

# RTI 4(1)(b)

## Information Published under Section 4(1) (b)

### 01. The particulars of its Organization Functions and duties

NGEF (Hubli) Ltd; was inaugurated during 1984. in Industrial Estate, Hubli, as a wholly owned subsidiary of NGEF Ltd Bangalore. The unit was established to Manufacture three phase A.C induction motors up to a rating of 22 KW in an industrially backward area of North Karnataka, under the policy of Government of Karnataka to establish industries in backward areas. All the manufacturing activities were shifted during 1989 to a new building at Rayapur, situated on P.B. Road. NGEF (Hubli) Ltd is a leading manufacturer of induction motors and competes with similar industries in the private sector. Technical know-how and facilities for manufacture of motor was extended by NGEF, Ltd; Bangalore.

#### Functions

Manufacture and supply of three phase induction IE2 & IE3 Motors & Power and Distribution Transformers, maintain a leading position as supplier of quality product and services to ensure customer satisfaction and maximize return on investment and generate resources for development economic condition of the organization.

#### Duties

- Efficient use of resources such as manpower, machine, material, money etc.
- Scientific materials management activity by way of vendor assessment, vendor development and assistance techniques, exploiting local resources and entrepreneurship.
- Training programme directed to-wards improvement and up gradation of Knowledge and skills of all the employees.
- Prompt action on customer complaints and taking corrective action for elimination of defects.
- Facilitating internal/statutory audit at regular intervals for ensuring proper and effective use of funds.
- Enhance market share of our product
- Support Vendors and subcontractor to ensure product quality.
- Maintain clean and safe environment.

## 02. The powers and Duties of its officers and Employees.

The company is managed by the board of directors who are nominated by the government of Karnataka consisting of the following.

01	<b>Smt. T.K.Swaroop - Chairman - NGEF (Hubli) Ltd.</b>	Managing Director , NGEF Ltd., Bangalore.
02	<b>Shri. Kapil Mohan, IAS - Director - NGEF (Hubli) Ltd.</b>	Principal Secretary to Government, Department of Public Enterprises, Room No.711 , 7th Floor, 2nd Stage, M . S . Building , Bangalore - 560001.
03	<b>Smt. Shikha , IAS - Director - NGEF (Hubli) Ltd.</b>	Managing Director, BESCO , K .R . Circle , Bangalore.
04	<b>Shri. Chandrashekar Nayak L. , IAS- Director - NGEF (Hubli) Ltd</b>	Deputy Secretary to Govt. - III , Finance Dept, Vidhan Soudha, Bangalore.
05	<b>Shri . Sundareshbabu.M , IAS- Director - NGEF (Hubli) Ltd.</b>	Managing Director , HESCO , Corporate Office, Navanagar, Hubli.
06	<b>Smt. M. Deepa , IAS - Director - NGEF ( Hubli ) Ltd.</b>	Deputy Commissioner , Dharwad.
07	<b>Dr . R . Raga priya , IAS , - Director - NGEF (Hubli) Ltd.</b>	Managing Director, GESCOM , Station Main Road , Kalabaragi .
08	<b>Shri . H.N.Gopal Krishna, IAS, - Director - NGEF (Hubli) Ltd.</b>	Managing Director, CESCO, Mysore.
09	<b>Smt . R. Snehal, IAS - Director - NGEF (Hubli) Ltd.</b>	Managing Director, MESCOM , Mangaluru.
10	<b>Shri . K . Govindaraju , - Director - NGEF (Hubli) Ltd.</b>	Additional Director, Energy Dept., HESCO Monitoring Cell , Vikas Soudha, Bangalore.
11	<b>Shri . Kiran R . Adavi , Managing Director - NGEF (Hubli) Ltd.</b>	Managing Director & Director - NGEF (Hubli) Ltd., Dharwad.

## **02. The powers and Duties of its officers and Employees.**

The company is managed by the board of directors who are nominated by the government of Karnataka consisting of the following.

Managing Director & Director -NGEF(Hubli) Ltd., Dhanwad.

The Board of Directors are the supreme policy makers of the company and the Managing Director who is the chief executive officer of the company shall be in charge of execution of such polices and day to day affairs of the company.

### **Managing Director:**

Managing director shall be in complete charge and control of the affairs of the company. For day to day operation in ensuring efficient functioning of the organization, meeting all the statutory requirements

### **Managing Director is assisted by the following departmental heads.**

- a) Divisional Manager – Marketing
- b) Divisional Manager – Human Resources Management & Administration
- c) Senior Manager Transformers
- d) Manager Production – Motors
- e) Manager – Materials and stores
- f) Manager – Systems
- g) Manager – Quality & Design
- h) Manager – Finance

The duties and responsibilities of each of the departmental heads are as given bellow.

### **a) Manager Production**

- In charge of all Production & Maintenance activities;
- Achieving production as per budgeted plan, timely execution of customer orders.
- Efficient use of manpower, materials and machines under production
- In charge of Industrial Engineering, Production planning control activities

- Extend support to all associated departments such as QST,MPS,F&A,HRM&A,D&D,MKT etc.
- Any other duties and responsibilities as assigned by the management from time to time

**i) Divisional Manager – Marketing**

- In charge of Marketing activities
- Booking and Execution of orders as per budgeted sales plan
- Making techno commercial offers in consultation with D&D to customers
- Order acceptance and execution
- Foresee minimum ReOrder Level of finished goods and plan based on market demand.
- Performance/Sales evaluation of sales offices
- Monitoring sales offices
- Collection of sundry debtors
- Formulation of Marketing Policies
- Attending to customer complaint & giving feedback to QST , D&D / Production.
- Filing statutory returns and co-coordinating with central excise authorities.
- Extend support to all associated departments such as QST,MPS,F&A,HRM&A, D&D,PRODUCTION etc.
- Any other duties and responsibilities as assigned by the management from time to time

**b) Manager – Materials Purchase and stores**

- Identifying and locating Vendors
- Assessment of vendors
- Procurement of materials as per the budgeted plan & indents raised by scheduling with approval of identified authority, following required norms of procurement.
- Getting the material inspected and storing in good condition.
- Maintenance of Receiving & Issuing store & Inventory control.
- Disposal of scrap by following the required procedures for scrap disposal.
- Procurement of capital goods.
- Accounting of Receipt and issue of material
- Extend support to all associated departments such as QST,PRODUCTION,F&A, HRM&A , D&D,MKT etc.
- Any other duties and responsibilities as assigned by the management from time to time

**c) Divisional Manager – Human Resources Management & Administration.**

- Administration of wages, salaries and incentives of all employees on rolls.
- Enforcing & ensuring standing orders/standing instructions for the discipline of the organization and bring out office orders from time to time wherever required .
- Liaisoning with Employees union, various sections of the organization, and management.
- Representing organization for all legal matters and to take timely action by interacting with the legal advisor and the Management.
- Arranging for employees training
- Protect companies property / assets.
- Introduction of performance evaluation methods for proper appraisal of the employees and regular feed back to the management to develop human resource.
- Extend support to all associated departments such as QST, PRODUCTION,, F&A, D&D, MKT, MPS etc.
- Any other duties and responsibilities as assigned by the management from time to time.

#### **d) Manager – Systems**

- Providing software and hardware support to the organization along with the training needs of the organization and maintenance support.
- Generate and provide Management information
- Preparation of monthly wages / salaries & incentives of all the employees.
- Provide information on costing and budgeting, valuation of inventory, and product costing.
- Ensuring data security of the system , design , production process etc.
- Introduction / Networking and integration of all organizational business activity through ERP.
- Extend support to all associated departments such as QST, PRODUCTION,, F&A, HRM&A, D&D, MKT, MPS etc
- Any other duties and responsibilities as assigned by the management from time to time.

#### **e) Senior Manager – QST and Design & Development.**

- To monitor & supervise Inspection of material at receiving, In-process and testing stage and Reporting of non-conformities at various stages.
- Maintenance of Quality system procedure with regards to ISO-9001 and BIS standards
- Designing & developing new products as per the customer requirement including product range enhancement.

- Providing technical support for making techno commercial offer / procurement.
- Ensuring document control as per ISO 9001 norms.
- Cost reduction by optimizing existing design
- Preparing internal standards for components / parts / equipment's etc.
- Extend support to all associated departments such as QST,PRODUCTION,,F&A, HRM&A, MPS,MKT etc.
- Any other duties and responsibilities as assigned by the management from time to time

**f) Manager -Finance & Accounts.**

- Accountable for Accounts & Finance matter of organization
- Preparation of Budget
- Preparation of Balance sheet, P&L accounts
- Quarterly Audit of accounts
- To monitor Internal Audit & ensure compliance on the audit reports & report management.
- Annual reports preparation
- Payment to sundry creditor and recovery from sundry debtor
- Correspondence with bank for timely & prompt actions on the all the pending matters.
- Tax payment, Returns filling regularly.
- Providing MIS reports including branch reports with in 10th of every month.
- Any other matter related to finance.
- Responsible for regular interaction and review of audit report of internal auditor and reconciliation of the same
- Monitoring of branch activates and controlling the same
- Extend support to all associated departments such as QST,PRODUCTION,D&D, HRM&A, MPS,MKT etc
- Any other duties and responsibilities as assigned by the management from time to time.

Departmental heads are assisted by Engineers, Commercial/ Technical Supervisors , Assistants, in each department in carrying out departmental activities .

Workers in production, quality, stores, maintenance etc are assigned work from their supervisors on day to day basis depending on production schedule/ inspection/ maintenance/ storing activities.

### **03 The procedure followed in the decision-making process , including channel of supervision and accountability.**

The Board of Directors are the decision makers on the policies related to Budgeting , Capitals goods Procurement, Appointment of auditors, Performance evaluation of the company etc.

For Major policy decision, which calls for Capital investment, Recurring expenditures options are worked out and put up to the Board discussion and decision.

The decision taken at the Board level are executed by the Managing Director through related Officers of the company.

For day to day operation of the organization decisions are taken by the Managing Director based on the reports put up by related sectional heads individually or as a team.

Accountability is fixed at different levels by the Managing Directors.

### **4 The norms set by it for the discharge of its Function**

In order to discharge its function smoothly the functions of the organization is categorized under following heads.

1. Marketing
2. Production
3. Materials and stores
4. Human resources management & administration
5. Systems/CAMS
6. Design & Development
7. Finance & Accounts
8. Quality, Inspection, Testing & Standards.

Each of the above section is headed by sectional heads and they will report to the Managing Director. Each section is provided with required staff, which will report to the sectional head in discharging their functions. At the Branch level Regional Sales Manager will monitor the sales activity and will report to Managing Director/ Marketing Manager at head office.

**5. The rules, regulations, instructions, manual and records held by it or under its control or used by its employees for discharging its functions.**

**The following are the regulations, manuals in the organization**

- a) Memorandum of Association & Articles of Association.
- b) Companies Act.
- c) Circular, Instructions, Office Orders issued from time to time.
- d) Standing Instruction, standing orders.
- e) Quality manual , quality system procedure
- f) BIS, National , International Standards

**6. A statement of the categories of documents that are held by it or under its control.**

**SI No DOCUMENTS CATEGORY**

- 1. Board Proceedings / Minute Book Not opened to the public
- 2. Administration files / personal files Opened to the public except personal files
- 3. Purchase files / price fixation files / other correspondence files connected to purchase section. Opened to the public except price fixation files. and document involving technical know-how.
- 4. Offers / price fixation files / other correspondence files connected to marketing section. Open to the public except marketing policy price details, Technical officers such as cost price.
- 5. Balance sheet / Audit report, payment files, & other correspondence of account section Open to the public except Audit report

It may be noted that document containing commercial confidence, technical know –how, trade secret, intellectual property right which would harm competitive position of the organization will not be open to the public.

**7. 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 of implementation there of;**

The Company has laid down an arrangement for general public to consult the officers of the Company. The following officials are designated as information officers who shall provide the requisite information as may be desired by the public.

- a) Deputy Manager-HRM&A – Assistant public Information Officer.

b) Divisional Manager- HRM&A – Public Information officer

c) Managing Director – First Appellate Authority

**8. A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice and as to whether meetings of these boards, councils, committees and other bodies are open to the public or the minutes of such meetings are accessible for public.**

The management and the affairs of the Company are managed by the Board of directors consisting of the following;

01	<b>Smt. T.K.Swaroop - Chairman - NGEF (Hubli) Ltd.</b>	Managing Director , NGEF Ltd., Bangalore.
02	<b>Shri. Kapil Mohan, IAS - Director - NGEF (Hubli) Ltd.</b>	Principal Secretary to Government, Department of Public Enterprises, Room No.711 , 7th Floor, 2nd Stage, M . S . Building , Bangalore - 560001.
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The board shall meet at periodical intervals, as required under the provisions of the Company's Act and the minutes of the meetings are prepared and kept at the registered office. In addition to the above, as required under the Company's Act , 1956, the Annual General meeting of the shareholders is held once in a year and the minutes of this meeting is also recorded and kept at the registered office & it is not open to the public.

#### **9. A Directory of its officers and employees;**

The directory of officers and employees is as per. Annexure A

#### **10. The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulation.**

The Remuneration may vary from month to month.

Apart from above remuneration organization has following system of compensation.

1. Employer contribution towards Provident fund
2. Gratuity at 15 days salary for the service rendered, for service above years
3. ESI contribution for eligible employees
4. Hospitalization reimbursement as per wage agreement.
5. Leave encashment
6. Canteen subsidy at Rs. 24 per day of actual attendance.
7. Shoes for all employees, Uniforms for workers
8. Production incentives & bonus.

**11. The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;**

Considering the estimated expenditure, and production/sales plan Budget is prepared. After the approval of the budget by the Board, allocated budget is spent judiciously for achieving planned production target.

**12. The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;**

As on date the Company does not have any program involving payment of subsidies.

**13. Particulars of recipients of concessions, permits or authorizations granted by it;**

**In view of point 12 above point 13 is not applicable.**

**14. details in respect of the information, available to or held by it, reduced in an electronic form.**

Company web site indicating Company profile, Product details, Manufacturing Facilities, Sales infrastructure, are available on the web site. i.e. [www.ngefhubli.com](http://www.ngefhubli.com)

**15. The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;**

The General public who ever interested to know about the working and policies of the organization can avail the requisite information from the designated officer of the company during working days between 9 AM to 5 PM.

**16. The names, designations and other particulars of public information Officers;**

**Assistant public Information Officer.**

**Shri. V.J.Gumaste, Deputy Manager – (HRM&A)**

**Public information officer**

**Shri.C.R.Shivkumar, Divisional Manager-(HRM&A)**

**First Appellate authority**

**Shri Kiran R. Adavi. Managing Director**

**17. Such other information as may be prescribed and thereafter update these publications every year;  
As required under Company's Act 1965 the company publishes its annual reports at the end of financial  
year audited by statutory and CNG Auditors.**

Statement of Board of Directors

Directory of officers and employees

Sd / –

**Managing Director.**