

THE RIGHT TO INFORMATION ACT, 2005

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MANUAL-I

THE PARTICULARS OF KIOCL LIMITED. FUNCTIONS & DUTIES.

- **KIOCL Limited was incorporated on 2.4.1976 for beneficiation of low grade Iron Ore of about 37% Fe in Chickmagalur District of the State of Karnataka. It is the country's largest Iron Ore project for beneficiation of low grade Ore to an extent of 6.7 million tonnes per annum. This project was born out of an agreement between the Govt. of India and Iran.**
- **The project was completed without cost and time over-runs and in the process saved Rs.80 crores. Govt. of India made available funds for completion of the project as Iran could provide only \$ 255 million as against \$ 630 million agreed to in the agreement, because of subsequent political developments in that country.**
- **The Company has ship-loading facilities at New Mangalore Port, a pelletisation complex of 3.5 MT per annum and a Captive Power Plant at Mangalore.**
- **The pig Iron Complex which was commissioned in Feb 2001, has an annual capacity of production of around 2.16 lacs tonnes of pig iron & incorporates the state of art technology obtained from M/s Mannesman Demag of Germany, world leader in Blast furnace Unit.**
- **In association with M/s MECON and MSTC, KIOCL had set up a JV Company called 'M/s Kudremukh Iron & Steel Company Limited'. The JV has set up 7216000 tonnes per annum of Low Phosphorous Low Sulphur Pig Iron complex, which was later on acquired by KIOCL Limited, after acquisition it has been operating as BFU Unit of KIOCL.**
- **KIOCL exports Iron Ore Concentrate and Pellets and earns precious Foreign Exchange of about US\$ 350 million annually, i.e., Turnover of about Rs.1800 crores. Total investments made at Kudremukh and Mangalore facilities were of the order of Rs.1500 crores with a present replacement value of Rs.4000 crores.**
- **Kudremukh represents many firsts as an iron ore Industry in the country and to name a few, it is the first fully integrated operation in India stretching right from the mine to port and then export markets; it is the first large-scale magnetite iron ore mine in India; it is the first commercial exploitation of low grade iron ore and it is the first iron ore long-distance slurry pumping operation in the country with the pipeline spanning a stretch of 67 kms.**

- **KIOCL is a 100% EOU, a Mini-Ratna Category-I Company rated Excellent under the MoU system and conferred with a Golden Star Trading House status.**
- **KIOCL is a Profit making Dividend Paying Company for the past fifteen years.**
- **KIOCL pays about Rs.200 crores per year to the State exchequer by way of Royalty, Electricity Charges, Sales Tax, Entry Tax, etc., and Rs.450 crores to the Central exchequer by way of Income-Tax, Dividend, etc.**
- **KIOCL has well planned Township, Schools, Hospital, Canteens, Shopping Complexes, Sports & Recreation, Cable TV Networks, Parks, Temples, Church, Mosque, etc., at its project sites. The Company has provided several welfare measures such as advances for purchase of conveyance, reimbursement of School Fees, Bonus, Incentive, House Building facilities, etc.**

2. STRENGTHS

- I. PROVEN AND SOPHISTICATED MINING, BENEFICIATION & PELLETISATION TECHNOLOGY OF INTERNATIONAL STANDARDS.**
- II. PRODUCTS CONFORMING TO STRINGENT INTERNATIONAL QUALITY NORMS.**
- III. WELL ESTABLISHED MARKET.**
- IV. DEDICATED IRON ORE BERTH.**
- V. PROFIT MAKING PUBLIC SECTOR.**
- VI. ZERO DEBT COMPANY.**
- VII. LOW MANPOWER OF ABOUT 1617.**
- VIII. TRAINED MANPOWER, SKILLED TECHNICIANS, ENGINEERS AND MANAGERIAL PERSONNEL.**
- IX. DEDICATED TEAM OF EMPLOYEES.**
- X. LOW RATIO OF WAGE TO SALES COST.**

3. CONCERN FOR ENVIRONMENT

KIOCL's concern for environment was such that even before the first sod was turned for construction, the preservation of the ecology and the area, its flora and fauna, were given the highest importance by drawing a Master Plan for conservation ecology and environment in the region.

KIOCL's track record in environment protection, afforestation and prevention of pollution is comparable to global standards and is definitely second to none in the country. KIOCL has also received a certificate for conforming to the Environmental Management System Standard ISO 14001: 1996.

In 1976, when KIOCL was formed, awareness in the country on the need to preserve forests and their impact on ecology was not high. In fact, the Forest (Conservation) Act was enacted only in 1980. However, though there was no legal obligation towards forest conservation at that time, KIOCL prepared a Master Plan for Forestry & Ecology in consultation with the Karnataka Forest Department. This Master Plan has been fully implemented. The same spirit and commitment towards conservation and up gradation of ecology, prevention of pollution and afforestation in and around Kudremukh is continuing.

Mangalore University has made an intensive study of plant biodiversity in the project region with reference to the species in the Western Ghats including study of suitable species of plants which can be grown in iron rich areas after mining activity. As a part of this, about 50,000 saplings of identified species have already been planted in the project area and planting of saplings will be a continuous process. This tie up with the Mangalore University shows the keen commitment on part of KIOCL for preservation of ecology in the mining area.

To protect and nurture rare medicinal plants in and around Kudremukh, a project has been launched with the help of Ayurvedic College of Udupi to grow valuable medicinal plants including endangered species.

KIOCL has also financed the State Forest Department for promotion of afforestation in the Kudremukh National Park area. A sum of Rs.10 crores has been released by KIOCL to the State Forest Department for this purpose.

The Company has constructed two rock filled dams for the purpose of containing the fine from flowing into the Bhadra river. The fine transported by rainwater is around 1 million tonnes every year.

During its mining operations, wherever footwalls were exposed with waste or soft rocks, systematic afforestation/plantation was carried out to prevent erosion due to flow of rainwater.

KIOCL has utilized the services of Natural History Society, Bombay – a premier Institute of national repute – and has acted on all its recommendations.

4. COMMUNITY DEVELOPMENT

Socially conscious Company, as it is known, KIOCL has stretched its hands in helping its neighbourhood by providing clear drinking water facilities, mid-day meal scheme for poor children, health and medical facilities, assistance to the Educational Institutions in the form of construction of

School buildings, play grounds, donation of Books, higher Education, rural electrification, assistance to the poor and downtrodden, supply of water for Irrigation, Rehabilitation, construction of Bridges, construction of Roads and Drainages, Community Halls,

Traffic Signals, care for old people, etc., besides prevention of pollution and maintenance of clean Environment, afforestation, etc.

The Company has released, on two occasions, up to 1 tmcft of water from the Lakya Dam at Kudremukh to mitigate drinking water scarcity for people living in the Villages and Towns in Tunga - Bhadra basin. The water was subjected to Chemical analysis and experts have found it to be safe for human consumption.

5. AWARDS GALORE

KIOCL has been flooded with awards such as – Best Chief Executive award, Best Tax Payers’ award, Capexil’s Top Export Award, Special Export Award, Leading exporter award, Excellent Organization award, Excellent Workman award, award for implementation and progressive use of official language, Pollution Control and Environment conservation award, Energy conservation Award, outstanding contribution to the National Goal of sustainable development through Environmental conservation and rational utilization of Natural resources, Best Performing Public Sector Enterprise Award, MOU Award for excellence in Achievement of MOU Targets, Gold Award for Excellent Safety Management System, Social Awareness Award in the sphere of Corporate responsibility.

MANUAL-II

THE POWERS AND DUTIES OF KUDREMUKH IRON ORE COMPANY LIMITED OFFICERS AND EMPLOYEES:

THE COMPANY IS GOVERNED BY BOARD OF DIRECTORS CONSISTING OF FUNCTIONAL DIRECTORS, DIRECTORS NOMINATED BY THE GOVERNMENT OF INDIA AND PART TIME NON-OFFICIAL DIRECTORS.

Organization chart

PLEASE REFER TO ORGANISATION CHART UNDER RTI

TOP MANAGEMENT:

(CHAIRMAN CUM MANAGING DIRECTOR, FUNCTIONAL DIRECTORS):

- a) **The objectives and functions of Top Management are to ensure Production and supply quality iron ore concentrate and pellets.**
- b) **Introduce and maintain an effective quality management system with commitment for continual improvement.**
- c) **Achieve total quality management through Human Resources Development.**
- d) **Ensure supplies are consistent with customer requirements.**
- e) **Strive for high standard of safety, environment protection, and fulfillment of obligations to society and promotion of sustainable development under long term plans.**

SENIOR MANAGEMENT LEVEL:

To associate Top Management in formulating policy decisions, ensure production and productivity and maintain quality management system. Senior level executives and below will also be taking decisions (field related decisions) depending upon the need/requirement.

MIDDLE MANAGEMENT LEVEL:

Responsible for supervision and execution of plans and policies in achieving the Company's target.

JUNIOR LEVEL MANAGEMENT & SUPERVISORS:

Execution and implementation of plans in achieving production targets and other objectives of the Company.

NON-EXECUTIVE EMPLOYEES/WORKERS:

To carry out skilled, unskilled and clerical related jobs.

POWERS OF OFFICERS:

Depending upon the levels of Officers and nature of functions, powers are delegated for carrying out smoothly administrative and functional activities.

MANUAL-III

THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY.

Proposals are put up by junior level officers after discussions with the concerned Reporting Officers along with recommendations / justifications which is being analyzed and scrutinized from various angles including financial / legal implications and decisions are taken by middle level and the senior level Executives according to the need and requirements.

MANUAL-IV

THE NORMS SET BY KIOCL LIMITED FOR THE DISCHARGE OF ITS FUNCTIONS.

The Company is a commercial organization; the norms are set by its Memorandum and Articles of Association, the Companies Act and Board and also within the guidelines of the Government of India from time to time. And also to adhere to the following specific requirements:

- i) MOU Targets
- ii) Environment and antipollution measures
- iii) Training & Development of subordinates
- iv) Lead Time
- v) Cost awareness and cost reduction
- vi) Inventory Control
- vii) Savings due to indigenization
- viii) Maintenance of Industrial Relations

MANUAL-V

THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS, HELD BY KIOCL LIMITED OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING KIOCL LIMITED FUNCTIONS;

- i) Service Rules for Supervisors and Executives
- ii) Standing Orders for Non-Executives
- iii) Memorandum of Settlement for Non-Executives
- iv) Employees Provident Fund Trust Rules
- v) Apex Quality Manual as per ISO 9001 : 2000 Standard
- vi) Environment Manual as per 14001 : 1996 Standard
- vii) Occupation Health & Safety Manual as per 18001 : 1999 Standard
- viii) Work instructions
- ix) Circulars

MANUAL-VI

A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY KIOCL LIMITED OR UNDER ITS CONTROL.

- i) Memorandum of Understanding
- ii) Annual Reports
- iii) Purchase Procedures
- iv) Tender documents
- v) Service rules
- vi) Departmental Manual Vigilance, Finance, New Business Development, Technical

- vii) Service, Commercial, Inspection, Projects, Contracts.**
- viii) Apex Quality Manual as per ISO 9001: 2008 Standard**
- ix) Environment Manual as per 14001: 2004 Standard**
- x) Occupation Health & Safety Manual as per 18001: 2007 Standard**
- xi) Performance Budget and Performance details**
- xii) All the documents required to be maintained under different Statutes i.e. Companies Act 1956, Shops & Establishment Act etc.**

MANUAL-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 KIOCL LIMITED POLICY OR IMPLEMENTATION THEREOF.

Any interested party from the public is free to communicate with the Company. The Public Relations Departments receives and registers any complaint/question from the public and the same is communicated to the location head.

Letters received by any department from the public and news items appearing in the media is also forwarded to the PR Department who in turn will inform the location head.

Location heads, PR department and HODs will hold discussions with the interested parties of the public (if required) and obtain more details and discussions are held internally for taking necessary steps for implementing the suggestions.

For disposal of public/staff grievance, the Company has designated the following officials as Directors of Grievances for redressal of public/staff grievances:

S/Shri.

1. MB Padiyar, Director (P&P), Kudremukh, Mangalore & Surrounding areas.
2. S Selvanatahan, ED (Resource Co-Ordination), Issues regarding Materials Management
3. M.V. Subba Rao, ED (Commercial), Issues regarding Commercial matters
4. S Rajendra, General Manager (Personnel), Bangalore, Public & Staff Grievances, Bangalore

Customers' meet and interaction with clients

In order to analyse and take necessary action on customer complaints, a Customer Complaint Committee has been formed and headed by Director (Production & Projects). The Committee meets periodically for taking corrective action on the complaints.

MANUAL-VIII

A STATEMENT OF THE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS ITS PART OF 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;

- i) Sub-Committee of Board of Directors
- ii) Audit Committee of Board of Directors
- iii) Apex Committee on Quality, Environment and Occupational Health & Safety.
- iv) Joint Council
- v) Shop Council
- vi) Safety Committee
- vii) Quality Circle

However, the minutes of the Committees are confidential in nature.

MANUAL-IX & X

- A. DIRECTORY OF THE OFFICERS & EMPLOYEES &
- B. THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS & EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS;

Information is as under:

KIOCL LIMITED
II BLOCK, KORAMANGALA, BANGALORE-560 034
Phone No.080-25531461 to 25531470(10 lines)
080-25535937 to 25535940(4 lines)
Fax No.080-25532153, 25535941

SL. NO	NAME S/SHRI	DESIGNATION	GRADE	DUTIES IN BRIEF
1	K RANGANATH	CMD		CHIEF EXECUTIVE OFFICER
2	M.B. PADIYAR	DIRECTOR (P&P)		CHIEF PRODUCTION OFFICER
3	T.M.GOPALA KRISHNA BHAT	DIRECTOR(FINANCE)		CHIEF FINANCIAL OFFICER
4	MAJ.GEN.(DR.)O.P.SONI	DIRECTOR(COMML)		CHIEF COMML.OFFICER
5	N.V.RAJA SHEKAR	C.V.O.		CHIEF OF VIGILANCE
6	SELVANATHAN S	ED(Resource Coordination)	E9	
7	M.V. SUBBA RAO	ED(COMMERCIAL)	E9	
8	LAXMINARAYANA	ED(FINANCE)	E9	
9	K SUBBA RAO	GM(BFU)	E8	
10	V BOBRAJ JEYAHARAN	GM(K)	E8	
11	T.N.T. GANGA RAO	GM(MATERIALS)	E8	
12	S RAJENDRA	GM(PERSONNEL)	E8	
13	BALASUBRAMANYA	AGM(FINANCE)	E7	
14	MSN MURTY	AGM(I.A.)	E7	
15	VIDYANANDA N	AGM(P)	E7	
16	JEYAKUMAR NS	AGM(CP&TS)	E7	
17	VENKATARAMANA KP	AGM(MM)	E7	
18	BALAKRISHNA H	AGM(PP)	E7	
19	GOVINDARAJA BHAT S	AGM(I&H)	E7	
20	DEVANANDA PAI	AGM(MM)	E7	
21	BISHNU PADA PAL	AGM(OPERATION)	E7	
22	MOULESH GH	AGM(PERSONNEL)	E7	
23	ROQUE D'SOUZA	AGM(PF)	E7	

SCALE OF PAY & REMUNERATION

<u>DESIGNATION</u>	<u>GRADE</u>	<u>SCALE OF PAY(RS.)</u>
CMD	A	80000-125000
DIRECTOR	B	75000-100000
EXECUTIVE DIRECTOR	E9	62000-80000
GENERAL MANAGER	E8	51300-73000
ADDL.GEN.MANAGER	E7	51300-73000

MANUAL-XI

THE BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENTS MADE;

KIOCL Limited

1. 11TH FIVE YEAR PLAN (2007-2012) - Proposal and Expenditure incurred so far:

1.1 OUTLAY FOR 11TH PLAN PERIOD (2007-2012) – The 11th Plan outlay has been reviewed and has been recast and the actual expenditure upto 30th October 2009 and anticipated expenditure during 2009-10 is as under:

(Rs in crores)

Sl No	Name of the Scheme	Proposed 11 th Plan Outlay	Annual Plan (2009-10) (RE)	Actual Expenditure during 2009-10	Annual Plan (2010-11) Proposed outlay (BE)
A	Schemes -				
1	Ductile Iron Spun Pipe	325.00	0.00	-----	30.00
2	Development of Permanent Railway siding at Mangalore	55.00	0.00	-----	1.00
3	Construction of Bulk material handling facilities for receipt of Iron Ore by rail.	60.00	0.00	-----	1.00
4	New Mine Development.	10.00	0.00	-----	1.00
5	Eco Town Development at Kudremukh	15.00	0.00	-----	-----
6	Coal Injunction system to Blast furnace	20.00	0.00	-----	1.00
7	Coke Oven Plant	50.00	0.00	-----	1.00
8	Additions, modifications & Replacement	110.00	0.00	-----	38.00
9	R&D & Feasibility studies	5.00	2.00	1.23	2.00
	Total	650.00	10.00	1.23	75.00

10 YEARS AT A GLANCE

Quantity in '000 Dry Metric Tonnes/Rupees in lakhs

PARTICULARS	2008-09	2007-08	2006-07	2005-06	2004-05	2003-04	2002-03	2001-02	2000-01	1999-00
Production(quantity)										
a) Concentrate	-	-	-	2922	4350	5090	5532	5410	5000	5750
b) Pellets*	1316	1927	630	2834	3795	3671	3450	3215	2737	3285
c) Pig Iron	118	157	-	-	-	-	-	-	-	-
Capacity utilization(%)										
a) Concentrate	-	-	-	58	65	76	83	81	75	86
b) Pellets*	38	55	18	81	95	92	86	92	78	110
c) Pig Iron	55	73	-	-	-	-	-	-	-	-
Exports(quantity)										
a) Concentrate	-	-	-	482	707	1522	2302	2306	2136	2819
b) Pellets*	1131	1907	629	2859	3799	3628	3540	3211	2686	3235
c) Pig Iron	74	170	-	-	-	-	-	-	-	-
Total Sales (US \$ Million)	229.766	294.680	60.274	278.341	415.133	226.461	150.812	150.884	127.162	143.096
Export Sales (US \$ Million)	166.143	197.825	10.340	194.244	321.993	188.924	131.994	125.160	105.370	120.828
Indigenous Sales (US \$ Million)	63.623	96.855	49.934	84.097	93.14	37.537	18.818	25.724	21.792	22.268
Total Sales (in Rs. Lakhs)	122898	153011	26744	123228	185377	102938	72714	72169	58303	62079
Export Sales(in Rs. Lakhs)	71961	78732	4459	85876	143929	85787	63603	59872	48413	52418
Indigenous Sales (in Rs. Lakhs)	50937	74279	22285	37352	41448	17151	9111	12297	9890	9661
Gross Margin from plant operation	(5692)	32717	(6839)	59468	115667	43802	15118	14638	10205	11123

Income earned from Deposits etc	11910	11145	10065	10905	5436	2269	1558	718	1534	853
Profit on sale of assets	7	26	-	8	30	8	5	2	5	158
Prior period adjustments	542	(372)	1955	522	(270)	(134)	622	(34)	109	4
Interest paid	2	611	15	9	15	9	18	3	12	5
Cash Profit	6223	20935	3212	70372	121118	46070	16663	15355	11732	12129
Depreciation & DRE	4347	4912	3172	16083	9657	5296	5687	5104	5146	5496
Net Profit before Tax	2418	16023	40	54289	111461	40774	10976	10251	6586	6633
Net Profit after prior period adjustment	1876	15651	1994	54810	111191	40640	11598	10217	6695	6637
Net Profit after Tax	2201	10816	1377	35630	64984	30070	8753	8837	5850	5851
Paid-up Capital	63451	63451	63451	63451	63451	63451	63451	63451	63451	63451
No. of shipments	25	43	17	71	96	106	120	114	108	141
Value added	29368	43567	8591	83726	141951	63164	29488	30739	22381	22916
No. of employees	1617	1642	1582	1889	1942	2152	2181	2279	2290	2421
Value added per employee	18.16	26.53	5.43	44.32	73.10	29.35	13.52	13.49	9.77	9.47
Value added per rupee payment of employee	2.27	4.28	1.62	11.19	16.07	8.85	3.86	4.02	3.96	3.82

* Including Pellet fines.

MANUAL-XII

THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES;

The Company is a commercial organization and does not receive any subsidies.

MANUAL-XIII

PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHSORISATIONS GRANTED BY IT;

The Company has neither received nor granted any concession to the public.

MANUAL-XIV

DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM;

Public may get the information through other links on our website <http://www.kioclltd.com>.

MANUAL-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

The following facilities are available to citizens for obtaining information: -

1. They can contact Public Information Officer/Access website
<http://www.kioclltd.com>
2. Registrar of Companies.
3. Board Secretariat for Company Law related matters.
4. The directors appointed for redressal of Public Staff Grievances.

MANUAL-XVI

BANGALORE

S/SHRI		
1	M V SUBBA RAO, EXECUTIVE DIRECTOR (COMMERCIAL)	APPELLATE AUTHORITY
2	SK PADHI, COMPANY SECRETARY	PUBLIC INFORMATION OFFICER & NODAL OFFICER
3	(i) LAXMINARAYANA, EXECUTIVE DIRECTOR (FINANCE) (ii) TNT GANGA RAO, GENERAL MANAGER(RC)	ASST.PUBLIC INFORMATION OFFICERS

KUDREMUKH:

1	K SUBBA RAO, DIRECTOR (PRODN. & PROJECTS)	APPELLATE AUTHORITY
2	VENKATARAMANA KALLURAYA P, AGM(I/C).KM	PUBLIC INFORMATION OFFICER & NODAL OFFICER
3	(i) BALAKRISHNA ACHARYA, DM(PERS) (ii) KP RATHNAKAR, ASST.MGR, F & A DEPT.	ASST.PUBLIC INFORMATION OFFICERS

MANGALORE

1	K SUBBA RAO, DIRECTOR (PRODN. & PROJECTS)	APPELLATE AUTHORITY
2	VIDYANANDA N, ADDL.GEN.MANAGER I/C.(PRODN)	PUBLIC INFORMATION OFFICER & NODAL OFFICER
3	(i) GH MOULESH, AGM(PERS) (ii) P BHARATHRAJ ALVA,DGM I/C.BFU (iii) HARIYAPPA POOJARI,SR.MANAGER (F&A) (iv) AS RAMAPPA, MANAGER(PR)	ASST.PUBLIC INFORMATION OFFICERS

MANUAL-XVII

**SUCH OF INFORMATION AS MAY BE PRESCRIBED AND THEREAFTER UPDATE
THESE PUBLICATIONS EVERY YEAR;**

NIL