P-12, KANHA SHANTIVANAM APARTMENTS, CHEGUR VILLAGE, R.R. DISTRICT, TELANGANA STATE	Director	973944760
7	VACANT	Director	
8	VACANT	Director	
9	VACANT	Director	

The Board shall meet at periodical intervals as required under the provisions of the Companies Act and the minutes of the meetings are prepared and kept at the registered office. In addition to the above, as required under the Companies Act, 1956, the Annual General Meeting of the Share holders is held once in a year and the minutes of this meeting is also recorded and kept at the registered office. The Annual Report of the Company will be places on the Floor of Both Houses of State Legislature by the Administrative Dept., of the Government by December of every year.

Such other information as may be prescribed, and thereafter update these publications every year:

As required under Companies Act, 1956, the Company prepares its annual reports and submits the same to the Government, for being laid on the floor of the Houses of State Legislature by December of every year.

Action will be taken to update the information every year as required under the Act.
