

**INFORMATION OF THE COMPANY UNDER THE RIGHT TO INFORMATION
ACT-2005**

- I The name of the Organization is The Kerala Ceramics Limited. The functions of the company is to carry on business of Mining, Processing, Refining and Selling of China Clay and also manufacturing, processing and selling of Porcelain Products and to promote related activities to carry out the functions of the company. There is a Board of Directors headed by a Chairman and Managing Director. The policy decisions are taken at the Board level and the Managing Director is the Chief Executive of the organization. Under him, there is a General Manager and other functionary managers like Secretary & Finance Manager, Manager (Commercial), Manager (Works), Mines Manager & Manager (Personnel & Administration).
- II The powers and duties of its officers are to promote the activities of the department to attain the goal of the organization as per the directions of the Chief Executive and the prevailing Laws and standing orders of the company. The duties of the employees are to work for the betterment of the organization in line with the objectives of the company by receiving remuneration.
- III The procedure followed in the decision making process including channel of supervision and accountability are inline with Government Guidelines and prevailing Industrial Laws, Standing Orders of the Company and the decision taken in the Board level and other subordinate hierarchy as per the administrative set up of the company.
- IV The norms set by each department for its functioning are specified ie the Personnel Department maintain the function of Recruitment, Selection, Placement, Transfer, Promotions, Retirement, Termination, attending details, wage and salary administration, discipline and disciplinary action etc.

The function of Commercial Department is to carry out the purchase of materials for production as well as maintenance and marketing of the finished goods.

The function of Finance Department is to keep accounts of all the transactions including purchase and sales, wages and salary administration, ESI, PF, Gratuity, Welfare Benefits etc.

The function of Mining Department is to mine the required quantity of Clay for the entire production of the company as per the mines rules.

The function of Production Department is to co-ordinate all the production activities from mining to finished goods to have quality products.

- V The rules and regulations of the company is as per the standing orders of the company. The employees of the company should keep discipline and good order

of the company as per the instructions and guidelines issued by the Superior Officers.

- VI The company is keeping all documents like the Memorandum of Association and Articles of Association, its Title Deeds, Factory License, Mining Lease, Drawing, List of Employees and the Wage Structure etc.
- VII Representations and Memorandum from the public are received and will be looked in to for remedial measures/policy formulations. Information over telephones are also given.
- VIII Activities done for the public interest outside the company premises will be carried out with the consent of the public.
- IX List of the employees are available
- X The officers and employees are given remuneration on time scale basis. The scale of pay of each categories were fixed on the basis of the Long Term Agreement and also with the approval of the Government.
- XI Budget allocation are made every year and the same will be approved in the Board of Directors Meeting.
- XII The company is issuing the subsidized food.
- XIII All the customers those who buy porcelain products are given 20% discount.
- XIV The official website of the company is www.keralaceramics.com. The information on company is available in the web site.
- XV Information about company is also available in printed form. No library or reading room is available for public use.
- XVI Sri. S.Y.Alexander, Manager (Personnel & Administration) is in-charge of Public Information Officer and Sri. M.J.John, Executive Secretary as Assistant Public Information Officer.
- XVII The Chairman & Managing Director is the Appellate Officer under the Right to Information Act.