

## RIGHT TO INFORMATION

### **KERALA STATE INDUSTRIAL ENTERPRISES LIMITED (KSIE)**

Kerala State Industrial Enterprises Limited (KSIE) was incorporated on 25<sup>th</sup> January, 1973 as a Holding Company of the Government of Kerala and it functioned in that capacity till the year 1999 when the subsidiary companies were de-linked on the basis of a policy decision taken by the Government. Now the major activities of the Company are :

- (I) Managing and running Air Cargo Complexes located at Thiruvananthapuram (Trivandrum Air Cargo Terminal) and Karipur (Calicut Air Cargo Complex);
- (II) Operation of three Sales Outlets at Thiruvananthapuram, Kochi and Kozhikode;
- (III) E - Business ;
- (IV) Functioning as a Virtual Office of APEDA, Government of India (for Kerala Region)
- (V) Kerala Soaps at Vellayil, Kozhikode;
- (VI) Container Freight Station at Eloor Kalamassery, Kochi;

MEMORANDUM OF ASSOCIATION  
AND  
ARTICLES OF ASSOCIATION  
OF  
KERALA STATE INDUSTRIAL ENTERPRISES LIMITED

Form I.R.

**CERTIFICATE OF INCORPORATION**

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No. **2477** of **1973**

I hereby certify that **KERLA STATE INDUSTRIAL ENTERPRISES LIMITED** is this day incorporated under the Companies Act, 1956 (No. 1 of 1956) and that the Company is Limited.

Given under my hand at **Cochin** this **Twenty fifth day of January One Thousand nine hundred and Seventy three**.

Sd/-

**(K.K. Sayed Muhammad)**  
**Registrar of Companies**  
**Kerala State**

**MEMORANDUM OF ASSOCIATION  
OF  
KERALA STATE INDUSTRIAL ENTERPRISES LIMITED**

- I. The name of the Company is Kerala State Industrial Enterprises Limited.**
- II. The Registered Office of the Company shall be situated in the State of Kerala.**
- III. (a) The main objects to be pursued by the Company on its incorporation are :**
  1. To carry on the business of managing Air Cargo Complexes, Sea Cargo Complexes including all operations relating to handling of the Air Cargo in airports, Sea Cargo in Sea ports and all other activities associated and incidental thereto, Un-accompanied Baggage Centers, Container Freight Stations, Inland Container Depots, Public Bonded Warehouses, either directly or as joint venture or in partnership or in any other arrangement with any other person/firms/company or organizations.
  2. To take up and execute industrial consultancy work including but not limited to conducting surveys for identifying potential industrial and service units, preparing feasibility reports, project profiles and project reports, undertaking techno-economic appraisals, market research, studies, surveys executing and implementation of projects as turn key jobs or other wise and working as consultants in the fields of industrial, financial, marketing, personnel & industrial relations, advertising and other services.
  3. To carry on the business of buyers, sellers, exporters, importers, agents, dealers of all ceramic products including crockery, cutlery, utensils, glass wares, plastic wares, food products, confectionery and other edible items, fruits and merchandise required for hotels and restaurants, household equipments and implements, cosmetic and stationery items, office equipments, industrial Chemicals and products, entertainment, electronic and consumer goods and durables of all kinds and to carry on the business as buyers, sellers, dealers, suppliers of all agricultural, horticultural, floricultural products and products from agri-horti sources, including setting up of floriculture gardens.
  4. To engage in all areas of Business in the field of Information Technology and E-commerce including rendering of services as Internet service providers, software developers and exporters and providers of service in the field of technology for telecommunications, Satellite equipments, web services including webtrust.
  5. To carry on the business, of manufacture of soaps and detergents, all kinds of toilet requisites, shark and other fish and marine oils, hydrogenated products using vegetables and fish-liver oils, pharmaceuticals, nutrition and vitamin products involving also the use of shark and other fish body and liver oils and other allied products and engage in all activities conducive to the above.

6. To enter in to any Joint Venture with any other company having similar objectives and/or to incorporate a subsidiary Company for the purpose of carrying out the objects.

**III. (b) The objects incidental or ancillary to the attainment of the above main objects are :**

1. To acquire any such shares, stock, debenture stock, bonds, notes, obligations, or securities by original subscription, contract, tender purchase, exchange, underwriting, participation in syndicates or otherwise, and whether or not fully paid up, and to subscribe for the same subject to such terms and conditions (if any) as may be thought fit.
2. To exercise and enforce all rights and powers conferred by or incident to the ownership of any such shares, stock, obligations or other securities including, without prejudice to the generality of the forgoing, all such powers of veto or control as may be conferred by virtue of the holding by the Company of some special proportion of the issued or nominal amount thereof and to provide managerial and other executive, supervisory and consultant services for or in relation to any company in which the company is interested upon such terms as may be thought fit.
3. To raise or borrow money by the issue of shares, stock, debentures, debenture stock, bonds, obligations, deposit notes, and otherwise howsoever and to underwrite any such issue.
4. To invest the money so raised and borrower in, and to hold, sell and deal with the stock, shares, bonds, debenture, debenture stock obligations, notes and securities of any Government, State, Company, Corporation, Municipal or Local or other body or authority.
5. To invest and deal with the monies of the Company not immediately required in such manner as may be from time to time determined.
6. To sell, improve, manage, develop, exchange, lease, mortgage, enfranchise, dispose of, turn to account, or otherwise deal with all or any part of the property and rights of the Company.
7. To obtain any provisional order or Act of Parliament for enabling the company to carry any of its objects into effect or for effecting any modification of the company's Constitution, or for any other purpose which may seem expedient, and to oppose any proceedings or applications which may seem calculated, directly or indirectly, to prejudice the Company's interest.
8. To sell or dispose of the undertaking of the Company or any part thereof for such consideration as the Company may think fit, and in particular for shares, debentures, or securities of any other Company having objects altogether or in part similar to those of this Company.
9. To borrow or raise or secure the payment of money as the Company shall think fit, and in particular for shares, debentures, or securities of any other company having objects altogether or in part similar to those of this Company.

10. To borrow or raise or secure the payment of money as the Company shall think fit, and in particular by the issue of debentures, or debenture stock, perpetual or otherwise, charged upon all or any of the Company's property (both present and future) including its uncalled capital, and to purchase, redeem or pay off any such securities.
11. To lend money to such persons or companies and on such terms as may seem expedient, and in particular, to customs and others having dealings with the Company, and to guarantee the performance of contracts by any such persons or companies but the company shall not carry on the business of banking as defined in Banking Regulation Act, 1949.
12. To take, or otherwise acquire, and hold shares in any other company having objects altogether or in part similar to those of this company, or carrying on any business capable of being conducted so as directly or indirectly to benefit this Company.
13. To promote any company or companies for the purpose of acquiring all or any of the property, rights and liabilities of the company or for any other purpose which may seem directly or indirectly calculated to benefit this Company.
14. To enter into partnership or into any arrangement for sharing profits, union or interest, co-operation, joint venture or engaged in, or about to carry on or engage in, any business or transaction which this company is authorized to carry on or engage in, or any business or transaction capable of being conducted so as directly, indirectly to benefit this company and to lend money to, guarantee the contracts of, or otherwise acquire shares and securities of any such company, and to sell, hold, re-issue, with or without guarantee, or otherwise deal with the same.
15. To acquire and undertake the whole or any part of the business, property, and liabilities of any person or company carrying on any business which the company is authorised to carry on, or possessed of property suitable for the purpose of this company.
16. To enter into partnership or any agreement for sharing profits, union of interest, reciprocal concession, amalgamation or co-operation, with any person or persons, corporation or company carrying on or about to carry on or engage in any business or transaction which this company is authorised to carry on or engage in any business or transactions capable of being conducted so as directly or indirectly to benefit this company, and to take or otherwise acquire and hold shares or stock in or securities of, and to subsidise or otherwise assist any such company and to sell, hold, re-issue, with or without guarantee or promote any other company or companies for the purpose of acquiring all or any of the property, rights and liabilities of the company or for any other purpose which may seem directly or indirectly calculated to benefit the company.
17. To contract for, purchase and otherwise acquire and undertake develop and carry on all or any part of the business, property, undertaking and liabilities of any person or company carrying on or engaged in any business or in possession of any property suitable for the company's purpose.

18. To enter into any contracts, agreements and arrangements with any Government or authorities, supreme, municipal, local or otherwise, which may seem conducive to the Company's objects or any of them and to obtain from any such Government or Authority any rights, privileges and concessions which may appear desirable to be obtained and to carry out, exercise and comply with any such contracts, agreements, arrangements, rights, privileges and concessions and to oppose the grant of any such rights, privileges or concessions to others.
19. Generally to purchase, take on lease or in exchange hire or otherwise acquire any immovable or movable property and any rights, or privileges, licenses, or easements which the Company may think necessary or convenient with reference to any of these objects and capable of being profitably dealt with in connection with any of the Company's property or rights for the time being and to erect, establish, maintain, improve and work any buildings, offices, presses, mills, factories, houses, sheds, roads, railways, machinery, embarkments, dams, sluices, watercourses and other works.
20. To insure against losses, damage, risk and liabilities of any kind which may affect the Company either wholly or partially.
21. To pay for any immovable or movable estate or property or assets of any kind acquired or to be acquired by the company or for any services rendered or to be rendered to the Company and generally to pay or discharge any consideration to be paid or given by the Company, in money or in shares whether fully or partly paid up, debentures or debenture stock, or obligations of the Company, or partly in one way and partly in another, or otherwise howsoever, with power to issue any shares either as fully paid up or partly up for such purposes.
22. To apply for, purchase and otherwise acquire any patents, brevets d'invention concessions and the like, conferring any exclusive or non-exclusive or limited right to use, or any secret or other information as to any invention which may seem capable of being used for any of the purposes of the Company or the acquisition of which may seem calculated directly or indirectly, to benefit the Company and to use, exercise, develop, grant licenses in respect of or otherwise turn to account the property, rights and information so acquired.
23. To draw, make, accept, endorse, seal, execute, negotiate, purchase, discount, hold, sell and dispose of cheques, promissory notes, Bills of Exchange, Hundies, Drafts, Charter parties, Bills of Lading, Warrants, Debentures and other negotiable documents and contracts, deeds and other instruments, and to cancel and vary such instruments.
24. To raise and borrow money and secure the payment of the money by such means upon such terms and conditions and in such manner as may be determined and particularly by the creation or issue of bonds, mortgages, debentures, debenture stock of other securities, either perpetual or terminable, and charges specifically or by way of floating charge or otherwise upon all or any part of the undertaking, property and rights to the Company (either present or future or both) including its uncalled capital, and to redeem, purchase or pay off, any such securities, and to remunerate any trustees

appointed in connection with any such securities, and to issue any such securities at a discount, premium or otherwise and in such manner as may be thought fit and with or without any special rights, privileges or conditions as to redemption, surrender, drawings, allotment of shares, conversion into shares, attending and voting at meetings of the company, appointment of Directors or otherwise, and so that any such securities may be made assignable, free from any equities between the company and any person or persons, and so that upon an issue of debenture stock, debentures may, if thought expedient, be issued to trustees as part of the security.

25. To layout advance, invest and deal with the Company's moneys to such persons or Company and in or upon such investments or securities and generally in such manner as may from time to time be determined and to appoint any person or Company to accept, and hold in trust for the Company any property of the Company and remunerate any such person and instead of itself holding any property, to hold all or any of the shares in any company, which may or may not hold such property.
26. To guarantee the payment of the money and the performance of contracts or engagement entered into by any Company or person, and to secure the payment of the money and the performance of any contract or engagement entered into by this or any other Company or person, and to discharge any debt or other obligation of or binding upon this or any other company or person by mortgage or charge upon all or any part of the undertaking, property and rights of the Company (either present or future or both) including its uncalled capital or by the creation or issue of debentures, debenture stock or other securities or by any other means.
27. To make pecuniary grants by way of donation, subscription, allowance, gratuity, guarantee or otherwise to, for the benefit of persons who are or have been employed by the Company and the widows, orphans and dependents of such persons and to or in aid of any association of fund for the benefit of any of these subjects and to schools, hospitals and nursing homes, and other charitable or benevolent objects, and to associations or organisations for the defence, protection, indemnification or advantage of companies or trades either general or of any special description.
28. To sell, mortgage, exchange, let lease, transfer or otherwise dispose of the business, property rights and undertaking of the Company or any part thereof for any consideration which the Company may deem fit and in particular for shares, debentures, debenture-stock, bonds or securities of any other company and to promote any other company/companies for the purpose of its or their acquiring all or any of the properties rights or liabilities, of this Company or for any other purpose which may seem calculated to benefit this company.
29. To expend any of the moneys of the Company in exhibiting or otherwise advertising or making known the business and products of the Company and to make any arrangement for the payment of commissions or shares of profits to or otherwise remunerating any person or Company so advertising or making known such business or products.

30. To place to reserve, or to distribute as dividend or bonus among the members, or otherwise to apply, as the Company may from time to time think fit, any moneys received by way of premium on shares and on debentures issued at a premium by the Company and dividends accrued on forfeited shares and moneys arising from the sale by the company of forfeited shares or from unclaimed dividends.
31. To receive monies on deposit, current account, or otherwise with or without allowance of interest, and to receive deposit title deeds and other securities. But the company shall not carry on the business on banking as defined in Banking Regulations Act, 1949.
32. To purchase, advance money upon and otherwise deal with reversionary, contingent, and other interests in real and personal property.
33. To engage and enter into a contract or contracts with any persons, firms or companies for providing and maintaining a luncheon or other meals voucher service upon such terms and shall be deemed fit.
34. To search for ores and minerals, mine, and grant licenses forming or over any lands which may be acquired by the Company and to lease any such lands for building or agricultural use, and to sell or otherwise dispose of the lands, or other property of the Company.
35. To construct, equip, maintain and work public transport vehicles, motor coaches or other vehicles appropriate for the carriage of passengers or goods in Kerala and the neighbourhood, and in such other places as may from time to time be thought fit.
36. To advance money to any person or persons or corporation, either at interest or without, upon the security of free hold (including enfranchised copy hold) or leasehold property by way of mortgage, or upon marketable security and in particular to advance money to shareholders in the company and others, upon the security of or for the purpose of enabling the person borrowing the same to erect, or purchase, or enlarge or repair any house or building, upon, such terms and conditions as the Company may think fit, provided the Company shall not conduct Banking business.
37. To establish companies and associations for the prosecution or execution of undertakings, works, projects or enterprises of any description, whether of a private or public character, in India or elsewhere, and to acquire, underwrite and dispose of shares and interest in such companies or associations, or in any other company or associations, or in the undertakings thereof.
38. To undertake market research and survey for specific projects.
39. To act generally as an industrial and financial consultant.
40. To undertake project supervision and when necessary render technical and administrative assistance for improving the working of industrial concerns.
41. To undertake any type of research and service in order to promote the objectives of the company for evaluating or dealing with marketing or investments, or to undertake projects on turn key basis on behalf of any person and to undertake and to carry on techno-economic or other studies or surveys in connection with the development of industries.



42. To act as agents or perform any functions as agents or contractors in relation to any industry business or undertaking in furtherance of the objects of the company.
43. To undertake organise and facilitate training courses, schemes, classes and programmes as well as conference, lectures, seminars and the like to promote the objects.
44. To establish and maintain offices and agencies in any part of the world for the purpose of carrying on the business of the company.
45. To maintain close contact with other institutions, industries in other parts of the world either wholly or partly, by way of payment of subscriptions, enrolment as a member, fiscal or other sort of assistance, collaboration or co-operation or in any other way as the company may deem necessary.
46. To hire and receive such fees and other charges as may be necessary for the service rendered by the company to other persons, firms, bodies corporate, societies or its subsidiaries.
47. To do things suitable or proper for the accomplishment of any of the purposes or the attainment of the object or the furtherance of any of the powers, herein before set forth either along or in association with financial institutions, bodies corporate, firms or individuals and to do every other act or acts thing or things incidental or appurtenant to or growing out of or connected with the aforesaid business or powers or any part or parts thereof, provided the same be not inconsistent with any provision of law.

**III (c) Other Objects for which the Company is established are :-**

1. To acquire by purchase or otherwise and to carry on the business of Rubber, Tea, Cocoa and Coffee estate owners, cultivators, Planters, Growers, manufacturers, sellers and dealers, in all kinds of Rubber, Tea, Cocoa and Coffee in Kerala and neighbouring states and in any part of the world and to manufacture, dispose of, buy, sell and deal in products of the same.
2. To acquire by purchase or otherwise and to carry on the business of, owners, cultivators, planter growers, manufacturers, sellers and dealers in Gutta Percha and gums of every description in Kerala and neighbouring states and in any part of the world and to manufacture, dispose of, buy, sell and deal in products of the same.
3. To acquire by purchase or otherwise and to carry on the business of Corn, Grains, Paddy, Cereals and Cotton estate owners, cultivators, planters, growers, manufacturers, sellers and dealers in all kinds of Corn, Rice, Grains, Paddy, Cereals and Cotton in Kerala and neighbouring states and in any part of the world and to manufacture, dispose of, buy, sell and deal in products of the same.
4. To acquire by purchase or otherwise and to carry on the business of Owners, Cultivators, planters, growers, manufacturers, sellers and dealers in medicinal plants, coconut, palm trees, plantain spices, Cinchona and to manufacture sell and deal in all kinds of medicines, oil, copra, coconut fiber, soap and

- detergents, pepper, cardamom and other spices in Kerala and neighbouring states and in any part, of the world and to manufacture, dispose of, buy, sell and deal in products of the same.
5. To acquire by purchase or otherwise and to carry on the business of Sugarcane growing, silk rearing, owners, cultivators, planters, growers, manufacturers, sellers and dealers in all kinds of Sugar flax and silk in Kerala and neighbouring states and in part of the world and to manufacture, dispose of, buy, sell and deal in products of the same.
  6. To acquire by purchase or otherwise and to carry on the business of, manufacturers, sellers and dealers in guano, bone or other artificial manures and other vegetable agricultural and natural products in Kerala and neighbouring states and in any part of the world and to manufacture, dispose of, buy, sell and deal in products of the same.
  7. To construct and maintain aerodromes, tracks or any surface together with all necessary or suitable buildings for the operation thereof whether such operation be commercial or by way of experiment or research with the approval of competent Government.
  8. To carry on the business of rubber (both natural and synthetic) manufacturers and makers of and dealers in articles of any description made or prepared with rubber.
  9. To construct, equip, maintain, works, purchase and let or hire aero planes and hovercraft for the carriage of passengers or freight and to carry on business of carriers by air or by hovercraft, with the approval of competent Government.
  10. To carry on the business of general carriers and forwarding agents, warehousemen, bonded warehousemen and carriers.
  11. To carry on the business of warehousemen and stores of goods, wares and merchandise of every kind and description whatsoever.
  12. To carry on all or any of the business of manufacturers of and dealers and workers in cement, lime, plasters, whiting and clay.
  13. To carry on all or any of the business of manufacturers of and dealers and workers in Gravel, Sand, minerals and earth.
  14. To carry on all or any of the business of manufacturers of and dealers and workers in Coke and fuel.
  15. To carry on all or any of the business of manufacturers of and dealers and workers in artificial stone and builder's requisites and conveniences of all kinds, and of engineers, ship, barge, lighter and truck owners, quarry owners, builders, general contractors and carriers.
  16. To purchase, take on lease, or otherwise acquire freehold and other lands, properties, mines and mineral properties, and also grants, concessions, leases, claims, licenses of or other interests in mines, mining rights, lands, minerals properties, water rights, and either absolutely or conditionally, and either solely or jointly with others.
  17. To prospect, explore, open and work claims or mines, drill and sink shafts or wells and raise pump, dig and quarry for gold, silver, minerals, ores, diamonds and precious stones, oil, petroleum, coal earth, and other substances.

18. To direct the management of state domains, of the property and estates of communes, corporations, foundations, or private persons, either the capacity of stewards or receivers, or in that of lessees or tenants, with power of advancing at a discount all or any of the accruing rents, royalties or incomings.
19. To undertake and carry on the business of providing and maintaining a luncheon or other meals voucher service for any persons, firms or companies and to sell, distribute, redeem, provide, manufacture, print and generally deal in the vouchers required for such service.
20. To carry on the trade or business of wholesale warehousemen removers, stores, packers, and carriers of personal property of every description.
21. To act as export house for the purpose of exports and imports of commodities including but not limited to industrial products, agricultural products, consumer products and other commercial products, from any place in India to any foreign country, to any place in India from any foreign country, and to any place in foreign countries from any place in foreign countries on its own behalf or on behalf of its subsidiary companies or on behalf of any outside person/firm/body corporate/society including establishment of branches/offices in any country for the fulfillment of the objects mentioned above.

**IV. The liability of the members is limited.**

**V. The share capital of the Company is Rs. Twenty one Crores divided into Twenty one lakh equity shares of Rs. 100/- each.**

We, the several persons whose names and addresses are subscribed are desirous of being formed into a company, in pursuance of this Memorandum of Association, and we respectively agree to take the number of shares in the capital of the company set opposite our respective names.

Name, address, description and occupation of Subscriber	No. of shares taken	Signature
1. N. GOPALAKRISHNAN NAIR, I.A.S., Son of Sri. P.G. Nanu Pillai, Secretary to Government of Kerala, Industries (Public Enterprises) Department, Trivandrum – 1, Residing at Pandit’s Colony, Trivandrum –3. For and on behalf of the Governor of Kerala	Ten Equity Shares	Sd/-
2. SARALA GOPALAN, I.A.S., (W/o. Sri. S. Gopalan) Joint Secretary to Government of Kerala, Industries Department, Residing at 18/821, Shastri Nagar, Karamana PO, Trivandrum –2 For and on behalf of the Governor of Kerala	Ten Equity Shares	Sd/-
3. M. NARAYANAN, Son of Sri. N. Mahadeva Iyer Managing Director, Kerala State Drugs & Pharmaceuticals Ltd., Alleppey, Residing at “Sivakripa” 14/1264, Women’s College Lane, Trivandrum – 14. For and on behalf of the Governor of Kerala	Ten Equity Shares	Sd/-
4. K.R. DAMODARAN PILLAI. Son of Raman Pillai, Under Secretary to Government, Industries Department, Trivandrum. Residing at TC 12/24, Vellayambalam, Trivandrum. For and on behalf of the Governor of Kerala	Ten Equity Shares	Sd/-
Shares taken	Forty	

Dated the Second January Nineteen Hundred Seventy Three  
Signature, Address, description and occupation of witness

Sd/-

N. PURUSHOTHAMAN THAMPI  
Son of Sri. Narayanan Thampi,  
Stores Officer, State Family Planning Bureau,  
Government of Kerala, Trivandrum Residing at  
Palace View, Palace Road, Poojappura,  
Trivandrum – 12.

**ARTICLES OF ASSOCIATION  
OF  
KERALA STATE INDUSTRIAL ENTERPRISES LIMITED  
PRELIMINARY**

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| Table A to apply                    | 1. The regulations contained in Table A in the First schedule to the Companies Act, 1956, so far as the same may be applicable to a private Company as defined in the Act shall apply to this Company in the same manner as if all such regulations of Table A are specifically mentioned in these Articles, subject to the modifications therein contained.  |
| <b>Interpretation</b>               | 2. In these Articles, unless there is something in the subject or context inconsistent therewith:<br><ul style="list-style-type: none"><li>(i) The 'Act' means the Companies Act, 1956</li><li>(ii) "The Company" means the Kerala State Industrial Enterprises Ltd.</li><li>(iii) "Board" means "Board of Directors"</li><li>(iv) "The Directors" means the Directors for the time being including any Alternate Director.</li><li>(v) "Governor" means the Governor of Kerala</li><li>(vi) (Deleted)</li><li>(vii) "The Office" means the registered office for the time being of the Company.</li></ul>  |
| <b>Company is a Private Company</b> | 3. The Company shall be a private limited Company and accordingly,<br><ul style="list-style-type: none"><li>(a) The right to transfer of shares of the Company is hereby restricted in the manner provide herein.</li><li>(b) the number of members shall not exceed fifty not including<ul style="list-style-type: none"><li>(i) persons who are in the employment of the company ; and</li><li>(ii) persons who having been formerly in the employment of the Company were members of the Company while in that employment and have continued to be members after the employment ceased;</li></ul></li><li>(c) no invitation shall be issued to the public to subscribe</li></ul> |

any shares in or debentures of the company. Provided that where two or more persons hold one or more shares in the company jointly, they shall be treated as a single member.

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| <b>Capital</b>                          | 4. The Authorised share capital of the Company shall be Rupees Twenty one Crores divided into twenty one lakh equity shares of Rs. 100/- each.  |
| <b>Increase or Reduction in Capital</b> | 5. Subject to the provisions of the Act and subject to the approval of the Governor, the Directors shall have the power to increase or reduce the share capital of the company including buying back to the shares and securities of the company.     |
| <b>Issue of shares</b>                  | 6. Subject to the provisions of the Act and with the prior approval of the Governor, the Board shall have the power to issue the shares of the Company upon such terms and conditions and with such rights and privileges as the Board may determine. |

## BORROWING POWERS

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| <b>Power to Borrow</b>  | 7. The Board may from time to time borrow any sum or sums of money and secure the repayment of such sum or sums of money in such manner and upon such terms and conditions as the Board may think fit. However issue of bonds or redeemable debentures or debenture stock or any mortgage, charge or other security on the whole or any part of the property of the Company (present and future) including its uncalled capital for the time being, shall be arranged by the Board, subject to the approval of the Governor. |
| <b>Debentures/Bonds</b> | 8. Subject to the approval of the Governor and subject to the provisions of the Act, any debentures, debenture stock, bonds or other securities may be issued at a discount, premium or otherwise and with any special privilege as to redemption, surrender, drawing, allotment of shares and otherwise.  |

## GENERAL MEETINGS

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| <b>General Meeting</b> | 9. The Annual General meetings of the Company shall be held in accordance with the provision of Section 166 of the Act. |
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- Extraordinary General Meeting** 10. The Directors may, whenever they think fit and shall whenever so required by the Governor call an extraordinary general meeting.
- Appointments of Government's Representatives** 11. (a) The Governor, so long as he is a shareholder of the Company, may from time to time, appoint one or more persons (who need not be members of the Company) to represent him at all or any Meetings of the Company.
- (b) Any one of the persons appointed under sub clause (a) of this Article who is personally present at the meeting shall be deemed to be a member entitled to vote and be present in person and shall be entitled to represent the Governor at all its meetings and vote on his behalf whether on show of hands or on poll.
- (c) The Governor may at any time cancel any appointment under this Article and make fresh appointment.
- Quorum for General Meeting** 12. Two members personally present of whom one shall be a representative of the Governor shall be the quorum for a General Meeting.

## DIRECTORS

- Number of Directors** 13. The number of Directors shall not be less than two and shall not be more than fifteen.
- Qualification shares** 14. The Directors are not required to hold any qualification Shares
- Appointment of Directors** 15. (i) The Directors shall be appointed by the Governor and shall hold office during the pleasure of the Governor.
- (ii) The Governor shall have power to remove any director from office at any time in his absolute discretion and fill up any vacancy in the office of a Director caused by retirement, removal, resignation, death or otherwise.
16. The Board may from time to time subject to the provisions of Section 292 of the Act delegate all or any of their powers to any Director, Directors, or Committee of Directors.

17. (i) The remuneration of the Directors shall from time to time be determined by the Governor. Such reasonable additional remuneration as may be fixed by the Governor may be paid to any one or more of Directors for any extra or special services rendered by him or them.
- (ii) The Directors may also be paid travelling allowances including daily allowance/halting allowance for attending the meetings of the Board or of any Committee thereof or of the General Body or journeys in connection with the business of the Company at such rates as may be prescribed by the Governor.
- Chairman of the Board of Directors** 18. The Governor may nominate a Director as chairman of the Board of Directors. The Governor shall have power to remove him from office at any time, in his absolute discretion and fill up the vacancy by the appointment of another Director as the Chairman.
- Presiding over Meeting of the Board and the General Body** 19. The Chairman shall be entitled to preside over all meetings of the Board and the General Body and shall exercise such powers as are from time to time delegated to him by the Board.
- Proceedings of The Board of Directors** 20. Subject to the provisions of section 285 of the Act the Directors shall meet together for the despatch of business once at least in every three Calendar months and adjourn and otherwise regulate their meetings or proceedings as they think fit.
- Quorum** 21. The quorum necessary for the transactions of the business of the Board shall be one third of the total strength of the Board of two Directors whichever is higher, as provided in section 287 of the Act. Provided that such quorum shall not be deemed to be complete unless at least one official representing administrative Department or Finance Department of the Government of Kerala who is a Director for the time being is present.
- Managing Director** 22. (1) The Governor may appoint one of the Directors to be the Managing Director on such terms and conditions and on such remuneration as he may think fit.
- (2) The business and management of the Company shall be carried on by the Managing Director subject to the supervision, control and directions of the Board.
- (3) The Managing Director shall hold office during the pleasure of the Governor. The Governor may at any



time remove or dismiss any Director from the office of Managing Director and appoint another Managing Director.

## THE SEAL

- Seal** 23. The seal shall not be affixed to any instrument except by the authority of a Resolution of the Board and in the presence of at least one Director.

## DIVIDEND AND RESERVE

- Dividend and Reserve fund** 24. The Board of Directors may, with the approval of the Governor and subject to the sanction of the company in General Meeting and subject to the provisions of Section 205 of the Act declare dividend or bonus to be paid or credited as paid upon the shares of the Company and according to the priority and respective rights of the different classes of shares. No larger dividend shall be declared than is recommended by the Board.
25. Subject to such directions as may from time to time issued by the Governor, the Directors may before recommending any dividend set aside out of the profits of the Company, such sums as they think proper as a reserve fund to meet contingencies or for equalising dividends or for special dividends or for repairing, improving and maintaining any property of the Company and amortisation of capital and for such other purposes of the Directors shall in their discretion think conducive to the interests of the company and may in their discretion invest such fund in such investments (other than shares of the company) or employ the reserve funds in the business of the Company as they may from time to time deem fit.
- Interim Dividend** 26. The Directors may, with the approval of the Governor, from time to time pay to the members such interim dividends as appears to them justified by the profit of the Company.

27. (a) Subject to the provision of section 205 and 208 of the Act, any General meeting declaring a dividend may resolve that such dividend be paid wholly or in part in cash or by issuing fully paid up bonus shares or paying up any amount for the time being unpaid in any shares held by the Company.
- (b) Where any difficulty arises in such distribution, the Board may settle the same as it think fit and expedient and in particular, may issue fractional certificates and fix up the distribution so that cash payment shall be made to any members upon the footing of the value so fixed in order to adjust the rights of all parties and may vest any such specific assets in trustees as may seem expedient to the Directors.

## GOVERNMENT COMPANY

**Company is a Government Company**

28. The Company shall be a Government Company within the meaning of section 617 of Act and the provisions of the Act in so far as they are applicable to a Government company shall be applicable to this company.

**Accounts to be submitted to the Governor of Kerala**

29. The Company shall submit a copy of the balance sheet and profit and loss account with copy of the Auditors' Report to the Finance Secretary to the Government of Kerala who shall have the right comment upon or supplement to the audit report in such manner as he may think fit. Any such comments upon or supplements to the auditors' report shall be placed before the Annual General Meeting at the same time and in the same manner as the audit report. The Governor may call for such returns, accounts and other information with respect to the property and activities of the company as may be required from time to time.

**Budget**

30. (Deleted)

**Matters requiring  
Prior approval of  
Governor**

31. The following matters shall require the prior approval of the Governor.
- (i) Appointment to posts of and above the rank of General Managers.
  - (ii) Any programme of capital expenditure for an amount exceeding Rs.15 Lakhs in cases which do not form part of the sanctioned estimate.
  - (iii) Agreements involving foreign collaboration proposed to be entered into by the Company.
  - (iv) Divisions of capital into different classes of shares.
  - (v) Sale, lease or disposal of the whole or substantially the whole of the undertaking of the company and the purchase of any property of value of more than Rs. One Lakh.
  - (vi) Formation of or assumption of the control of a subsidiary company.
  - (vii) Winding up of the company.
  - (viii) Foreign tours by officials of the company including members of the Board of Directors (such as Chairman, Managing Director and other Directors) on business matters or for study purpose lasting more than 4 weeks or involving more than one person or involving an expenditure of more than Rs. 10,000/- shall be undertaken only with the prior sanction of Governor.
  - (ix) Any other matter which, in the opinion of the Chairman, be of such importance as to be reserved for approval of the Governor.

**Directions from  
Governor**

32. Notwithstanding anything contained in any of these Articles the Governor may from time to time issue such directions or instruction as he may consider necessary in regard to the finances and the conduct of business and affairs of the Company thereof and in like manner vary and annul any such directions or instructions. The Directors shall duly comply with and give immediate effect to all directions and instructions so issued.

**INDEMNITY**

**Indemnity**

33. Every Director and other officer or agent for the time being of the Company shall be indemnified out of the assets of the Company against any liability incurred by him by reason of any contract entered into or act done in the discharge of his duties.

**Reservation of  
Scheduled castes/  
Scheduled Tribes  
In the  
appointment  
Made in the  
Company**

34. The principles of reservation as applicable to Government should be followed in the matter of all appointments in the Company.

Name, address, description and occupation of Subscriber	Signature
1. N. GOPALAKRISHNAN NAIR, I.A.S., Son of Sri. P.G. Nanu Pillai, Secretary to Government of Kerala, Industries (Public Enterprises) Department, Trivandrum - 1, Residing at Pandit's Colony, Trivandrum -3. For and on behalf of the Governor of Kerala	Sd/-
2. SARALA GOPALAN, I.A.S., (W/o. Sri. S. Gopalan) Joint Secretary to Government of Kerala, Industries Department, Residing at 18/821, Shastri Nagar, Karamana PO, Trivandrum - 2. For and on behalf of the Governor of Kerala	Sd/-
3. M. NARAYANAN, Son of Sri. N. Mahadeva Iyer Managing Director, Kerala State Drugs & Pharmaceuticals Ltd., Alleppey, Residing at "Sivakripa" 14/1264, Women's College Lane, Trivandrum - 14. For and on behalf of the Governor of Kerala	Sd/-
4. K.R. DAMODARAN PILLAI. Son of Raman Pillai, Under Secretary to Government, Industries Department, Trivandrum. Residing at TC 12/24, Vellayambalam, Trivandrum. For and on behalf of the Governor of Kerala	Sd/-

Dated the Second January Nineteen Hundred Seventy Three  
Signature, Address, description and occupation of witness

Sd/-

N. PURUSHOTHAMAN THAMPI  
Son of Sri. Narayanan Thampi,  
Stores Officer, State Family Planning Bureau,  
Government of Kerala, Trivandrum Residing at  
Palace View, Palace Road, Poojappura,  
Trivandrum - 12.

## **Operation of Air Cargo Complexes**

In 1979, Government of India took a decision that Air Cargo Complexes should be set up at suitable locations by the concerned State Governments. The Complexes were intended to bring all Export/Import activities under one roof. To begin with Thiruvananthapuram was identified as a suitable location and the Government of Kerala appointed Kerala State Industrial Enterprises Limited as the Operating Agency for setting up and running Air Cargo Complexes in the State. Accordingly, KSIE has established three Air Cargo Complexes one each at Thiruvananthapuram, Kochi and Kozhikode. It is worth mentioning that as of today, KSIE has managed these Cargo Complexes efficiently and succeeded in operating them profitably. However, the Cargo Operations at Kochi was terminated when the Kochi International Airport was commissioned.

As per the Public Notice No. 3/1993 from the office of the Collector of Central Excise and Customs, Cochin, the Kerala State Industrial Enterprises Limited, Trivandrum have been duly appointed as the Custodian of all imported goods landed at Airport, Trivandrum until they are cleared for home consumption or are warehoused or are transhipped in accordance with the provision of chapter – viii of the Customs Act, 1962.

The Trivandrum Air Cargo Terminal has been awarded the ISO 9001 –2000 Certification. Trivandrum Air Cargo Terminal is the first of its kind in India to receive the ISO 9001-2000 Certification. The Company has already initiated steps to improve the quality of services in par with the international standards in Calicut Air Cargo Complex.

The online cargo tracking facility launched by the Company through its web site *keralarkade.com* is a unique one of its kind in the country. The customer friendly service provided by the Company at its Air Cargo Complexes at rates cheaper than that of its competitors at other Airports is one of the major attractions for importers and exporters to opt for these airports in the state for their business purpose.

## **Operation of Sales Emporia**

In addition to the operation of Air Cargo Complexes at Trivandrum and Calicut Airport, KSIE is engaged in the trading and marketing activities ranging from consumer goods to industrial products. KSIE is successful in establishing, managing and efficiently operating the Three Sales Emporia located at:

- Thiruvananthapuram
- Kochi
- Kozhikode

It supplies hotel-ware, household items, hospital amenities, **Harmony** brand note books, etc. at reasonable rates.

KSIE is also nominated as the authorised Export House for the Government of Kerala. As part of expansion of Trading, the Company has stepped into **e-business** by hosting its own e-com portal which also provides opportunities for small and medium size business firms to join this venture as **“partners in progress”**. And show-case their products on a global basis and capture opportunities for doing business in the world market. The E-com portal of the Company [“www.keralarcade.com”](http://www.keralarcade.com) is the first of its kind in Kerala with online payment facility.

## **KERALA SOAPS – A unit of KSIE**

Government of Kerala presented “Kerala Soaps”, the new Soaps manufacturing unit as a “new year gift” to the people of Kerala in a fabulous ceremony. The unit set up by Kerala State Industrial Enterprises limited at Vellayil, Kozhikode envisages to produce the erstwhile brands, manufactured by **Kerala Soaps & Oils Limited** conceiving its legacy. The installed capacity of the unit is to manufacture 6000 MT / Annum of Toilet Soaps and Bathing bars. On completion, the second soap finishing line which is under progress, will augment the installed capacity to 12000 MT/Annum.

The premium soaps like **Kerala Sandal, Thrill** introduced into the market have created a new sensation in the minds of the people. The Kerala sandal soap contains virgin sandal oil and is recommended as beauty soap. The brands like VEP Bathing Bar, Kairali Bathing Bar, Kerala Carbolic Soap bar and “Washwell” detergent cake etc. will soon reach the hands of the people.

## **CONTAINER FREIGHT STATION**

Kerala State industrial Enterprises Limited has speeded up the construction of its dream project - **Container Freight Station** (CFS) at Eloor, Kalamassery. The CFS is situated on the new 4 lane road connecting Vallarpadam International Container Transshipment Terminal and the NH 47 at Kalamassery. This CFS will be the first of its kind in the public sector of GOK having wide container staking yard, Godown and office facilities for user agencies. The CFS is being set up on 8.5 acres land of M/s Travancore Cochin Chemicals Limited, a Government of Kerala undertaking. The CFS will be made operational when the Vallarpadam International Container Transshipment Terminal starts functioning.

KSIE is also functioning as the Virtual Office of Agricultural & Processed Food Products Export Development Authority (APEDA), Ministry of Commerce. Government of India has appointed KSIE as the Virtual Office for Kerala.

The Company has five operational Departments namely,

- (I) Department of Air Cargo Complexes
- (II) Marketing Department
- (III) Development/Engineering Department
- (IV) Finance & Accounts/Internal Audit Department
- (V) Human Resources/Administration Department

### **Managerial Aspects**

Being a Government owned Company; the Management of KSIE is vested with the Board of Directors. Chairman and Managing Director is responsible for smooth and efficient running of the activities of the Company. He is assisted by General Manager (Air Cargo Complexes), General Manager (Development), General Manager (Marketing), Secretary & General Manager (Finance) and General Manager (Human Resources).

### **Delegation of Powers of Managing Director of Kerala State Industrial Enterprises Limited with effect from 17.09.1999.**

1. Subject to the policy and principles approved by the Board of Directors of the Company the general management of the business of the Company shall be in the hands of the Managing Director who shall, within the sanctioned budget provision and other limitations and procedures, prescribe power and authority on behalf of the Company and make all purchase and sales and enter into all contracts and do all other things usually necessary or desirable in the management of the affairs and business of the Company or in carrying out its objects.
2. The Managing Director shall have power to sanction and creation of temporary posts of not more than one year's duration on a basic pay not exceeding Rs. 5000/- p.m. subject to the budget provision. He will also have power to make appointments to these posts after observing the recruitment procedure. The Managing Director shall also have power to promote employees up to the level of Deputy General Manager against vacancies sanctioned by the Board and to grant charge allowance subject to a maximum of 20% of the basic pay of the employees in deserving cases. The Managing Director shall also have power to sanction increments to the employees including merit increments.
3. The Managing Director shall have power to suspend, discharge, dismiss or otherwise punish any employees of the Company for good and sufficient reasons following the usual departmental procedures; provided that all cases of discharge or dismissal of personnel



upto and including the level of AGM are reported by him to the Board for information and provided further that in the case of employees above the level of AGM, prior approval of the Board is obtained.

4. The Managing Director shall have power to sanction expenditure and authorize disbursements within the delegation made for specific purpose in the approved revenue and capital budget provided that in respect of sanction relating to works and purchases of a capital nature prior approval of the Board is required for expenditure exceeding Rs. 5 lakhs.
5. Where purchases are made or contracts awarded on the normal procedures on the basis of tender, reasons for not accepting the lowest tender shall be recorded in writing.
6. The Managing Director shall have the power to execute contracts, deeds instruments and assurances of property; and in particular-
  - a) All service agreements
  - b) Security bonds of the due performance of employees' duties in the Company service.
  - c) Lease of houses, land and other immovable properties
  - d) Assurances required by law or otherwise authorised by the Board
  - e) Any other contracts connected with the business of the Company up to a value of Rs. 5 Lakhs.
7. The Managing Director shall have the power to make and give receipts, leases and other discharges on the claims and demands of the Company.
8.
  - a) The Managing Director shall have charge and custody of all properties, books of accounts, documents and effects belonging to the Company.
  - b) The Managing Director will cause to be kept such books of account are usual or necessary and from time to time prepare or cause to be prepared such statements, balance sheets and extracts as may be necessary to manifest the true affairs of the Company. All the books if accounts shall be kept in the usual office or place where the business of the Company is principally carried on and shall be accessible at all reasonable time to the Directors of the company.
9. The Managing Director shall have the power and authority on behalf of the Company to draw, accept, endorse and negotiate cheques, drafts, Government Promissory Notes and other instruments as shall be necessary for carrying on the business of the Company.
10. The Managing Director shall have the power to commence and carry on or abandon or compromise any legal proceedings whatsoever including procedures in bankruptcy on behalf of or concerning the Company by any of the Directors or officers or any claim or

demands by or against the Company to arbitration and to observe and perform awards and accept compensation from or give time to any debtor or contributor owing money to the Company, provided that the previous sanction of the Board is obtained for any such action involving loss to the Company of Rs. 5,000/- or more; provided further that debtor be not a Director of the Company in which case no remission shall be made without the sanction of the Company in a general meeting.

11. The Managing Director will have power to make contribution to charitable or other funds, to the institutions as he considers necessary provided the aggregate sums to be contributed in any year does not exceed Rs. 5,000/-.
12. The Managing Director will have the power to write off losses due to breakage loss in transit etc. upto the value not exceeding Rs. 15,000/- in each instance.
13. The Managing Director will have the authority to depute any of the employees of the Company for training in India where such training is considered to be in the Company's interest and training as period rendered in duty.
14. The Managing Director will have the power to incur expenditure in connection with membership of professional association.
15. The Managing Director will have the authority to fix rent for quarters, shops, land and business premises.
16. The Managing Director will have power to declare stores as surplus and unserviceable and to prescribe their mode of disposal provided in all cases where the value is Rs. 1 lakh or above the sanction of the Board is taken.
17. The Managing Director will have the power –
  - a) to sanction contingent expenditure upto Rs. 10,000/- in each case limited to Rs. 1,00,000/-(One lakh) in an year;
  - b) to sanction local purchases of stores and furniture upto Rs. 50,000/-at a time.
18. The Managing Director will have the power to incur expenditure on hospitality subject to budget provision.
19. The Managing Director shall have power generally to make all such arrangements and do all acts and things on behalf of the Company as may be necessary incidental or conducive to the attaining of the object of the Company and in the event of an emergency take such measures as may be appropriate in his opinion to safeguard the interest of the Company provided a report is made to the Board at the earliest opportunity.

20. The Managing Director shall have the power to sub-delegate any of the powers delegated to him provided such sub-delegations are reported to the Board of Directors in time.

**DELEGATION OF POWER TO GENERAL MANAGER (HR)  
BY CHAIRMAN & MANAGING DIRECTOR, KERALA STATE INDUSTRIAL ENTERPRISES LTD**

1. To recommend to the Managing Director the major items which should be included in the formulation of personnel policy for the company and from time to time and to him on modification, in order to keep policy in line with current development.
2. To advise and assist the Managing Director in the communication of policy to Chief Executive of subsidiary companies and Departmental Heads of holding company and to provide the latter on Managing Director's behalf with information, advice, guidance and assistance, as required in regard to their responsibilities for carrying that policy into effect.
3. To determine in consultation with Chief Executives appropriate range and scope of personnel management practice deemed necessary to implement approved policy.
4. To maintain adequate information through periodical reports of personnel activities and activities and practices carried out within the subsidiary companies to ascertain whether they are in the line with policy and are kept up-to-date in accordance with current development.
5. To bring to the attention of the Chief Executives of the subsidiary companies any matter of occasion in respect of which personnel policy and practices are not being carried out as intended and to advise them on Managing Director's behalf as to the best lines of remedy.
6. To formulate and maintain with the approval of Managing Director a general frame work of rules and regulations governing employment in the Company's service , and to keep these up-to-date.
7. To serve the Managing Director and Chief Executives of subsidiary companies as a source of knowledge and information on all matters pertinent to effective personnel management.
8. To determine and to lay down uniform procedures to be carried out by the subsidiary companies and holding company in respect of:-
  - a) Recruitment.
  - b) Records in employees.
  - c) Promotions.
  - d) Handling of grievances.
  - e) Suggestion Schemes.
  - f) Apprentice Training.

- g) Termination of Employment.
  - h) Incentive Schemes.
  - i) Welfare activities.
9. To ensure that Chief Executives/Departmental Heads, as relevant, are consulted before any new procedures of modification is initiated.
  10. To prepare, in consultation with the Departmental Heads and Chief Executives for the approval of the Managing Director a programme of training and development and to assist in carrying the programme into effect in the companies.
  11. To ensure, in consultation with Chief Executives, that periodic reports on the progress of such training and development are submitted to the Managing Director.
  12. To advise companies in regard to providing and maintaining adequate health, medical and first-aid services, canteen services within the limits of approved policy.
  13. To attend as expert advisor to Chief Executives at High-level discussion or negotiation with union officials on the company's employment policy, wage rates and other conditions of service.
  14. To maintain the confidential records of senior executives, and advising and assisting the Managing Director, as required in regard to the annual review of senior staff salaries.
  15. Submission of monthly reports of the performance of the department.
  16. To approve Travelling Programme of staff and officers under his administrative control.
  17. To sanction Travelling Allowance Bills of Staff/Officers under his administrative control, subject to normal rules and audit.
  18. To sanction casual leave, sick leave and compensatory leave to employees under his administrative control, as per rule.
  19. To sub-delegate powers to subordinates within the powers delegated to him, with the consent of the delegator, and to assign duties and responsibilities.
  20. Any other matters assigned to him by the Managing Director.
  21. All matters relating to financial implication to be done in consultation with Secretary & Finance Manager.
  22. To be in charge of Administration Department.

**DELEGATION OF POWERS TO GENERAL MANAGER (MARKETING)  
BY CHAIRMAN & MANAGING DIRECTOR, KERALA STATE INDUSTRIAL ENTERPRISES LTD**

1. To look after the marketing of Subsidiary Companies whose marketing responsibilities are entrusted to Kerala State Industrial Enterprises Limited, as per the approved price list of the companies and the standard terms and conditions, based on agreement entered into between Kerala State Industrial Enterprises Limited, and subsidiaries.
2. To assist other subsidiary companies in the internal marketing of their products.
3. To organize export market of the products of the subsidiary companies and also export of products of other companies.
4. To avail of export assistance including cash assistance, subsidiary REP licenses etc. to the advantage of the companies.
5. To ensure sufficient turnover and to comply with other conditions for continuing the status of export house.
6. To watch the price trends of products manufactured by the subsidiary companies and recommend price policies to Chairman & Managing Director.
7. To obtain market intelligence, competitors activities, customer reactions etc. relating to products of the subsidiary companies and to keep Chairman & Managing Directors of subsidiary companies informed.
8. To lay down sales policies, terms and conditions of sales, transport of goods, transit insurance, credit policies, customer services etc.
9. To organize Depot/Emporia operation and other common service facilities for the benefit of subsidiary companies.
10. To take up trading of other companies' products without affecting the sale of the products of subsidiary companies.
11. To appoint dealers, commission agents, stockists etc. after obtaining written consent from Chairman & Managing Director.
12. To organise Fairs, exhibition, show room etc. both inland and foreign for the benefit of KSIE group of companies with the prior written approval of Chairman & Managing Director.

13. To advise the Chief Executives regarding development of new products an improvement in the existing products packing etc. in consultation with Manager/Development.
14. To organise training programme for marketing staff and executives, and to participate in the same.
15. To decide in consultation with Manager, Personnel and Industrial Relations all matters connected with Personnel & Industrial Relations such as recruitment, Placement, Promotion of Marketing staff/Executives in Marketing Department.
16. To prepare long term and short term plan for Marketing of Kerala State Industrial Enterprises Ltd and to guide the subsidiary Companies.
17. To obtain periodical report regarding marketing from subsidiary companies and submit report to Chairman & Managing Director.
18. To function as principal officer for Dubai Operation as per separate Delegation of Powers given by the Board.
19. To sanction casual leave, sick leave and compensatory leave to employees under his administrative control, as per rule.
20. To approve Travelling programme of officers and staff under his administrative control.
21. To sanction Travelling Allowance Bills of Officers and staff under his control, subject to normal rules and audit.
22. To sub-delegate to officers and staff working under him, with the consent for the delegator.
23. Any other matter assigned to him by the Chairman & Managing Director.
24. All matters involving financial implication will be done in consultation with Secretary & Finance Manager.

**DELEGATION OF POWER TO GENERAL MANAGER (DEVELOPMENT)  
BY CHAIRMAN & MANAGING DIRECTOR, KERALA STATE INDUSTRIAL ENTERPRISES LTD**

1. To plan new projects – expansion, diversification, modernisation and provision for balancing equipments – for the subsidiary companies and to advise Managing Director in these matters.
2. To prepare project report including feasibility study, locating sources of finance, organising material availability and process details.
3. To ensure implementation of the projects and monitoring the progress at periodic intervals.

4. To assess existing plant capacity and to ensure full utilisation of capacity.
5. To prepare short and long term plan for the subsidiary companies with a view to have planned growth for these companies.
6. To prepare proposal for including in the Five Year Plan in consultation with finance department.
7. To prepare capital budget for the Holding Company and the subsidiary companies in consultation with Finance Department.
8. To conduct work study and job evaluation and ensure implementation of the same in consultation with Manager Personnel & Industrial Relations (HR).
9. To participate in the recruitment of technical personnel like Engineers, Technologists etc.
10. To organize research and development wing.
11. To locate product deficiencies from available market intelligence and to take steps for rectification of the defects in consultation with the Marketing Manager.
12. To keep abreast of technological development and manufacturing methods in connection with industries attached to KSIE.
13. To monitor proper and timely maintenance for existing plant and machinery in consultation with the Subsidiary Companies.
14. To plan replacement of worn out and outdated machinery in a phased and systematic manner.
15. To identify areas of foreign/inland technical collaboration.
16. To monitor performance of technical services (after sales) where such services are provided.
17. To keep in touch with subsidiary companies regarding availability of raw materials and to help them in procuring the same at reasonable prices.
18. To co-ordinate foreign collaboration arrangements as per policy decision of the Company.
19. To obtain periodical reports from subsidiary companies regarding production, sales, consumption of raw materials, labour utilisation, plant and machinery utilisation, etc. and submitting report to the Chief Executive/Government.
20. To develop new products and to effect modification in consultation with subsidiaries as per the approved policy of the Company.

21. To approve Travelling Programme of Officers and Staff under his administrative control.
22. To sanction Travelling Allowance Bills of Officers and staff working under him as per normal rules subject to audit.
23. To sanction casual leave, sick leave and compensatory leave to employees working under his administrative control.
24. To sub delegate with the consent of the delegator, to Officers and staff working under the Development Manager and to ensure discharge of function entrusted to them.
25. All matters involving Personnel & Industrial Relations (HR) policies will be done in consultation with Personnel & Industrial Relations Department.
26. All matters involving financial implications will be done in consultation with Finance Department.
27. Any other matter assigned from time to time by Chairman & Managing Director.

**DELEGATION OF POWER TO SECRETARY & GENERAL MANAGER (FINANCE) BY CHAIRMAN & MANAGING DIRECTOR, KERALA STATE INDUSTRIAL ENTERPRISES LTD.**

1. To determine the financial resources required to meet the Company's operating programme.
2. To forecast as to how much of these requirements could be met by internal generation of funds and how much will have to be obtained from outside sources.
3. To develop the best plans to obtain the required funds from outside sources.
4. To establish and maintain a system of financial control for the proper allocation and utilization of funds.
5. To formulate a programme for a most effective profit-volume-cost relationship.
6. To report and analysis of the financial results of all operations, to the management.
7. To make special studies with a view to reducing costs, improving management efficiency and profitability.
8. To scrutinize the capital expenditure schemes relating to the new projects and/or expansions, feasibility studies etc. in order to ensure that –



- j) the capital expenditure proposed to be furtherance of the objectives for which the enterprises have been established.
  - ii) the expenditure proposed to be incurred is reasonable.
  - iii) the expenditure would result in ensuring reasonable profits.
  - iv) the proposal has over all economic viability, and
  - v) that the financial resources for meeting the expenditure would be available.
9. To function as the principal co-ordinating officer for the preparation of -
- i) a long term operating budget covering a period of 10 years indicating the likely profit/loss year during the period,
  - ii) a long term capital expenditure budget covering a period of about 10 years advising the management as regards the timing of the incurrence of capital expenditure,
  - iii) a capital expenditure budget in regard to the capital expenditure that is expected to be incurred during the year,
  - iv) an annual operating budget, and
  - v) the budgetary control including periodic review of performance.
  - vi) The budgetary control including periodic review of performance.
10. Levels of management.
11. To prepare a cash Flow Statement, based on the long term budget indicating the inflow and outflow of cash during different periods, and to prepare a detailed monthly cash flow statement for the year based on the annual budgets.
12. To make an assessment of the total working capital requirements for the fiscal year and to advise the management regarding the sources for obtaining the same.
13. To associate with all matters relating to the purchase of equipments, raw materials etc, and to lay down suitable procedures for purchases to ensure that adequate control is exercised over them and uneconomic purchases are avoided.
14. To advise the Chief Executives on the pricing policies to be followed in the organization as regard the selling prices of products, inter-departmental issues, charging of material to jobs etc.
15. To advise the management on all service matters, having implications such as scale of pay, dearness allowance, bonus, gratuity etc.
16. To function as the principal officer in charge of accounts, budgets and internal audit of the company. To maintain of cause to maintain adequate records of assets, liabilities and transactions of the company, to ensure that adequate internal audits is regularly conducted, to recommend and, in conjection with other officers and departmental heads and enforce duly approved methods and procedures whereby the business of the company shall be conducted with the maximum safety, efficiency and economy. To examine all proposed disbursements from the Company's funds and approve in advance

expenditure required to be made in accordance with the prescribed administrative and accounting requirements and procedures.

17. To ensure that a proper and adequate system of cost account is maintained to enable complication and control of costs. To review cost of production figures and render periodical reports to the management on such costs of production and compare with the various levels of management in regard to the respective items of expenditure under their control. These reports will indicate the actual expenditure incurred and how they compare with the budget/standards.
18. To ensure maintenance of adequate system of store accounts. To assist the management in determining the maximum and minimum ordering levels of various items and also be responsible for the introduction and or operation of the ABC method of control with a view to reducing the inventory holding to the optimum level. To ensure proper verification of stock at periodic intervals.
19. To ensure that the annual accounts are prepared in time according to provisions of law. He will attend to all matters relating to the statutory audit and audit by the Comptroller and Auditor General.
20. To attend to all tax matters relating to the company.
21. To take up from time to time special studies particularly with reference to cost reduction, and economics in administration and other overhead expenditure and also in such other area as have a bearing on the profitability of the Company.
22. To take up from time to time special studies particularly with reference to cost reduction, and economics in administration and other overhead expenditure and also in such other area as have a bearing on the profitability of the Company. He may also take up for study the administrative, accounting and other procedures prescribed with a view to (1) eliminating un-necessary movement of paper and (2) reducing clerical work.
23. To ensure that market surveys are carried out for the products manufactured and to be manufactured in the undertaking to facilitate their marketing. To furnish the prospective costs of the products so as to enable the management to decide on the optimum product mix.
24. To attend the Board Meetings of the subsidiary companies either as a member of the Board or as a special invitee to offer a suggestions on matters involving financial commitment and verify whether the decisions taken on such matters are in conformity with statutory enactments.
25. To discharge the secretarial duties and responsibilities pertaining to the company and also to supervise the same pertaining to the subsidiary companies.
26. To approve Travelling Programme of Officers and staff working under him.

27. To sanction Travelling Allowance Bills of staff and Officers working under his administrative control, subject to normal rules and audit.
28. To sanction casual leave, sick leave and compensatory leave to employees under his administrative control as per rules.
29. He is authorized to sub-delegate within the power delegated to him with the consent of the delegator.
30. Any other matter to be assigned by Chairman & Managing Director from time to time.
31. All matters involving personnel will be decided in consultation with Manager- HR.

**DELEGATION OF POWERS TO THE GENERAL MANAGER (AIR CARGO COMPLEXES) BY CHAIRMAN & MANAGING DIRECTOR, KERALA STATE INDUSTRIAL ENTERPRISES LTD.**

1. To ensure effective efficient services at the Air Cargo Complexes so as to achieve maximum customer satisfaction.
2. To advise Chairman and Managing Director regarding the improvement in the existing services, expansion and modernisation of Air Cargo Complexes in order to maintain International Standards.
3. To closely liaise with Customs Department, Airlines and Other Agencies in all matters relating to Export and Import Activities with a view to ensure smooth operations.
4. To keep abreast of latest technological development in the Cargo Operation viz. Import and Export, conduct market surveys and take steps to increase the import and export activities with a view to generate more revenue.
5. To obtain periodical report from the Cargo Complexes and submit report to the Chairman and Managing Director.
6. To closely monitor the performance of the Cargo Complexes.
7. To organize monthly review meetings in consultation with the Chairman and Managing Director.
8. To prepare Long Term and Short Term plans with a view to have planned growth for the cargo complexes.
9. To recommend demurrage charges, terminal charges and other charges and levies in connection with the operation of the cargo complex and to ensure realization of the amount due to the Company.

10. To recommend the manpower strength required for smoothly managing the functions of the Cargo Complex.
11. To recommend steps to be taken for keeping a motivated workforce in the Cargo Complex.
12. To recommend periodical training programme for the employees of the Cargo Complex and also participate in the same.
13. To sanction casual leave, sick leave and compensatory leave to all employees under his control, as per rules.
14. To approve traveling programme of officers and staff under his control.
15. To recommend traveling allowance bills of officers and staff under his control, subject to normal rules and audit.
16. To sub-delegate to officers and staff working under him, with the consent of the delegator.
17. All matters involving financial implication will be done in consultation with the Secretary and General Manager (Finance). Similarly, all matters relating to developmental activities viz. Expansion, modernization etc will be done in consultation with the General Manager (Development) and all matters relating to Human Resources on consultation with the General Manager (Human Resources)
18. Any other matter assigned to him by the Chairman and Managing Director.

## **TARIFF OF IMPORT CARGO CHARGES AT TACT**

### **I. Warehousing/Demurrage charges: (with effective from 01.04.2007)**

#### **a) Unaccompanied Baggages (UB) :**

<b><u>Days</u></b>	<b><u>Rate</u></b>
1 <sup>st</sup> Week (1 to 7 days)	Minimum charge of ₹ 115/- per package upto 50 kg and ₹ 45/- for every additional 50 kg or part there of.
2 <sup>nd</sup> Week (8 to 14 days)	₹ 0.50/- per kg per day – from the date of arrival, subject to minimum charges
3 <sup>rd</sup> Week (15 to 21 days)	₹ 0.65/- per kg per day – from the date of arrival, subject to minimum charges
4 <sup>th</sup> Week (From 22 <sup>nd</sup> day onwards)	₹ 0.80/- per kg per day – From the date of arrival, subject to minimum charges

#### **Note:**

1. A week would be reckoned as 7 calendar days from the date of flight landing.
2. Minimum charges will be levied based on average weight of the packages. The average of the packages would be arrived at by dividing the total weight by the number of packages.
3. Minimum charge will be charges for all the packages irrespective of the period of storage.
4. Demurrage charge of minimum charge whichever is higher will be levied.

#### **b) Commercial Cargo (CC) :**

<b><u>Days</u></b>	<b><u>Rate</u></b>
1 <sup>st</sup> Week (1 to 7 days)	Minimum charge of ₹ 90/- per package upto 50kg and ₹ 35/- for every additional 50 kg or part thereof.
2 <sup>nd</sup> Week (8 to 14 days)	₹ 0.50/- per kg per day – from the date of arrival

3<sup>rd</sup> Week  
(15 to 21 days) ₹ 0.65/- per kg per day – from the date of arrival

4<sup>th</sup> Week  
(From 22<sup>nd</sup> day onwards) ₹ 0.80/- per kg per day – from the date of arrival

**c) Valuable Cargo (VC) :**

(Gold, Silver, Currency, Jewellery etc. requiring locker facility)

<u>Days</u>	<u>Rate</u>
1 <sup>st</sup> Week (1 to 7 days)	₹ 5.00/- per kg per day subject to minimum of ₹ 1000/- per consignment.
8 <sup>th</sup> day onwards	₹ 10.00/- per kg per day from the date of arrival subject to minimum of ₹ 1000/- per consignment.

Note :

1. A week would be reckoned as 7 calendar days from the date of flight landing.
2. Minimum charges will be levied based on average weight of the packages. the average of the packages would be arrived at by dividing the total weight by the number of packages.
3. Minimum charge will be charged for all the packages irrespective of the period of storage.
4. Demurrage charge of minimum charge whichever is higher will be levied.

**II. Cooling Chamber Charges:**

₹ 1.40/- per kg per day, subject to a minimum of ₹ 250/- per day per consignment, in addition to demurrage charges as applicable.

**III. Refrigerator/ Deep Freezer Charges:**

₹ 100/- upto one week and ₹ 1.50/- per week kg per kg per day, subject to a minimum of ₹250/- per day per consignment, in addition to demurrage charges as applicable.

#### IV. Charges for Handling Transshipment Cargo:

1. Handling charges for out-bound TP cargo destined to CACC : ₹ 2.50 per kg
2. Charges for out-bound TP cargo destined to other places:
  - i) Handling charges at TACT : ₹ 2.50 per kg
  - ii) Storage charges per kg for maximum 3 days : ₹ 2.00 per kg
  - iii) Total : ₹ 4.50 per kg
  - iv) Charges beyond 3 days (from 4<sup>th</sup> day onwards) : ₹ 0.50 per kg per day in addition to ₹ 4.50 as per item (iii) above
3. Handling charges for in-bound TP cargo : ₹ 4.50 per kg

#### V. Forklift Charges :

(per piece)

Upto 250 kg	: ₹ 100/-
251-500 kg	: ₹ 150/-
501-750 kg	: ₹ 200/-
751-1000 kg	: ₹ 250/-
Above 1000 kg	: ₹ 250/- in addition to ₹ 100/- for every 250 kg or part thereof

#### Porterage Charges :

<u>Consignment weight</u>	<u>Rate</u>
Upto 25 kg	: ₹ 15/-
26-50 kg	: ₹ 25/-
51-75 kg	: ₹ 35/-
76-100 kg	: ₹ 50/-
101-150 kg	: ₹ 75/-

For every additional 50 kg or part thereof ₹ 20/-

## **EXPORT CARGO CHARGES AT TACT**

### **I. Terminal Charges (TC) :**

<b><u>Item</u></b>	<b><u>Rate</u></b>
Perishable Cargo & News paper	Minimum charge ₹ 25/- upto 25 kg and ₹ 0.30/- for every additional kg above 25 kg subject to a minimum of ₹ 75/- per consignment
General Cargo	Minimum charge ₹ 75/- upto 25 kg and ₹ 0.50/- for every additional kg above 25 kg, subject to a minimum of ₹ 75/- per consignment
Valuable Cargo	₹ 5.00/- per kg per day, subject to a minimum of ₹ 1000/- per consignment

### **II. Demurrage Charges : (Not applicable for valuable cargo)**

₹ 0.50/- per kg per day beyond 48 hours subject to a minimum of ₹ 100/- per day per consignment

### **III. Export Transhipment Cargo (Storage-cum-Security Charges) :**

₹ 0.50/- per kg for Perishable & General Cargo and ₹ 1.00/- per kg for Valuable Cargo in addition to TC/Demurrage Charges.

### **IV. Cold Storage Charges (CPC) :**

₹ 1.40/- per kg per day. subject to a minimum of ₹ 250/- per consignment per day.

### **V. X-ray Screening Charges :**

- a) ₹ 1.00/- per kg for Perishable Cargo and ₹ 1.50/- per kg for General Cargo wherever screening and security certification is done by the concerned Airlines.
- b) ₹ 1.50/- per kg for Perishable Cargo and ₹ 2.00/- per kg for General Cargo wherever screening and security certification is done by KSIE.



**VI. Forklift Charges :**

<b>(per piece)</b>	
Upto 250 kg	: ₹ 100/-
251-500 kg	: ₹ 150/-
501-750 kg	: ₹ 200/-
751-1000 kg	: ₹ 250/-
Above 1000 kg	: ₹ 250/- in addition to ₹ 100/- for every 250 kg or part thereof

**Security Charges (w.e.f. 01.04.2007)**

(1) Admission Ticket Charges	: ₹ 10.00/- per ticket
(2) Photo Identity Card Charges	: ₹ 25.00/- per card

**TARIFF OF IMPORT CARGO CHARGES AT CACC**

**I. Warehousing/Demurrage charges: (with effective from 01.04.2007)**

**a) Unaccompanied Baggages (UB) / Commercial Cargo (CC) :**

<u>Days</u>	<u>Rate</u>
1 <sup>st</sup> Week (1 to 7 days)	Minimum charge of ₹ 115/- per package upto 50 kg and ₹ 45/- for every additional 50 kg or part there of.
2 <sup>nd</sup> Week (8 to 14 days)	₹ 0.50/- per kg per day – from the date of arrival, subject to minimum charges
3 <sup>rd</sup> Week (15 to 21 days)	₹ 0.65/- per kg per day – from the date of arrival, subject to minimum charges
4 <sup>th</sup> Week (From 22 <sup>nd</sup> day onwards)	₹ 0.80/- per kg per day – From the date of arrival, subject to minimum charges

**Note:**

1. A week would be reckoned as 7 calendar days from the date of flight landing.

2. Minimum charges will be levied based on average weight of the packages. The average of the packages would be arrived at by dividing the total weight by the number of packages.
3. Minimum charge will be charges for all the packages irrespective of the period of storage.
4. Demurrage charge of minimum charge whichever is higher will be levied.

**b) Valuable Cargo (VC) :**

(Gold, Silver, Currency, Jewellery etc. requiring locker facility)

<u>Days</u>	<u>Rate</u>
1 <sup>st</sup> Week (1 to 7 days)	₹ 5.00/- per kg per day subject to minimum of ₹ 1000/- per consignment.
8 <sup>th</sup> day onwards	₹ 10.00/- per kg per day from the date of arrival subject to minimum of ₹ 1000/- per consignment.

**II. Transportation Charges:**

Upto 50 kg	: ₹ 40/-
51-75 kg	: ₹ 65/-
76-100 kg	: ₹ 90/-
101-150 kg	: ₹ 140/-
For every additional 50 kg or part thereof	: ₹ 50/-

**III. Handling Charges:**

Upto 25 kg	: ₹ 15/-
26-50 kg	: ₹ 25/-
51-75 kg	: ₹ 35/-
76-100 kg	: ₹ 45/-
101-150 kg	: ₹ 65/-
For every additional 50 kg or part thereof	: ₹ 20/-

#### IV. Charges for Handling Transshipment Cargo:

1. Handling charges for out-bound TP cargo destined to TACT : ₹ 4.00 per kg
2. Charges for out-bound TP cargo destined to other places:
  - i) Handling charges at CACC : ₹ 4.00 per kg
  - ii) Storage charges per kg for maximum 3 days : ₹ 2.00 per kg
  - iii) Total : ₹ 6.00 per kg
  - iv) Charges beyond 3 days (from 4<sup>th</sup> day onwards) : ₹ 0.50 per kg per day in addition to ₹ 6.00 as per item (iii) above
3. Handling charges for in-bound TP cargo : ₹ 1.25 per kg

#### V. Forklift Charges :

(per piece)

Upto 250 kg	: ₹ 100/-
251-500 kg	: ₹ 150/-
501-750 kg	: ₹ 200/-
751-1000 kg	: ₹ 250/-
Above 1000 kg	: ₹ 250/- in addition to ₹ 100/- for every 250 kg or part thereof

### EXPORT CARGO CHARGES AT CACC

#### I. Terminal Charges (TC) :

<u>Item</u>	<u>International (rate)</u>	<u>Domestic (rate)</u>
Perishable Cargo	Minimum charge ₹ 25/- upto 25 kg and ₹ 0.45/- for every additional kg above 25 kg subject to a minimum of ₹ 75/- per consignment	₹ 0.35/- per kg subject to a minimum of ₹ 25/- per consignment

General Cargo	Minimum charge ₹ 75/- upto 25 kg and ₹ 0.70/- for every additional kg above 25 kg, subject to a minimum of ₹ 75/- per consignment	₹ 0.50- per kg subject to a minimum of ₹ 50/- per consignment
News paper	Minimum charge ₹ 25/- upto 25 kg and ₹ 0.35/- for every additional kg above 25 kg subject to a minimum of ₹ 75/- per consignment	₹ 0.35/- per kg subject to a minimum of ₹ 10/- per consignment
Valuable Cargo	₹ 5.00/- per kg per day, subject to a minimum of ₹ 1000/- per consignment	₹ 5.00/- per kg per day, subject to a minimum of ₹ 500/- per consignment

**II. Demurrage Charges :** (Not applicable for valuable cargo)

₹ 0.50/- per kg per day beyond 36 hours, subject to a minimum of ₹ 100/- per day per consignment

**III. Export Transhipment Cargo (Storage-cum-Security Charges) :**

₹ 0.50/- per kg for Perishable & General Cargo and ₹ 1.00/- per kg for Valuable Cargo in addition to TC/Demurrage Charges.

**IV. X-ray Screening Charges :**

- c) ₹ 1.00/- per kg for Perishable Cargo and ₹ 1.50/- per kg for General Cargo wherever screening and security certification is done by the concerned Airlines.
- d) ₹ 1.50/- per kg for Perishable Cargo and ₹ 2.00/- per kg for General Cargo wherever screening and security certification is done by KSIE.

**V. Forklift Charges :**

(per piece)

Upto 250 kg	: ₹ 100/-
251-500 kg	: ₹ 150/-
501-750 kg	: ₹ 200/-
751-1000 kg	: ₹ 250/-
Above 1000 kg	: ₹ 250/- in addition to ₹ 100/- for every 250 kg or part thereof

### **LIST OF MANUALS AND RECORDS**

All books of records relating to Finance Department, Marketing, Human Resources, Air Cargo Complex and Development are kept in respective offices for reference. It is available for reference for the Public on request. For further details any one can contact the Public Information Officer.

### **REPORTS ON BOARDS, COMMITTEES Etc**

The details regarding the decisions of the Boards, Committees etc or any other Committees constituted for any other specific purpose or Government guidelines issued and implemented from time to time in the Company are available for reference. For further details any one can contact the Public Information Officer.

### **BOARD OF DIRECTORS OF KSIE LTD**

1. **Shri.Skariah Thomas (Ex-MP)**  
Chairman,KSIE Ltd  
Kalathil House  
Kottayam - 686001
2. **Shri.M.D. Josemon**  
Managing Director  
KSIE Ltd  
Thiruvananthapuram - 695014
3. **Shri.P.P.Divakaran**  
"Vikas"  
Near Sree Mookambika Temple  
Pallikkunnu.P.O  
Kannur - 670004
4. **Shri.P.A Nair**  
Podora Veedu  
Klayikode P.O, Cheruvathoor (Via)  
Kasargod - 671313
5. **Shri.P.K.Sasi**  
Radhika Nivas,  
Kulikkiliyad, Kottappuram  
Palakkad - 678001

6. **Shri.Antony Alanchery**  
Alancherial House  
Periyar, Chottupara.P.O  
Vandiperiyar, Idukki - 685533
7. **Shri.S.Krishnamoorthy**  
50/1666, Soyus Lane  
Kadavanthara, Ernakulam - 682020
8. **Shri. K.C.Vijayakumar**  
Joint Secretary to Government  
Industries (B) Department  
Government of Kerala  
Thiruvananthapuram - 695001
9. **Shri.J.Vijayamohan**  
Addl. Secretary to Government  
Finance Department  
Government of Kerala  
Thiruvananthapuram - 695001

### **DIRECTORY OF OFFICERS & EMPLOYEES**

#### **Head Office:**

<b>Sl. No</b>	<b>Name</b>	<b>Designation</b>	<b>Department</b>
1.	Shri. K.P.Prakasan	Secretary & General Manager (i/c)	Finance
2.	Shri. K.Radhakrishnan Nair	General Manager	Air Cargo Complexes
3.	Shri. B.Ushadevi	General Manager (i/c)	Human Resources
4.	Shri. M.Sreekumar	Deputy General Manager	Development & Marketing
5.	Shri. Shibu Thadevus Xavier	Deputy General Manager	Finance
6.	Shri. K.K.Mohan	Assistant General Manager	Marketing
7.	Shri. Babu.C.B	Assistant General Manager (Engg)	Development
8.	Shri. K.Vijayakumar	Assistant General Manager	Human Resources

9.	Shri. K.Vinod Kumar	Assistant General Manager (on deputation)	Marketing
10.	Shri. Sreejith.K	Assistant Manager (IT) (on Long Leave)	Development
11.	Shri. Kesava Chandra Babu.K.S	Assistant Manager (PS to MD)	Human Resources
12.	Shri. Sasidharan.K.V	Assistant Manager	Marketing
13.	Smt. Reshmi.U.S	Assistant Manager	Development
14.	Smt. A.Lilly Bai	Executive	Air Cargo Complexes
15.	Smt. Asha. L	Special Grade Assistant	Human Resources
16.	Smt. Seleena Varkey	Accountant	Finance
17.	Smt. Sreekumari.C.K	General Assistant	Finance
18.	Shri. Jeeva Anandan	Business Development Manager (on Contract)	Development
19.	Shri. E.Jamaludeen	Senior Assistant (on deputation from KSSC)	Finance
20.	Shri. Shibu.R	Stenographer (on deputation from KSRTC)	Finance
21.	Smt. Meera.S.Krishnan	General Assistant (on deputation)	
22.	Shri. Rajeev.A	Driver (on deputation from Foam Mattings)	
23.	Smt. P.Vijayalekshmi Amma	Attender Gr. I	
24.	Smt. A.Majida Beevi	Sweeper	

**Trivandrum Air Cargo Terminal (TACT):**

<b>Sl. No</b>	<b>Name</b>	<b>Designation</b>
1.	Shri. A.Abdul Rehiman	Deputy General Manager
2.	Shri. Cherian Thomas	Assistant Manager
3.	Smt. Shylaja.M.P	Executive
4.	Shri. D.Suresh Kumar	Executive (Electrical Engg)
5.	Smt. Dini.K	Senior Personal Assistant
6.	Smt. Reena.C.P	Special Grade Assistant
7.	Shri. Raveendran.R	General Assistant
8.	Shri. Abdul Azeez.K	Senior Assistant
9.	Shri. Shibu.S.L	Senior Assistant
10.	Shri. Santhosh Kumar.I.J	Senior Assistant
11.	Shri. Venukumar.P	Junior Assistant (on deputation from KSDC)
12.	Shri. Harikumar.B	Progress Chaser (on deputation from KEL)
13.	Shri. Anvar.A	Junior Assistant (on deputation from AV&R Centre)
14.	Smt. Nazeema.A	Sweeper (on deputation from KSSC)



**Calicut Air Cargo Complex (CACC):**

<b>Sl. No</b>	<b>Name</b>	<b>Designation</b>
1.	Shri. Sasikumar.V	Deputy General Manager (on deputation from KEL)
2.	Shri. Thomas Jacob	Executive (Electrical Engg)
3.	Shri. Sebastian Jose.P	Fire & Security Officer
4.	Smt. V.S.Jayalekshmi	Executive
5.	Shri. Jose Jacob	General Assistant
6.	Shri. Jyothi Shankar	General Assistant
7.	Shri. Hari.A.R	Senior Assistant
8.	Shri. Roopesh Kumar.V.P	Junior Assistant (on deputation from MEC)
9.	Shri. Vijayakumar.V	Electrician
10.	Shri. Sivadasan.K	Electrician
11.	Shri. Sreedharan.P	Electrician
12.	Shri. Devanandan.E.N	Electrician
13.	Shri. P.Umar	Electrician
14.	Shri. Sankaran.V	Electrician
15.	Shri. V.Vijayan	Attender Gr. I
16.	Shri. M.Sureshkumar	Driver Gr. II

**Calicut Emporium:**

<b>Sl. No</b>	<b>Name</b>	<b>Designation</b>
1.	Shri. Simon I Mampilly	Executive (Emporium In-Charge)
2.	Shri. Satheesan.T.V	Attender Gr. I

**Cochin Emporium:**

<b>Sl. No</b>	<b>Name</b>	<b>Designation</b>
1.	Shri. Johnson. K.J	Senior Assistant (Emporium In-Charge)

**Trivandrum Emporium:**

<b>Sl. No</b>	<b>Name</b>	<b>Designation</b>
1.	Shri. K.Ravi Varma	General Assistant (Emporium In-Charge)
2.	Shri. Mohammed Siddique	Attender Gr. II

**Kerala Soaps:**

<b>Sl. No</b>	<b>Name</b>	<b>Designation</b>
1.	Shri. P.P.Bhaskaran	General Manager (Development)

**Container Freight Station (CF):**

<b>Sl. No</b>	<b>Name</b>	<b>Designation</b>
1.	Shri. P.V.Jayarajan	Assistant General Manager

**MONTHLY REMUNERATION OF EMPLOYEES**

The details of remuneration of each officers and employees such as the quantum of payment, method of payment, systems regulating the payment of wages are available with the HR Department. For further details any one can contact the Public Information Officer.

**LIBRARY FACILITIES**

Though we have no separate Library / Reading Room facility for public, it shall be arranged on request.

**NAME, DESIGNATION AND OTHER PARTICULARS OF PUBLIC INFORMATION OFFICERS**

<b>Sl. No.</b>	<b>Name</b>	<b>Designation &amp; Address</b>	<b>Telephone No.</b>
1.	Smt. B.Ushadevi	General Manager (HR) i/c KSIE Ltd, St. Joseph's Press Building, Cotton Hill, Vazhuthacaud, Thiruvananthapuram - 695014	0471 2326913 2326947 Fax: 2334590
2.	Shri. A.Abdul Rehiman	Deputy General Manager (TACT) KSIE Ltd, Trivandrum Air Cargo Terminal, Sangumughom, Thiruvananthapuram - 695008	0471 2501016 2501031 Fax: 2504870
3.	Shri. V.Sasikumar	Deputy General Manager (CACC) KSIE Ltd, Calicut Air Cargo Complex, Calicut Airport, Karipur Kondotty, Malappuram - 673647	0483 2710044 2711765 Fax: 2713206

Please contact **Shri B.Ushadevi, General Manager (HR) i/c** for information in accordance with the provisions of the Right to Information Act 2005. More details of information as envisaged will be given shortly.