



KARNATAKA SOAPS & DETERGENTS LIMITED, BANGALORE -55

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

	As per Section 4(1)(b) of the Right to Information Act, 1956, every public authority has to make known the information to the Public as enumerated in the said act. Accordingly, the following details are furnished as per the Section 4(1)(b) in respect of our Company i.e. Karnataka Soaps & Detergents Limited.																																	
(i)	<u>The particulars of its Organization, Functions and Duties:</u>																																	
	Organization Chart is enclosed																																	
	<u>COMPANY PROFILE:</u>																																	
	<p><u>Main Business:</u> Production and Sale of the world renowned “Mysore Sandal Soaps”. (Toilet Soaps, Detergents, Agarbathies & Sandal wood , Sandal Oil & Cosmetics)</p> <p>KARNATAKA SOAPS AND DETERGENTS LTD., Government of Karnataka Undertaking started its operations in 1917, under the name of Govt, Soap Factory. In the year 1980 Government Soap Factory has been converted to limited Company under the name & style of KARNATAKA SOAPS AND DETERGENTS LTD. The KARNATAKA SOAPS & DETERGENTS LTD., (KS&DL)- is the true inheritor of India’s Golden Sandalwood Legacy. KS&DL is one of the largest extractors of Mysore Sandalwood Oil and manufacturers of Mysore Sandal Soap in the world. Our Sandalwood Oil Division at Mysore is the largest extractor of Sandalwood Oil in India. It is exported to Europe, U.S.A. U.A.E. Russia and Germany, and used by leading perfume houses of the world. Mysore Sandal Soap was born from this golden legacy. This Soap enriched with the pure natural Sandalwood Oil. KS&DL’s gift to the nation, and the favorite of millions of people all over the world.</p>																																	
	<u>PRODUCT RANGE:</u> KS& DL, has got huge infrastructure and state of the art Technology to produce wide range of Toilet Soaps & Detergents. In Toilet Soaps there are wide varieties of soaps with different package range.																																	
	<table border="1"><thead><tr><th>TOILET SOAPS</th><th>RANGE</th><th>PERFUMES</th></tr></thead><tbody><tr><td>MYSORE SANDAL GOLD</td><td>125 GMS</td><td>SANDAL WITH ALMOND OIL</td></tr><tr><td>MYSORE SPECIAL SANDAL</td><td>75 GMS TO 150 GMS</td><td>SANDAL WITH MUSK</td></tr><tr><td>MYSORE SANDAL SOAP</td><td>17 GMS TO 150 GMS</td><td>SANDAL</td></tr><tr><td>MYASORE ROSE SOAP</td><td>17 GMS TO 150 GMS</td><td>ROSE</td></tr><tr><td>MYSORE JASMINE SOAP</td><td>17 GMS TO 150 GMS</td><td>JASMINE</td></tr><tr><td>MYSORE SANDAL CLASSIC</td><td>75 GMS TO 150 GMS</td><td>SANDAL WITH GLYCERENE</td></tr><tr><td>MYSORE SANDAL AYUR CARE</td><td>75 GMS</td><td>HERBAL</td></tr><tr><td>HERBAL CARE</td><td>75 GMS</td><td>HERBAL</td></tr><tr><td>WAVE TURMERIC</td><td>100 GMS.</td><td>HERBAL</td></tr><tr><td>WAVE COLOGNE</td><td>100 GMS</td><td>COLOGNE</td></tr></tbody></table>	TOILET SOAPS	RANGE	PERFUMES	MYSORE SANDAL GOLD	125 GMS	SANDAL WITH ALMOND OIL	MYSORE SPECIAL SANDAL	75 GMS TO 150 GMS	SANDAL WITH MUSK	MYSORE SANDAL SOAP	17 GMS TO 150 GMS	SANDAL	MYASORE ROSE SOAP	17 GMS TO 150 GMS	ROSE	MYSORE JASMINE SOAP	17 GMS TO 150 GMS	JASMINE	MYSORE SANDAL CLASSIC	75 GMS TO 150 GMS	SANDAL WITH GLYCERENE	MYSORE SANDAL AYUR CARE	75 GMS	HERBAL	HERBAL CARE	75 GMS	HERBAL	WAVE TURMERIC	100 GMS.	HERBAL	WAVE COLOGNE	100 GMS	COLOGNE
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DETERGENTS	RANGE
MYSORE DETERGENT BAR	250 GMS
MYSORE DETERGENT CAKE	125 GMS TO 250 GMS
MYSORE DETERGENT POWDER	500 GMS TO 1000GMS
KLEENOL	

KS&DL is also exporting different varieties of Soaps to different Countries ie., EUROPE, USA, RUSSIA, GERMANY & GULF.

KS&DL also markets Agarbathies, Talcum Powder, Baby Powder, Spray Perfumes ,Liquid Body Wash, Hand wash and Sandal Wood & Sandal Oil.

KS&DL is accredited with **ISO 9001-2000 & ISO-14001:2004** to its credit for its Quality Management System and Environmental Management System Policies.

KS&DL Tie-up:

KS&DL has tied up with India Mart, Bangalore, for design development of Website.

(ii) Duties and Responsibilities of Key Functionaries:

1. MANAGING DIRECTOR:

As a Chief Executive of the Company, the Managing Director implements the Policies laid down by the Board of Directors, and looks after the day-to-day administration.

2. DY. GENERAL MANAGER (HRD):

Dy. General Manager (HRD) is over all in charge of Human Resources Department of the Company with the assistance of Manager, , Officers ,Steno,,& Staff for

- a) Personnel Administration,
- b) Employees Discipline,
- c) Industrial Relations,
- d) Labour Welfare
- e) Training & Development.

1) Organize the HRD activities with proper allocation of work force.

- 2) Proper handling and Control of the Administrative powers of
- a) Medical Benefits to Employees (Workmen & Officers) in respect of “ Accident while on duty) as per KS&DL medical attendance Rules.
 - b) Grant of Special leave to employees who adopt “ Small Family Norms”
 - c) Grant of Maternity leave to women employees under “ Maternity Benefit Act & Rules”.
 - d) Grant of Special leave to the Sports persons participating in Sports & Cultural activities within Karnataka.
 - e) Release of Honorarium to the Enquiry Officers/ Presenting Officers & Stenographers, as per circular issued from time to time.
 - f) Issue of “ Transfer Orders” in respect of Workmen(Unionized Cadre Employees) in B.C. processed by the HRD with the written concurrence of concerned Heads of Department.
 - g) Acceptance of Resignation in respect of all Employees in the non-executive cadres.
 - h) Release of conveyance allowance to the supervisory personnel and officers as per the rules of the Company.
 - i) Fixation of pay as per the agreement / on appointment/promotion, with financial concurrence.
 - j) Extending benefits as per the agreement/ administrative circulars in respect of unionized cadres & other staff and officers, with financial concurrence such as HBA/HPA etc.,
- 3) Maintaining documents and data as per the requirement of ISO-14001 and ISO-9001 :
- 4) Implementation of the Departmental Policies.

2. COMPANY SECRETARY :

Sri. A.V. Sundaresh, Retainer – Company Secretary is over all in charge of Company Secretary Duties with the assistance of Manager for Convening the Board/ Audit Committee Meeting any other Meetings specified by the Board as per the Companies Act 1956.

3. GENERAL MANAGER (MARKETING):

Marketing Department is responsible for Marketing of the Company products through its 6 Branches and 25 Depots all over India and also have the responsibility of collections.

POWERS, DUTIES & RESPONSIBILITIES OF KEY OFFICER IN MARKETING:

Marketing Department is responsible for achieving a set of Target, Sales & Collections annually. The over all target will be distributed among 6 Branches & Export Department. Targets will be allocated on the basis of each Branch performance in the preceding 3 years of its turnover . It is the responsibility of each Branch Head to achieve the set of Sales & Collection target fixed.

ALLOCATION OF BUDGET

Sales, Production & Expenditure budget is planned 3 months prior to the commencement of Financial year. Production & Expenditure Budget is planned based on sales budget.

Normally 60 days of finished goods inventory is maintained as per the industrial norms.

Following are the allocation of Budget:-

Sales Budget: As per the Decision of the Board based on the Performance of the Company for the preceding 3 years.

Expenditure Budget: Expenditure budget will be allocated in different heads which are as follows:-

Advertisement & Publicity Budget

Sales Promotional Budget

Primary & Secondary freight budget

C & FA expenditure budget

Budget for other Miscellaneous expenditure like TOT, Surcharge, Octroi and others.

- a) Handle contract review to ensure that customer requirements are clearly identified
- b) To ensure proper handling, packing and delivery of finished products to RD's & customers.
- c) To control documents & data pertaining to his area of work.
- d) To maintain quality records in his area of work.
- e) To handle effectively customer supplied product.
- f) To ensure proper identification method at finished goods store.
- g) To handle customer complaint and to take appropriate corrective and preventive actions.
- h) Opening of Branches scheduled timings.
- i) Displaying of range of products within the Showroom.
- j) Attending to customers, display products as per customers' demand.
- k) Bringing awareness and convince customers on Quality and exclusive feature of the products.
- l) Maintenance of stock ledger books/stock control book, etc.
- m) Safety of the Branches / C&F Depots and its property

4. DY. GENERAL MANAGER (PRODUCTION):

General Manager (Production) is over all in charge of Production & Maintenance, activities of the Company with the assistance of DGM's, AGMS, Managers,& Group workers.

Arrangement of production activities in co-ordination & liaisoning with Marketing department, Materials, Stores, to achieve targeted production & up keep Plant & Machinery, Utilities, Estates

- 1) Organisation shift activities with proper allocation o work force
- 2) Effective utilitization of man power, consumable, spares and machinery
- 3) Effective maintenance of including Preventive Maintenance .
- 4) Monitor documents and data pertaining to production as per the requirement of ISO-14001 and ISO-9001.
- 5) Implementation of the Departmental Policies.

6. DYGENERAL MANAGER (R&D):

➤ General Manager (R&D) is over all in charge of Research & Development in the Company with the assistance of AGM's, Managers, Chemists,& Group workers for New Product

development, process improvement, alternative raw material search, cost reduction, up gradation of existing products.

- 1) Organizing the R&D activities with proper allocation of work force
- 2) Effective utilization of man power, consumable, spares and machinery
- 3) Effective maintenance of including cost reduction, development of new product, specification fixing, solving marketing problems, man power planning, functional guiding, support to other department, various committees,
- 4) Compliance of Drugs Control Department, guidelines rules & regulations etc.,
- 5) Control documents and data as per the requirement of ISO-14001 and ISO-9001 : 2001
- 6) Implementation of the Departmental Policies.

6. DY.GENERAL MANAGER (MATERIALS & STORES):

Dy. General Manager (Materials & Stores) is overall in charge of Materials & Stores Department in the Company with the assistance of DGM(Stores) Asst. Gen Manager, Managers, Officers, Steno & Staffs for procurement & Storage , to make available a balanced flow of raw materials, chemicals, packing, Aromatics Chemicals, Essential, Resionids, Oil &Fats, spare parts, capital goods machinery & plant.

1. Organise the Material & Stores department activities with proper allocation of work force
2. Effective utilitization of man power
3. Overall supervision and control of activities of Materials Department, including materials planning, procurement and inventory control.
4. Periodical review of systems & procedures relating to the Department and introduction /implementation of reforms in Materials Management functions including computerization, wherever necessary.
5. All administrative and legal matters of the Department.
6. Vendors development, vendor evaluation and rating, price trend analysis, commercial intelligence.
7. Introduction and implementation of cost control and cost reduction techniques within the department.
8. Training of personnel of the department, including arrangement for deputation to training programme/seminar/workshops etc.
9. Inter Departmental co-ordination.
10. Any other work entrusted by the Management.
11. Convenor, Purchase Negotiation Committee
12. As member of various committees constituted by the Managing Director in terms of orders in force..
13. Control documents and data as per the requirement of ISO-14001 and ISO-9001 :
14. To control the Departmental Policies.

8. DY.GENERAL MANAGER (STORES):

Deputy General Manager (Stores) is in charge of Stores Department in the Company with the assistance of Managers, Asst. Manager, Officers, Steno & stores helpers for storing and make

available a balance flow of raw materials, chemicals, packing, Aromatics Chemicals, Essential, Resinoids, Oil &Fats, spare parts, capital goods machinery & plant. Etc., He reports to DGM (Materials & Stores)

1. Organise the Stores Department activities with proper allocation of work force
2. Effective utilization of man power.
3. Overall supervision and control of activities of Stores Department, including materials planning, procurement and inventory control.
4. Periodical review of systems & procedures relating to the Department and introduction/implementation of reforms in Stores Management functions including computerization, wherever necessary.
5. All administrative and legal matters of the Department.
6. Introduction and implementation of cost control and cost reduction techniques within the department.
7. Training of personnel of the department, including recommending for deputation to training programmes/seminars/workshops etc.
8. Inter Departmental co-ordination.
9. Any other work to be entrusted to by the Management.
10. Convener for Disposal /Member Purchase Negotiation Committee
11. Control documents and data as per the requirement of ISO-14001 and ISO-9001 :
11. To control the Departmental Policies.

9. DY.GENERAL MANAGER (QAD):

Deputy General Manager (QAD) is overall in charge of Quality Assurances Department in the Company with the assistance of AGM's ,Managers, Asst. Manager, Officers, Shift, Chemists/ Trainee Chemists for Testing of enquiry samples, sampling and testing of incoming raw materials, in process and intermediate products, testing of Final products, Analysis of boiler water and effluent water, cosmetic raw materials, supervision of process at various franchise centers and analysis of finished products, competitor soap samples, customer complaint samples received from marketing department.

- 1) The Quality Objective of the organization is to maintain the reputation of the Company by providing consistent quality products to the customers at competitive price.
- 2) Organise the Quality Assurance Department activities with proper allocation of work force
- 3) Effective utilization of man power both in General Shift & Shifts.
- 4) Overall supervision and control of all the activities of QAD
- 5) Guiding the Analysts for proper sampling and analysis of all input raw materials, in process samples and final products.
- 6) Signing the test report and GRR prepared by analyst after due verification and forwarding to HOD
- 7) Attending customers complaints received from the market from time to time.
- 8) Periodical study of our competitors products and reviewing/updating of our products/ packing specifications.
- 9) Study of slow moving and non-moving raw materials/ packing materials,& suggesting for alternative used by and thereby reducing inventory.
- 10) Periodical Calibration of Measuring instruments.
- 11) Any other work entrusted by the Management.

- 12) Convener for SPDRC /Member Purchase Negotiation Committee
- 13) Control documents and data as per the requirement of ISO-14001 and ISO-9001 : 2000
To control the Departmental Policies.

10.DY.GEN. MANAGER -(PROJECTS)

Manager (Computers) is over all in charge of Computers in the Company with the assistance of Staff for the following activities.:-

- 1) Procurement of computers - Hardware, Software & accessories after getting the CA approval
- 2) To co-ordinate with senior executives regarding the computerization.
- 3) Maintenance of Computer system .
- 4) Any other work entrusted by the Management.
- 5) Control documents and data as per the requirement of ISO-14001 and ISO-9001 : 2001.

11 DY.GEN. MANAGER(PUBLICM RELATIONS)

Look after Public Relations , Transport, Telephones , Dispatch & Other administration with the assistanc of Assistant Manager, Junior Officer , Sr.Assitant & Drivers.

12. ASST.. GEN. MANAGER -E&S (ENVIRONMENT & SAFETY):

Asst. Gen. Manager (E&S) is overall incharge of Environment Safety , in the Company with the assistance of Staff & Group of workers for the following activities.:-

- a) Accident prevention, control reporting, investigation & analysis.
- b) Activities to comply with Statutory regulation-Factory Act, AirAct, Water Act, Petroleum Rules(Stores/Handling & License),Sulphur Storage licence, Fire Protection,
- c) Periodically conducting Safety committee meeting & follow up of implementation of safety committee recommendations.
- d) Update & maintenance of all concerned statutory statistical records.
- e) Co-ordinate with Welfare department regarding medical examination of workers, First Aid Training, Ambulance maintenance etc.,
- f) To control the Departmental Policies
- g) Any other work entrusted by the Management

13.MANAGER -MID)(Management Infomation Department)

Manager (MID) is over all in charge of MID of the Company with the assistance of Staff for the following activities.:-

- 1) To conduct / convene the PPSRC meeting.
- 2) Furnish the details of process loss in production department.
- 3) Furnish the details of Total production & down time details.
- 4) Other work entrusted by the Management.

14 .CHIEF SECURITY & VIGILENCE OFFICER(CSVO):

Chief Security & Vigilance Officer is over all in charge of Security & Vigilance of the department of the Company with the assistance of Officer/ Junior Officer, Senior Guards & Guards & Staff for Prevention of Sabotage, Espionage and Subversive activities in Industry/Company.

- 1) Maintain strict perimeter security by the guard force .
- 2) Effective utilization of man power both in General shift & Shifts
- 3) Careful selection and investigation of new employees at the time of hiring.
- 4) Establishing rules and regulations governing the action of employees while on the job or on plant premises and enforcing them impartially.
- 5) Handling all critical materials according to government regulations with particular attention being paid to storage; logging documents in and out, handling only by authorized personnel restriction on reproduction of classified material, destruction of classified waste. Etc.,
- 6) Making a thorough background investigation of all porters, messengers, and maintenance staff as they are in a good position to gather information.
- 7) Maintaining tight security in critical and vulnerable areas in the plant and areas where explosive/ flammable liquids or gases are stored or handled as well as restricted areas where only certain persons are allowed:
- 8) Protection against thefts, Fire Fighting,
- 9) Collection of intelligence.
- 10) Any other work to be entrusted to by the Management.

15. GENERAL MANAGER (FINANCE):

General Manager (Finance & Accounts) is overall in charge of Accounts Department of the Company with the assistance of DGM, AGM, Managers, Officers, Contract Supervisors for proper maintenance of Company's Accounts, Planning the funds requirements, Budgeting, Auditing, Balance Sheet etc.

- a. Overall control of Finance Accounts Department.
- b. Maintenance of Company Accounts.
- c. Liaison with Banking Institutions/Bankers.
- d. Liaison with AG/Statutory/Proprietary Auditors in respect of Company balance sheet work.
- e. Preparation of Balance Sheet of the Company.
- f. Comply with Statutory Requirements
- g. Consolidate monthly indents and collections from Branches and present the data in the monthly production review meetings and intimate production targets to all concerned.
- h. Any other works entrusted by MD from time to time.

16. Asst. Gen. Manager (Accounts)

- a. Preparation of Trial balance sheet and final accounts.
- b. Attending to Audit enquiries.
- c. Maintenance of posting of General Ledger.
- d. Passing of journal entries.
- e. Preparation of cost sheets/Audit.
- f. Maintenance of sales tax correspondence & remittance.
- g. Assisting to AG/Statutory/Proprietary Auditors.
- h. Assisting the AG M (F&A) with regard to Bank reconciliation works.
- i. Any other work entrusted by AGM (F&A) from time to time.

17. Manager (PR&PF)

- a. Maintenance of Wages, Salaries, Bonus, PF, ESI ,Gratuity ,Advances etc.
- b. Meeting statutory requirements under the payment of wages Act, Bonus Act, Pension & PF Act, professional Tax Act, Income Tax Act.

	<ul style="list-style-type: none"> c. Maintenance of all payments to Employees of the Company. d. Computerization of Payroll Section e. Any other work entrusted by AGM(F)/GM(F) from time to time.
(iii)	<u>The procedure followed in the decision making process, including channels of supervision and accountability:</u>
	The Board of Directors is the decision making body. The Managing Director implements the policies laid down by the Board with the assistance of General Managers and functional heads through sub-delegations.
(iv)	<u>The norms set by it for the discharge of its functions:</u>
	The KS&DL Board prescribes the delegation of powers to Managing Director to carry out the duties and responsibilities. Managing Director sub delegates to functional heads. The functions/activities of the Company are as follows with regard to Production and Sales.
	<ul style="list-style-type: none"> a. Preparation of Budget for every year b. Preparation of Annual Action Plan. c. Monthly prodn. plan, preparation based on indents obtained from the Branches and feed back from d. the RD's. e. Maintain minimum inventory. f. Addressing customer complaints. g. Introducing new designs. h. Finalization of the Annual Accounts. i. Furnish replies to Audit Queries. j. Explore new marketing avenues for marketing the company's products. k. Comply with all the required provisions of the Companies' Act, statutory rules and regulations, Government circulars and directives, provisions of the Karnataka Transparency in Public Procurement Act or any other applicable laws/rules in force.
(v)	<u>The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions:</u>
	The Company has been following the below mentioned rules and regulations, manuals and records for discharging its functions:
	<ol style="list-style-type: none"> 1. The Companies Act, 1956. 2. Memorandum and Articles of Association 3. Standing Orders 4. Conduct & Disciplinary Action Rules 5. Medical Attendance Rules 6. Professional Tax Act. 7. Income Tax Act. 8. VAT 9. Provident Fund Act. 10. Employees State Insurance Act, 1948. 11. Workmen Compensation Act, 1923. 12. Industrial Employment (Standing Orders) Act, 1946. 13. Payment of Wags Act, 1936. 14. Minimum Wages Act, 1948. 15. National Festival and Holidays Act. 1963.

	16. Maternity Benefit Act, 1961. 17. Payment of Gratuity Act, 1972. 18. Factories Act, 1948. 19. Industrial Dispute Act, 1947. 20. Central Sales Tax Act. 21. Karnataka Tax on Entry of Goods Act. 22. Payment of Bonus Act, 1965. 23. Karnataka Transparency in Public Procurement Act, 1999. 24. Trade Union Act, 1926.
	<u>Manuals & Records:</u>
	1. The Memorandum and Articles of Association of the Company. 2. Purchase Manual 3. Stores Manual. 4. Statutory Records 5. Quality & Environmental Policy 6. Production Manual 7. Annual Returns 8. The Office Orders, Notification, Circulars, etc. issued by the Government and by the Company from time to time.
(vi)	<u>A statement of the categories of documents that are held by it or under its control:</u>
	The statement of categories of documents held by different departments of the Company are given below:
	<u>1. Accounts & Finance Department:</u>
	1. Periodical returns i.e. Provident Funds Annual Returns, ESI Half yearly returns, Income Tax Annual Returns, Tax Audit Reports, Cost Audit Reports, Annual Report, TDS Returns, Monthly VAT returns, etc. 2. Under Companies Act, the following documents/returns are being filed before the Registrar of Companies. a. Form 32 b. Annual Returns
	<u>2. HRD/ TIME OFFICE:</u>
	a. Maintenance of documents i.e. periodical returns submitted to Employment Exchange. b. Maintenance of documents in respect of SC/ST employees. c. Maintenance of documents in respect of Backward Classes and Minorities. d. Maintenance of documents in respect of Women's Grievance Redressal Committee. e. Maintaining Circulars files. f. Leave Registers. g. Stores & House Keeping.

	<ul style="list-style-type: none"> h. Personal files of all employees. i. Performance Appraisal of each employee. j. Property Returns. k. Maintenance of documents relating to court cases and enquiry proceedings and related matters. l. Maintenance of Truce Agreement Files. m. Maintenance of Agreement Files relating to Security Agencies and House Keeping. n. Training Documents.
	3. <u>Marketing Department</u>
	<ul style="list-style-type: none"> a. Customer Complaint Register. b. Customer Feed Back Register. c. Maintenance of monthly sales details of all Branches. d. Maintenance of Rental Agreements of the Branches. e. Maintaining Documentation in connection with Consignment Sales. f. Maintenance of Documents in connection with Registration of Branches under Shops and Establishment Act. g. Approved Price list document. h. Details of various schemes currently operated. i. Sales Day Book. j. Stock Ledger. k. Consignment Memos.
(vii)	<u>The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof:</u>
	<p>The Company has made an arrangement for general public to contact the officers of the Company. The following officials are designated as Information Officers who shall provide the requisite information as may be desired by the public.</p> <p style="text-align: center;">-Nil -</p>
(viii)	<u>A statement of boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public:</u>
	-No-

The Company has Shares valued at Rs. 31,82,21,000/- (Rupees thirty one crores eighty two lakhs and twenty one thousand only). All the shares are held by the Government of Karnataka. The details of share holders are as under:

1	Governor Of Karnataka:	318215 Shares
2	Sri N.Sriraman. IAS Managing Director, KS&DL., Bangalore-55.	02 Shares
3	Sri B.S.Ramprasad IAS, Addl. Secretary to Government, Commerce & Industries Dept. Vikasa Soudha, Bangalore - 560 001	01 Share
4	M.S.Ganapathy, Dy. Secretary to Govt. Commerce & Industries Dept. Vikasa Soudha, Bangalore - 560 001.	01 Share
5	Smti. L. Rajeswari Under Secretary, Commerce & Industries Department, (CC) Vikasa Soudha, Bangalore - 560 001.	01 Share
6	Sri Sunderaj Gupta, Deputy Secretary to Govt. Finance Department, (CC) Vidhana Soudha, Bangalore - 560 001.	01 Share
	Total Shares	318221 shares

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

SL. NO	NAME OF THE DIRECTOR/ SRIYUTHS	DESIGNATION ON THE BOARD OF KSDL	DATE OF APPOINTMENT	TELEPHONE/ FAX
1	Sri. Shivanand Naik, Ex-Minister & Chairman, KS&DL, BANGALORE -55	Chairman	3.2.2009	23476639 23576625
2	Sri. N.Sriraman, IAS., Managing Director , KSDL, BANGALORE-55	Managing Director	21.06.2010	23378439 23378828 Fax:23574943
3	Sri Indu Bhushan Srivastava, IFS., Principal Chief Coservator of Forests, Aranya Bhavan, Malleswaram, BANGALORE -560 003	Director	24.03..2010	23343770
4	Sri Lukose Vallatharai., IAS., Managing Director Karnataka State Handicrafts Devpt. Corpomation Ltd., M.G. Road, BANGALORE -560001	Director	2.11.2009	25582793 25581187 Fax:25580402
5	Sri. B.G. Nandakumar, IAS., Joint Secretary to Govt. Chief Minister's Office, Vidhana Soudha, Bangalore- 560 00	Director	01.01.2009	22252193
6	Sri.G.A. Adagatti, Joint Secretary to Govt. Commerce & Industries Dept. Vikasa Souodha, Bangalore - 560001.	Director	2.11.2009	22353931
7	Dr. S. Chandrasekaran, Prof. & Chairman Dept. of Organic Chemistry, Indian Institute of Science BANGALORE - 12	Director	19.08.2002	22932404 Fax:23600529
8	Dr. Mitheshwarjha, #315, IIM Bangalore Campus Bannerghatta Road, BANGALORE- 76	Director	13.09.2000	26993083 (R) 26993482 (M) 9880154371

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

A Directory of KSDL HOD's:

ix)

The Directory of HOD of the Company as follows:

HOD's Name, Designation, Telephone No.

SL. NO	NAME	Designation	OFFICE
1	Shivanand Naik, <i>Ex-Minister & Chairman,</i> <i>KS&DL, BANGALORE -55</i>	Chairman	23476639
2	Sri.N.Sriraman, IAS.,	Managing Director	23378828 23372946 23574943 (Fax)
4	M.N.Vasanthakumari	General Manager (Finance)	23362367
5	V.T.Venkatesh	General Manager	23378678
5	N. R Satish	General Manager (Marketing)	23577032
6	M.V. Thirnetra	DGM(Exports)	
7	C.M.Suvarna Kumar	DGM (Marketing)	23377691 23474120 23377842
8	S.G. Kulkarni	DGM (P&M))	23374500
9	P.Ravi	DGM (Accounts)	23376839
10	V.S.VenkateshaGowda	DGM(R&D) & (HRD)	23471066
11	N.S. Prakash Rao	DGM(PROJECTS & COMPUTERS)	23375924
12	B.S.Lokshaiah	DGM(Materials & Stores)	23378715
13	C.Sathyannarayana	DGM(Public Relations)	23371888
14	T.S.Diwakar	AGM (E&S)/Stores	23370532
15	D.N.Vasanth Kumar	DGM (CSVO/PR/LC)	23577032
	FAX :	Chairman's Office MD'S OFFICE Materials Dept Marketing Dept	23576625 23574943 23375102 23370498
	Webbsite	www.mysoresandal.co.in	

EP AB X Board	080- 23371104 080- 22164800
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Directory of Employees is enclosed separately.

KS&DL BRANCH ADDRESS & NAME OF THE DGM/RM/BM

	Fax	Telephone
Shri.T.K.Ramesh Asst.General Manager Karnataka Soaps & Detergents Ltd, Bangalore-Pune Highway, BANGALORE : 560 055.	23374897	080- 23370537 23375289 23374897
Shri Harish Kumar Asst. General Manager Karnataka Soaps & Detergents Ltd Seven Star Building, II Floor, No.A-80 3 rd Avenue, Anna Nagar CHENNAI 600 102	044-26220020	044- 26190497 26220020 26190900
Shri. Anil Rampal Asst. Gen. Manager Karnataka Soaps & Detergents Ltd 8/33, II Floor, Satbhruwan School Marg, W.E.A., Karol Bagh, NEW DELHI 110 005	011-25709847	011- 25549846 25509847
Shri Shivakumar Setty, Asst.General Manager Karnataka Soaps & Detergents Ltd No.408,4 th Floor, Jade Arcade Paradise Circle, , M.G. Road SECUNDERABAD 500 003	040-27893232	040- 27897676 27893232 39121118
Shri . S.Ravi Branch Manager Karnataka Soaps & Detergents Ltd 154, Harish Mukherjee Road, KOLKATTA 700 025	033-24554014	033- 24554025 24554014
A.Umashnakar Dy. General Manager Karnataka Soaps & Detergents Limited 1204,12th Floor,Regent Chambers, 208, Nariman Point, MUMBAI 400 21	022-22022337	022- 22023207 022- 22022347
Shri K.P Nagendra Asst..General Manager KSDL, Sandal Wood Oil Division Manandawadi Road, MYSORE - 570 008	2487107	0821- 2483651 2485005 2483531
Shri. Shivamuarthy Asst. General Manager KSDL Duty Paid Godown P.B. 6, SHIMOGA-	240713	08182- 240420 240113

(x) The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations: (Bangalore Complex : Non executives & Executives)

SL.NO.	TOKEN NO	EMP_NAME	SECTION	CATEGORY	GROSS
1	1	N.SRIRAMAN. IAS.,	MD	MD	
2	3	M.N.VASANTHAKUMARI	GM	GMF	38273
3	384	S.CHANDRAIAH	BC	NON EXE	16677.65
4	406	T.G.VIJAYAKUMAR	BC	NON EXE	16412
5	517	N.B.AMBARESHA	BC	NON EXE	14958.48
6	575	M.DEVARAJU	BC	NON EXE	15436.93
7	577	S.RUDRAIAH	BC	NON EXE	15731.73
8	650	AROGYA SWAMY	BC	NON EXE	15451.32
9	657	VIRUPAKSH.H.PUJAR	BC	NON EXE	14946.54
10	659	S.S.HIREMATH	BC	NON EXE	15531.93
11	660	SYED RUHULLA	BC	NON EXE	14878
12	675	G.SIDDAGANGAIAH	BC	NON EXE	15351.93
13	698	M.V.PRAKASH	BC	NON EXE	15740.34
14	701	D.M.RAMESH	BC	NON EXE	15367
15	704	M.JAGADEESHA	BC	NON EXE	9187.54
16	713	H.T.VENKATESH	BC	NON EXE	15491
17	774	B.DEVARAO	BC	NON EXE	14415
18	797	M.MAHADEVA	BC	NON EXE	14652.66
19	806	R.NARAYANASWAMY	BC	NON EXE	14590.65
20	807	H.S.SHANKARAPPA	BC	NON EXE	14480
21	808	C.M.SEETHEGOWDA	BC	NON EXE	15241.05
22	810	ANANDA KUMAR	BC	NON EXE	14438.94
23	812	B.S.SANJEEVA	BC	NON EXE	14368.94
24	817	S.NARAYANASWAMY	BC	NON EXE	14542
25	844	MAHADEV HEGDE	BC	NON EXE	14328.94
26	884	K.N.MUTHAPPA	BC	NON EXE	13877
27	914	C.E.CHINNAPPA	BC	NON EXE	14967
28	963	KENCHAPPA L.HUDALI	BC	NON EXE	15011.87
29	983	N.HARISHAN	BC	NON EXE	14075.06
30	1012	S.K.GANESH	BC	NON EXE	14150.06
31	1021	B.V.DANANNAVAR	BC	NON EXE	14130.06
32	1024	I.D.TAHASILDAR	BC	NON EXE	13907
33	1072	SHANKAR BABU	BC	NON EXE	13847
34	1107	SHIVARAJU	BC	NON EXE	13302.6
35	1118	H.DORESWAMY GOWDA	BC	NON EXE	12846.8
36	1119	H.RAVINDRA	BC	NON EXE	13001.12
37	1120	G.S.MADAIH	BC	NON EXE	13001.12
38	1121	H.T.VENKATESH	BC	NON EXE	12971.12
39	1122	N.VIJAYAKUMAR	BC	NON EXE	12871.8
40	1123	K.BASAVARAJAPPA	BC	NON EXE	12971.12
41	1124	PUTTEGOWDA	BC	NON EXE	13001.12
42	1126	C.SIDDAPPA	BC	NON EXE	12816.8
43	1127	R.SETTAPPA	BC	NON EXE	12816.8
44	1128	K.B.HARINATH	BC	NON EXE	12726.9
45	1135	GOPALAKRISHNA	BC	NON EXE	14034.92
46	1137	H.PUTTAGANGA	BC	NON EXE	12726.9

47	1138	B.N.MUDDALAKSHMAIAH	BC	NON EXE	13492.86
48	1139	S.SOMASEKARIAH	BC	NON EXE	12756.9
49	1140	RAMACHANDRA	BC	NON EXE	12816.9
50	1153	S.KRISHNA RAO	BC	NON EXE	14258
51	1163	RUDRAIAH	BC	NON EXE	14396.77
52	1172	KRISHNE GOWDA	BC	NON EXE	12795.61
53	1233	B.GAJENDRA RAO	BC	NON EXE	12441.2
54	1256	JAYAPRAKASH C. DEVALAPUR	BC	NON EXE	14583.32
55	1257	T.KRISHNA	BC	NON EXE	13951.57
56	1258	G.N.VIJAYAKUMAR	BC	NON EXE	14134.92
57	1260	C.K.SAVITHRI	BC	NON EXE	13991.6
58	1262	N.B.SHANKARAPPA	BC	NON EXE	12169.2
59	1273	R.CHANDRAPP	BC	NON EXE	13137.62
60	1280	M.SRINIVASAMURTHY	BC	NON EXE	12514.81
61	1308	M.L.KRISHNAMURTHY	BC	NON EXE	14189.92
62	1309	P.PRASANNA KUMAR	BC	NON EXE	14428.79
63	1310	S.SRINIVASIAH	BC	NON EXE	13961.6
64	1311	M.RATHNAKUMAR	BC	NON EXE	14610.22
65	1318	K.L.RAMACHANDRAIAH	BC	NON EXE	14239.92
66	1429	MUTHUVENKATAIAH	BC	NON EXE	12846.8
67	1430	K.N.ANJANA REDDY	BC	NON EXE	12846.8
68	1451	C.MARI SETTY	BC	NON EXE	13071.12
69	1457	CHIKKADODDAIAH	BC	NON EXE	13096.12
70	309	M.H.GURURAJA	BC	STAFF EXE	16965
71	312	K.GOWRISHA	BC	STAFF EXE	26099.5
72	345	M.V.THRINETHRA	BC	STAFF EXE	45064
73	360	S.G.KULKARNI	BC	STAFF EXE	46356.5
74	364	A.N.MUNIVENKATAPPA	BC	STAFF EXE	19605
75	379	N.R.GAVE GOWDA	BC	STAFF EXE	29491.5
76	381	VENKATESH	BC	STAFF EXE	23006
77	382	H.GURUSHANTHAPPA	BC	STAFF EXE	19382
78	383	S.PRAHALLADA	BC	STAFF EXE	17475
79	403	KRISHNAPPA	BC	STAFF EXE	19747.5
80	489	H.C.BOREGOWDA	BC	STAFF EXE	34863.5
81	490	G.R.THIPPESWAMY	BC	STAFF EXE	21894
82	491	V.S.VENKATESHAGOWDA	BC	STAFF EXE	35965.5
83	497	N.R.SATISH	BC	STAFF EXE	42997
84	538	N.VASUMATHI	BC	STAFF EXE	17475
85	542	L.SETTY GOWDA	BC	STAFF EXE	28682.75
86	557	M.V.SESHADRI	BC	STAFF EXE	39478
87	561	C.ANTHONY DASS	BC	STAFF EXE	16023
88	574	T.V.SEETHARAMAIAH	BC	STAFF EXE	16688
89	581	A.E.SHANKAREGOWDA	BC	STAFF EXE	35965.5
90	582	P.RAVI	BC	STAFF EXE	35965.5
91	583	B.JAYALAKSHMI	BC	STAFF EXE	28682.75
92	589	K.L.DAYANAND	BC	STAFF EXE	29616.5
93	590	B.N.VENKATESH	BC	STAFF EXE	26139.5
94	614	C.R.RANGASWAMY	BC	STAFF EXE	10236.09
95	628	D.R.KAPAL GANTI	BC	STAFF EXE	22405

96	661	B.R.UPPIN	BC	STAFF EXE	16890
97	666	S.V.BADAWADAGI	BC	STAFF EXE	29616.5
98	692	A.D.BANKPUR	BC	STAFF EXE	22530
99	694	N.S.PRAKASH RAO	BC	STAFF EXE	35890.5
100	712	C.THIMMEGOWDA	BC	STAFF EXE	19297
101	732	P.PADMAVATHI	BC	STAFF EXE	28682.75
102	738	CHANDRASHEKAR K.BORKAR	BC	STAFF EXE	26099.5
103	745	B.V.ASWATHANARAYANA REDDY	BC	STAFF EXE	22996
104	747	NAGA KRISHNA RAJE URS	BC	STAFF EXE	29491.5
105	749	S.S.KULKARNI	BC	STAFF EXE	28807.75
106	755	C.P.SANGATI	BC	STAFF EXE	29751.5
107	757	M.SAMIULLA	BC	STAFF EXE	28682.75
108	759	H.NAGARATHNAMMA	BC	STAFF EXE	19430
109	760	B.S.LOKESHAIAH	BC	STAFF EXE	35765.5
110	771	KESHAVA MURTHY KULKARNI	BC	STAFF EXE	29616.5
111	779	C.SATHYANARAYANA	BC	STAFF EXE	36516.5
112	780	B.S.VENKATA SUBBA RAO	BC	STAFF EXE	17062
113	781	M.VIRUPAKSHA	BC	STAFF EXE	17062
114	782	L.YASHODARAMMA	BC	STAFF EXE	17187
115	783	B.BYRANNA	BC	STAFF EXE	19447
116	786	C.SHIVALINGAIAH	BC	STAFF EXE	16275
117	792	K.T.NAGARAJAIAH	BC	STAFF EXE	17157
118	793	P.M.KRISHNA REDDY	BC	STAFF EXE	16648
119	795	B.N.ANAND	BC	STAFF EXE	29491.5
120	796	B.T.CHANDRASHEKARA	BC	STAFF EXE	28807.75
121	799	MUTHULAKSHMI	BC	STAFF EXE	28807.75
122	803	M.RAMESH	BC	STAFF EXE	15660
123	804	S.T.DUSHYANTHAPPA	BC	STAFF EXE	16743
124	878	B.V.SOMESHEKHAR	BC	STAFF EXE	34988.5
125	882	G.S.PRAHALLADA BHANDARY	BC	STAFF EXE	28682.75
126	887	BERTA HEMALATHA	BC	STAFF EXE	29307.75
127	888	H.C.NAGESH	BC	STAFF EXE	18732
128	889	H.G.SANDHYA	BC	STAFF EXE	18732
129	890	K.S.ARUNA	BC	STAFF EXE	18672
130	891	B.M.SUNITA	BC	STAFF EXE	18672
131	892	M.D.SHADAGOPAN	BC	STAFF EXE	28682.75
132	893	V.PAMPAPATHI	BC	STAFF EXE	28682.75
133	906	S.MEHABOOB BASHA	BC	STAFF EXE	28807.75
134	907	P.R.MANJUNATHA	BC	STAFF EXE	28682.75
135	910	B.C.KESHAVA REDDY	BC	STAFF EXE	17347
136	911	P.SREENIVASA	BC	STAFF EXE	28682.75
137	912	S.MALLIKARJUNA	BC	STAFF EXE	16497
138	919	N.RANGARAJU	BC	STAFF EXE	28682.75
139	920	H.G.RAJA RAO	BC	STAFF EXE	28682.75
140	921	K.RAJASHEKARA	BC	STAFF EXE	28682.75
141	922	Y.M.NANJUNDE GOWDA	BC	STAFF EXE	16290
142	931	MANOHAR RAO SHET	BC	STAFF EXE	16235
143	935	S.V.KRISHNAMURTHY	BC	STAFF EXE	18782

144	944	H.C.SHIVASHANKARA	BC	STAFF EXE	18231.5
145	945	B.A.JAYADEVEGOWDA	BC	STAFF EXE	18417
146	949	D.N.VASANTHA KUMAR	BC	STAFF EXE	36591.5
147	955	S.H.PRASAD	BC	STAFF EXE	15822
148	960	S.H.NARAYANA	BC	STAFF EXE	26724.5
149	1075	T.S.DIVAKAR	BC	STAFF EXE	29751.5
150	1078	K.G.REVANNA	BC	STAFF EXE	18864.5
151	1079	M.SUDHAKARA REDDY	BC	STAFF EXE	16900
152	1080	P.SHANTHA KUMARI	BC	STAFF EXE	28807.75
153	1081	K.CHAITHANYA	BC	STAFF EXE	17525
154	1085	A.P.GURUPRASAD	BC	STAFF EXE	17707
155	1109	H.D.ABHINANDAN	BC	STAFF EXE	15610
156	1129	K.MOHAN	BC	STAFF EXE	15947
157	1132	R.H.VISHWANATH	BC	STAFF EXE	15610
158	1134	R.NAGARAJ	BC	STAFF EXE	18314.5
159	1148	H.D.THIPPESWAMY	BC	STAFF EXE	28682.75
160	1149	B.A.DHARMAPAL	BC	STAFF EXE	16023
161	1152	K.V.MUNISWAMY REDDY	BC	STAFF EXE	16648
162	1158	K.SHIVANNA	BC	STAFF EXE	28882.75
163	1159	M.R.RAMAPRASAD	BC	STAFF EXE	28807.75
164	1161	K.GOPALA RAO	BC	STAFF EXE	28882.75
165	1169	V.J.MOKASHI	BC	STAFF EXE	28114.5
166	1171	H.N.SHIVAMURTHY	BC	STAFF EXE	35063.5
167	1184	VENKATESH MADIVAL	BC	STAFF EXE	26541.5
168	1210	A.RAVISHANKAR	BC	STAFF EXE	34863.5
169	1261	B.GOVINDAIAH	BC	STAFF EXE	15295
170	1282	K.NAGARAJ	BC	STAFF EXE	15701.83
171	1541	C.POOSWAMY	BC	STAFF EXE	15882
172	1546	K.C.SUNDARAMURTHY	BC	STAFF EXE	21303
173	1549	S.SARGEN	BC	STAFF EXE	15822
174	1550	B.K.RUDRESHA	BC	STAFF EXE	15247
175	1552	G.RAVI	BC	STAFF EXE	15822
176	1553	S.T.CHANDRASHEKAR	BC	STAFF EXE	16072
177	1554	A.P.RAMAKRISHNAIAH	BC	STAFF EXE	15247
178	1565	C.K.AKRAM PASHA	BC	STAFF EXE	22405
647 Nos. of WORKERS TOTAL GROSS WAGES FOR THE MONTH OF SEPTEMBER- 2005					
					3648138.73

the budget allocated to each of its agencies, indicating the particulars of all plans, proposed expenditures and reports on disbursements made:

KARNATAKA SOAPS AND DETERGENTS LIMITED, BANGALORE - 55

BUDGETED PROFIT AND LOSS ACCOUNT FOR THE YEAR 2009-10

(Rs. in Lakhs)

Sl. No.	Particulars	Annexure No.	Budget 2008-09		Actuals Upto Jan-09		Budget 2009-10	
			RS.	%	RS.	%	RS.	%
	INCOME:							
1	Gross Sales.		17,857.48		13,893.39		22,000.92	
2	Less:-Taxes		1,696.86		1,319.76		2,090.59	
3	Whole Sale Value	II	16,160.62		12,573.63		19,910.34	
4	Less:-Excise Duty	III	1,851.12		1,360.23		1,388.75	
5	Net Sales		14,309.50		11,213.40		18,521.59	
6	Stock increase(+)/Decrease(-)		105.00		62.86		429.22	
7	TOTAL INCOME (7)		14,414.50	100.00	11,276.26	100.00	18,950.82	100.00
8	EXPENSES:							
A	Materials consumption:							
i)	Raw Materials	V	3,986.86	27.66	2,317.87	20.56	5,571.46	29.40
ii)	Chemicals	V	558.65	3.88	854.66	7.58	759.52	4.01
iii)	Perfumery Materials	V	1,544.08	10.71	1,300.16	11.53	1,568.13	8.27
iv)	Packing Materials	V	781.31	5.42	685.05	6.08	905.32	4.78
B	Utilities	VI	303.94	2.11	167.99	1.49	331.33	1.75
C	Production Overheads	VII	326.26	2.26	232.13	2.06	383.24	2.02
D	Selling & Distn. Expenses	VIII	2,626.10	18.22	1,816.89	16.11	3,434.53	18.12
	TOTAL (8)		10,127.21	70.26	7,374.75	65.40	12,953.53	68.35
9	Contn. before Wages (7 - 8)		4,287.29	29.74	3,901.51	34.60	5,997.29	31.65
10	Less:- Wages & Welfare	IX	1,690.69	11.73	1,497.21	13.28	2,094.47	11.05
11	Contribution after Wages (9-10)		2,596.60	18.01	2,404.30	21.32	3,902.82	20.59

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

MANAGING DIRECTOR