

Chapter 1

Introduction

1.1 Background

The prime object of this hand book is to enable the public access to Information

1.2 Objective /Purpose:

- 1) To maintain transparency on the activities of the Organization
- 2) To provide requisite information to the public in the matters of public interest

1.3 Intended users of the handbook

- 1) All the Industries /public who purchase Eucalyptus, Bamboo and other Miscellaneous wood form the Corporation
- 2) All the Coffee, cardamom and Pepper Traders /Merchants who purchase Coffee, cardamom, pepper and Cashew usufruct
- 3) All the general public and Departments/Institutions who purchase Eucalyptus Clonal seedlings.
- 4) All the general public who want to avail the facilities available in Eco-Tourism projects taken up by the Corporation
- 5) All the institutions/Departments, who want to avail the consultancy services of the Corporation

1.4 Definitions of key terms

Corporation means Kerala Forest Development Corporation Limited

GM means “General Manager”

SFM means “Secretary-cum-Finance Manager”

Director means “Director of KFDC Board ”

AGM means “Assistant General Manager”

DM means “Divisional Manager”

Forest means “Reserve Forest areas taken on lease from Forest

Department, Government means “Govt. of Kerala

Budget means “Budget of the Corporation”.

1.5 Organization of Information

The information on various aspects of the organization is described in the Chapters from 2 to 18.

1.6 Getting additional information

The Corporation is managing Website www.greenmansions.co.in .Brochures are available for the public , besides information through print and electronic media.

1.7 Name & Addresses of key contact points.

- a) Principal Secretary to Government, F&WLD, Govt. Secretariat, Thiruvananthapuram at Government Level
- b) Managing Director, KFDC Kottayam at Head Office Level
- c) Divisional manager at Divisional Level.

Chapter 2

Organization Functions and Duties

(Section 4 (1) (b) (I))

Sl no :	Name of the Org.	Address	Functions	Duties
1.	Kerala Forest Development Corporation Ltd.	Aaranyakam, Karapuzha , Kottayam -3	<p>1) To acquire purchase take over on lease or otherwise reserved forest , unreserved vested forests & Other Lands from Kerala Government & Others either with tree growth or not and to develop such areas and raise plantations of industrial use.</p> <p>2) To cultivate plantations of rubber, pepper, cashew, cocoa, cardamom buy, sell, export, import, process, distribute and deal in all kinds of forest plants, trees and agricultural crop.</p> <p>3) To acquire, purchase or take over on lease or otherwise and manage forests to maximize production of timber and other produce.</p> <p>4) To carry on business of forest, planters, cultivators, sellers, dealers in timber and industrial woods, fire woods, charcoal etc. and to manufacture and dispose of sell and deal in forest produce.</p>	As described in previous column.

Chapter 3

Powers and Duties of officers and Employees

Section 4 (1) (b)(ii).

SI No	Name of the Officer	Designation	Duties allotted	Powers
1.	Sri.Bennichan Thomas, IFS	MD	Chief Executive of the Corporation and to achieve the objectives and goals set for the organization	Vested with both executive and financial powers as delegated by the board of Directors of KFDC form time to time.
2.		SFM	To look after the financial and secretarial matters of the organization.	Drawing and Disbursing Officer for Corporate office.

Chapter 4

Procedure followed in Decision- Making Process

(Section 4 (1)(b)(iii).

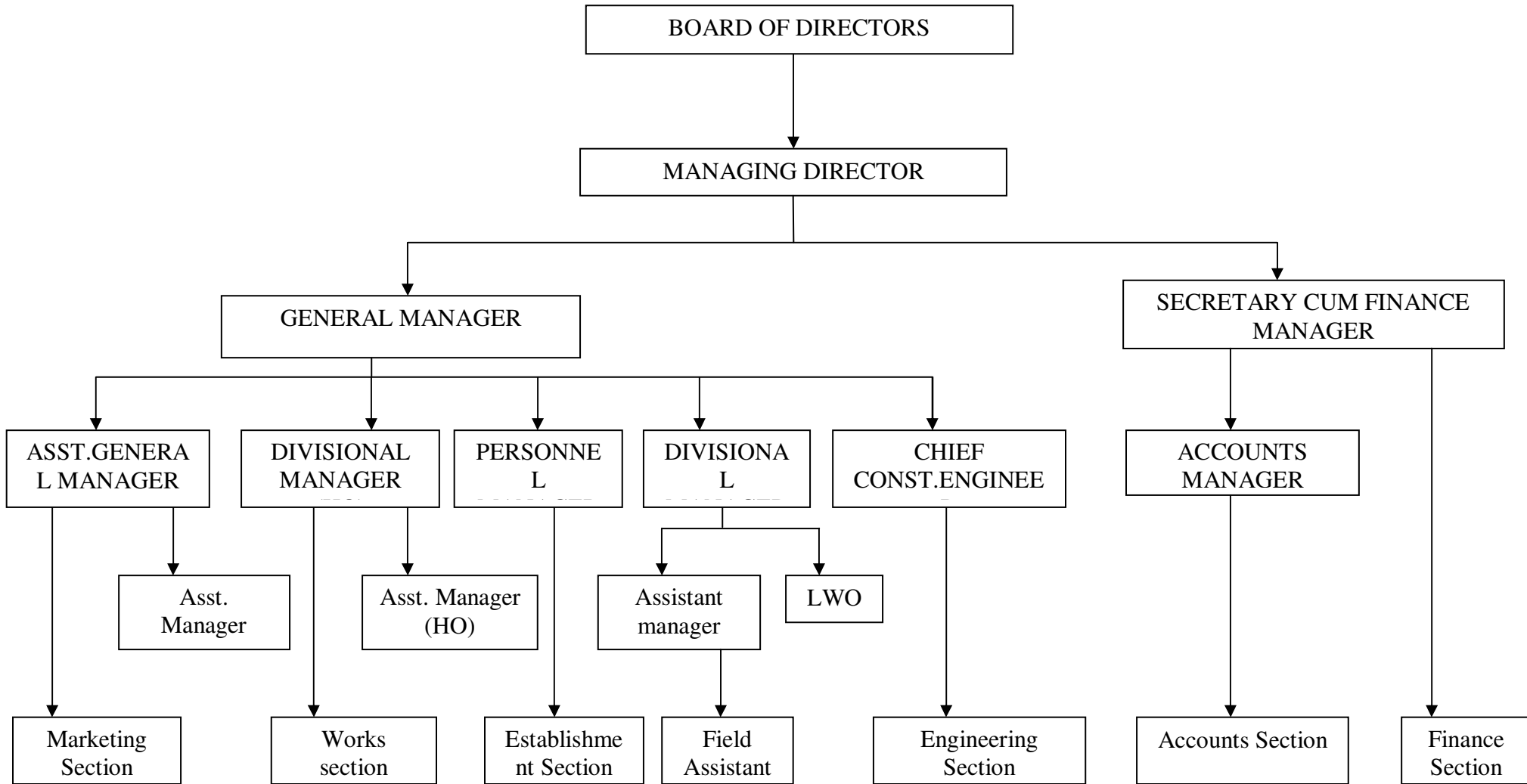
4.1 The corporation has two – tier administration. The Division is the unit of administration and is under the supervision and administrative control of DM. The divisions are under the Overall Supervision and administrative control of managing director.

Activity	Description	Decision making process	Designation of final Decision-making authority.
Goal – Setting and planning	The annual targets for regeneration and harvesting works	MD	Board
Budgeting	Consolidated budgeted estimates of the Division to the Corporate Office	MD	Board
Formulation of	The schemes / projects	MD	Board

Programmes, Schemes and projects	are prepared at Corporate Office		
Recruitment / Hiring of personal	Assessment of personal for recruitment / hiring is made at Corporate Office	MD	Board
Release of Funds	Consolidated funds requirement for the Region for the month is obtained from the Divisional Manager	After Due Examination, Funds will be released to the division for the month.	MD
Implementation / delivery of service / utilization of funds	Divisional Manager will utilize the funds for execution of works	The SFM releases the required funds to the Divisions	MD
Monitoring and Evaluation	Plantation Manager executes the works	DM, GM, MD	MD
Gathering feedback from public	Not Applicable	Not Applicable	Not Applicable
Undertaking improvements	New Technologies in regeneration, introduction of new species etc.	DM, GM, MD	MD

4.2 Organizational chart depicting flow of authority, supervision and accountability is appended.

KFDC – ORGANISATIONAL STRUCTURE



STAFF DETAILS GENERAL CATEGORY(AS ON 01.12.2014)

SL.NO	NAME	DESIGNATION	DATE OF BIRTH	DATE OF ENTRY IN TO SERVICE	DATE OF RETIREMENT	COMMUNITY
1	C.RADHAKRISHNA PILLAI	DIVISIONAL MANAGER	08-03-1957	01-07-1980	31-03- 2015	Nair
2	S.NAGAPPAN NAIR	DIVISIONAL MANAGER	25-05-1957	08-10-1977	31-05- 2015	Nair
3	S.R.SREEKUMAR	MANAGER	31-05-1961	09-04-1992	31-05- 2019	Nair
4	E.J. JOHNSON	MANAGER	28-08-1963	10-04-1992	31-08- 2021	Syrian Catholic
5	P.V.NARAYANAN	MANAGER	22-03-1963	09-06-1993	31-03- 2021	Ambalavasi
6	J.SASIKUMAR	ASSISTANT MANAGER	15-07-1963	10-06-1993	31-07- 2021	Nair
7	ALICE MAMMEN	SR.SUPDT.	25-07-1961	17-12-1990	31-07- 2019	C.S.I
8	K.P.SREEKUMARI	ASST.SEL.GR	14-05-1957	24-12-1992	31-05- 2015	Kshathriya
9	HYMAVATHY.C	ASST.SER.GR	18.09.1963	04-10-1999	30-09- 2021	Nair
10	M.N.MANOJKUMAR	ASST.SER.GR	30.05.1967	10-03-1999	31-05- 2025	Nair
11	REGHUNATHAN PILLAI.K.P	STENO TYPIST GR.II(Hr. Gr.)	01-07-1962	21.02.1990	31-07-2020	Nair
12	A.T.LEELA.	STENO TYPIST GR.II(Hr. Gr.)	26-05-1960	05-11-1990	31-05- 2018	Guptha
13	JONY JHON	DRIVER GRADE I	19.03.1962	10-03-1999	31-03- 2020	Roman Catholic
14	P.V. THOMAS	PEON	27.03.1957	01-12-1995	31-03- 2015	Roman Catholic
15	G.SASIDHARAN NAIR	PEON	04.05.1959	01-12-1995	31-05- 2017	Nair
16	NIROSHA S. J.	ASSISTANT GR.II	22-5-1983	30-3-2009	31-05-2041	Nair
17	REMYA.R	ASSISTANT GR.II	10-01-1986	10-02-2012	31-01-2044	Nair
18	PRATHEESH KUMAR.M	FIELD OFFICER	12.05.1983	01.03.2012	31-05-2041	Nair
19	VISHNU.C.G.	FIELD OFFICER	04.05.1982	27.02.2012	31-05-2040	Nair
20	AJUKUMAR.R	ASSISTANT GR.II	26.03.1977	27.03.2013	31-03-2035	Nair
21	NEENA JOHN	ASSISTANT GR.II	02.03.1979	08.04.2013	31-03-2037	Syrian
22	SEENA .S	PEON GRADE II	17.02.1984	31.10.2014	28.02.2042	Nair
23	REMYA. P	PEON GRADE II	20.05.1986	06.11.2014	31.05.2044	Nair

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SL NO	NAME	DESIGNATION	DATE OF BIRTH	DATE OF ENTRY IN TO SERVICE	DATE OF RETIREMENT	COMMUNITY
1	ASHA P.R	ACCOUNTS MANAGER	24.04.1971	23.10.2009	30.04.2029	EZHAVA
2	PETER DONATUS FERNANDEZ	MANAGER	25-07-1962	10-04-1992	31-07- 2020	ANGLO-INDIAN
3	R.PRESANNAN	MANAGER	01-09-1960	01-04-1992	31-08- 2018	GANAKA
4	A.V.SURESH	MANAGER	30-05-1962	20-04-1992	31-05- 2020	VISHWAKARMA
5	P.K.RADHAKRISHNAN	MANAGER	02-02-1958	01-04-1992	28-02- 2016	DHEEWARA
6	V.V.JAYARAJAN	MANAGER	29-05-1961	10-6-1993	31-05- 2019	THIYA
7	VIJAYA VALSALA SANTHAM	MANAGER	25-11-1959	01-06-1993	30- 11- 2017	NADAR
8	S.THILAKARAJAN	MANAGER	25-02-1959	10-6-1993	28-02- 2017	EZHAVA
9	A.K.JAYAKUMAR	MANAGER	28-05-1957	25-10-1994	31-05- 2015	SAIVA VELLALA
10	T.K.RADHAKRISHNAN	MANAGER	28-05-1966	25-10-1994	31-05- 2024	EZHAVA
11	K.JAYARAJ	MANAGER	20-05-1962	25-10-1994	31-05- 2020	SALIYA
12	A.AYOOBSHAH	ASST. MANAGER	25-07-1963	25-10-1994	31-07-2021	MUSLIM
13	M.ABDUL KHALAM	ASST. MANAGER	22-04-1960	25-10-1994	30-04- 2018	MUSLIM
14	K.BABURAJAN	ASST. MANAGER	20-05-1963	25-10-1994	31-05-2021	VISHWAKARMA
15	V.B.PADMAKUMAR	ASST. MANAGER	05-05-1964	25-10-1994	31-05- 2022	PATTARYA
16	N.VIJAYA KUMAR	ASST. MANAGER	01-01-1959	18-12-1986	31- 12- 2016	EZHAVA
17	PRAKASHAN.P.E	ASST. MANAGER	10/3/1962	1/4/1992	31-03- 2020	VISHWAKARMA
18	P.S.RASHEEDA	ADMIN. ASST.	26-06-1961	14-04-1983	30-06- 2019	MUSLIM
19	P.LEKHA	SR.SUPDT.	20-05-1964	17-12-1990	31-05- 2022	VISHWAKARMA
20	P.P.ISHA	SR.SUPDT.	01-10-1958	01-10-1992	30- 09- 2016	MUSLIM
21	J.NAZEEMA BEEVI	ASST.SEL.GR	05-10-1962	12-02-1993	31- 10- 2020	MUSLIM
22	MUHAMED SIYAD A.H	ASST.SER.GR	13.02.1971	10.05.2000	28-02- 2029	MUSLIM
23	S. SAINABA BEEVI	STENO TYPIST Sel.GR.(Hr.Gr	07-11-1956	29-01-1981	30- 11- 2014	MUSLIM
24	M.RUGMINI	STENO TYPIST Sr.GR.(Hr.Gr)	10.04.1961	14-02-1990	30-04- 2019	EZHAVA
25	SALIHA BEEVI	STAFF NURSE	25.05.1961	21.04.1995	31-05- 20169	MUSLIM
26	M.K.BALAKRISHNAN	DRIVER Gr.I	28.03.1960	09.07.1998	31-03- 2018	THIYA

27	VIJAYAKUMAR.P	DRIVER Gr.I	31.05.1964	10.03.1999	31-05- 2022	NADAR
28	M.V.JUSTIN	DRIVER Gr.I	06.04.1964	27.04.1999	30-04- 2022	LATIN CATHOLIC
29	K.RAVINDRAN	PEON	11.05.1956	15.03.1999	31-05- 2014	EZHAVA
30	P.SUBRAMANYAN	PEON	10.12.1964	01.12.1995	31- 12- 2022	THIYA
31	S.RAJENDRAN	PEON	07.11.1957	01.12.1995	30- 11- 2015	EZHAVA
32	SIVADAS T.S	PEON Gr. I	28-12-1979	3-3-2008	31- 12- 2037	EZHAVA
33	HARILAL . V.	PEON Gr. I	28-5-1965	26-9-2008	31-05- 2023	EZHAVA
34	JITESH. V.	PEON Gr. I	16-5-1978	29-9-2008	31-05- 2036	THIYA
35	KIRAN JONES V.S	MANAGER	16-05-1986	30-11-2009	31-05- 2044	SIUC-NADAR
36	IMROSE ELIAS NAVAS.E	MANAGER	31-05-1982	14-12-2009	31-05- 2040	MUSLIM
37	BIJESH.P.R.	ASSISTANT GR.II	06-05-1980	09.11.2011	31-05- 2038	THIYYA
38	SUNEER.Y	FIELD OFFICER	03.11.1986	16.02.2012	30-11- 2044	Mappila
39	PRAKASH.M.D.	FIELD OFFICER	01.05.1979	27.02.2012	30-04- 2037	EZHAVA
40	ANZEER.E	FIELD OFFICER	01.05.1985	29.02.2012	30-04- 2043	MUSLIM
41	MIDUL.O.M.	MANAGER	29.03.1987	30.04.2012	31-03- 2045	EZHAVA
42	AJEEB.A.J.	Asst.Gr.II	25.05.1976	16.08.2012	31-05- 2034	MUSLIM
43	SUBHA. R	PEON GRADE II	06.03.1987	31.10.2014	31.03.2045	EZHAVA
44	HARILAKSHMI	PEON GRADE II	03.05.1988	24.10.2014	31.05.2046	EZHAVA

ST/SC

SLNO.	NAME	DESIGNATION	DATE OF BIRTH	DATE OF ENTRY IN TO SERVICE	DATE OF RETIREMENT	COMMUNITY
1	K.K.SUDHAKARAN	ASST.MANAGER	02-06-1958	25-10-1994	30-06- 2016	VEELAN
2	S.ASHA	ASST.SEL.GR	01-05-1959	17-12-1990	31-05- 2017	CHERAMER
3	N.P.VELAYUDHAN	ASST.SEL.GR	01-06-1960	22-12-1992	30-06- 2018	KANAKKN
4	VASANTHI K.D	STENO TYPIST GR.I(Hr. Gr.)	08-11-1960	19-02-1990	30- 11- 2018	VELAN
5	C.S.MARIAMMA	ASST. SEN. GR.	19.11.1975	08.07.2003	30.11.2033	MALA ARAYAN
6	C.K.SATHIYAN	DRIVER Grade I	04-02-1959	31-12-1990	28-02- 2017	PADANNA
7	BABU RAJ P.R	PEON Grade I	25-5-1969	28-2-2008	31-05- 2027	PULAYA
8	SHEEJA.N.K	ASST. Gr.II	07-12-1973	18-02-2011	31-05- 2031	PULAYAN
9	SURESH KUMAR.N.K	FIELD OFFICER	29.05.1983	04.05.2012	31-05- 2041	KANAKKN

Chapter 5

Norms set for the Discharge of functions

Section 4(1)(b)(iv).

5.1. Norms/standards for discharge of its functions/delivery of services.

SI No.	Function/Service	Norms/standards of performance set	Time frame	Reference document prescribing the norms (Citizen's charter , Service charter etc)
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KFDC , being a commercial organization, the activities are mainly confined to raising and maintenance of plantations in Reserve Forest areas and marketing of forest produce. The Corporation is not a service organization. If any grievances are received, they are being attended to.

Chapter6

Rules, Regulations, Instructions, Manual and Records for Discharging functions.

Section 4 (1)(b)(v) & (vi).

6.1 List and gist of rules, regulations, instructions, manuals and record used by the employees for discharging functions.

SI No.	Description	Gist of contents	Price of the publication, if priced.
1.	1. KFDC Ltd. Service Rules 1983 Amended in 2005 vide G.O.(MS) No. 34/2005/ F&WLD dt. 19.4.2005. 2. KSR part I and II, 3. KS&SSR.part I and II 4. KGSC Rules 1960 5. KCS(CCA)Rules 1960	Governing the services conditions and disciplinary rules in case of the employees.	Not for sale.
2.	Circular Instructions Management Plan Manual of Procedure	Technical instructions on various issues relating to regeneration and maintenance of plantations, marketing, accounts etc.	Not for sale.
3.	Accounts Manual	Accounting Procedures	Not for sale.
4.	Records	Not Applicable	Not Applicable

5.	Publications	Nil	Nil
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Chapter 7

Categories of documents held by the public Authority under its control

Section 4 (1)(b)v(i).

7.1 Information about the official documents by the public authority.

SI No.	Category of Document	Title of the Document	Designation and address of the custodian.
The Corporation does not have any records / documents relating to matters of public interest.			

Chapter 8

Arrangement for Consultation with, or Representation by, the Members of the Public in relation to the Formulation of Policy or Implementation thereof

(Section 4(1)(b)(vii).

8.1 Consultation /participation of public or its representatives for formulation and implementation of Policies.

SI No.	Function /Service	Arrangements for consultation with or representation of public in relations with policy formulation	Arrangements for consultation with or representation of public in relations with policy implementation
The Corporation does not have any records / documents relating to matters of public interest.			

Being a commercial organization, the policies are formulated and approved by the Board of Directors.

Chapter 9

Boards, Councils, Committees and other Bodies constituted as part of public Authority

Section 4(1)(b)v(iii).

9.1 Information on Board of Kerala Forest Development Corporation Ltd.

Name of Board	Composition	Powers& Functions	Whether its Meetings open to Public/Minutes of its Meetings accessible for public.
Board of KFDC Ltd.(appointed by Govt. of Kerala)	Adv. M.Manoharan Pillai, Chairman	To occupy the Chair and conduct the proceedings in the Board Meeting.	Meetings not open to public.
	Sri. Bennichan Thomas,IFS Managing Director	Chief Executive of the Company and implement the policies as decided by the Govt. and Board of Directors including day to day affairs of the Corporation.	
	GOI Nominee 1 Nominees from Finance Dept. 1 Forest Dept. 1 Pri. Secretary 1 Non official 5		
	TOTAL - 11		

KERALA FOREST DEVELOPMENT CORPORATION LTD., KOTTAYAM - 3.
Details of Public Information Officers and Assistant Public Information Officers as on 01.11.2013

Name of Offices	State Public Information Officer with address and Phone No.	Appellate authority with address and Phone No.
K.F.D.C. HEAD OFFICE	Sri. C. Radhakrishna Pillai, Assistant General Manager 8289821001	Sri. Bennichan Thomas, Managing Director 8289821000
DIVISIONS		
1. Thiruvananthapuram	Sri. S. Nagappan Nair, Divisional Manager 8289821100	Sri. C. Radhakrishna Pillai, Assistant General Manager 8289821001
2. Punalur	Sri. A.P.Sunil Babu , Divisional Manager 8289821200	Sri. C. Radhakrishna Pillai, Assistant General Manager 8289821001
3. Thrissur	Sri. S.R.Sreekumar, Divisional Manager 8289821500	Sri. C. Radhakrishna Pillai, Assistant General Manager 8289821001
4. Munnar	Sri. Imrose Elias Navas.E, Divisional Manager I/C 8289821400	Sri. C. Radhakrishna Pillai, Assistant General Manager 8289821001
5. Mananthavady	Sri. P.V.Narayanan Divisional Manager I/C 8289821600	Sri. C. Radhakrishna Pillai, Assistant General Manager 8289821001
6. Gavi	Sri. Peter Donatuz Fernaduz .A Divisional Manager (I/C) 8289821300	Sri. C. Radhakrishna Pillai, Assistant General Manager 8289821001
SUB UNITS		
Thiruvananthapuram Division		
Name of Offices	Asst. Public Information Officer with address and Phone No.	State Public Information Officer with address and Phone No.
Arippa	Sri. K.Jayaraj, Manager 8289821101	Sri. S. Nagappan Nair, Divisional Manager 8289821100
Palode	P.E.Prakasan, Manager (I/C) 8289821102	Sri. S. Nagappan Nair, Divisional Manager 8289821100
Kottoor	Sri. S. Thilakarajan, Manager (I/C) 8289821103	Sri. S. Nagappan Nair, Divisional Manager 8289821100
Anakulam	Sri. A.K. Jayakumar, Manager 8289821104	Sri. S. Nagappan Nair, Divisional Manager 8289821100
Name of Officers	Asst. Public Information Officer with address and Phone No.	State Public Information Officer with address and Phone No.
Punalur Division		
Punnala I	Manager	Sri. A.P.Sunil Babu , Divisional Manager 8289821200

Karavoor -II	Manager	Sri. A.P.Sunil Babu , Divisional Manager 8289821200
Achencovil	Manager 8289821208	Sri. A.P.Sunil Babu , Divisional Manager 8289821200
Pathanapuram	Manager 8289821208	Sri. A.P.Sunil Babu , Divisional Manager 8289821200
Thrissur Division		
Mayannur	Sri. S.R.Sreekumar, Manager 8289821501	Sri. S.R.Sreekumar, Divisional Manager, (I/C) 8289821500
Chempamkandam	Sri. T.K. Radhakrihsnan Manager 8289821504	Sri. S.R.Sreekumar, Divisional Manager (I/C) 8289821500
Pakuthipalam	Sri. V.V. Jayarajan, Manager 8289821502	Sri. S.R.Sreekumar, Divisional Manager (I/C) 8289821500
Pothumala	Sri. V.V. Jayarajan, Manager 8289821503	Sri. S.R.Sreekumar, Divisional Manager (I/C) 8289821500
Munnar Division		
Marayur & Silent Valley	Sri. E.J. Johnson, Manager (I/C) 8289821401	Sri. Imrose Elias Navas.E, Divisional Manager I/C 8289821400
Mankulam & Kadalar	Vijaya Valsala Santham, Manager (I/C) 8289821402	Sri. Imrose Elias Navas.E, Divisional Manager I/C 8289821400
Floriclature	Sri. P.K. Radhakrishnan, Manager (I/C) 8289821403	Sri. Imrose Elias Navas.E, Divisional Manager I/C 8289821400
Mananthavady Division		
Kambamala	Sri. P.V.Narayanan Manager 8289821600	Sri. P.V.Narayanan Divisional Manager I/C 8289821600
Gavi Division		
Eco-Tourism	Midul. O.M, Manager 8289821301	Sri. Peter Donatuz Fernaduz .A Divisional Manager (I/C) 8289821300
Gavi	Sri. Peter Donatuz Fernaduz .A Manager 8289821300	Sri. Peter Donatuz Fernaduz .A Divisional Manager (I/C) 8289821300

ADDRESS OF SIX DIVISIONAL OFFICES

1. THE DIVISIONAL MANAGER,
KERALA FOREST DEVELOPMENT CORPORATION LTD.,
GAVI P.O, C/O. STD BOOTH,
VARIKATTU COMMUNICATIONS,
VANDIPERIYAR- 685 533.
2. THE DIVISIONAL MANAGER,
KERALA FOREST DEVELOPMENT CORPORATION LTD.,
"MASHRIK",
NETHAJI ROAD, B- STREET,
P.O, MANANTHAVADY,
WAYANAD DISTRICT.
3. THE DIVISIONAL MANAGER,
KERALA FOREST DEVELOPMENT CORPORATION LTD.,
T.CNO. 1001/14 " SRIVASAN"
OPP. POLICE HEAD QUARTERS,
VELLAYAMBALAM,
SASTHAMANGALAM P.O,
THIRUVANANTHAPURAM- 695 010.
4. THE DIVISIONAL MANAGER,
KERALA FOREST DEVELOPMENT CORPORATION LTD.,
MALIAKKAL HOUSE,
PERUMBILLY LANE,
KANIMANGALAM P.O
THRISSUR- 680 027.
5. THE DIVISIONAL MANAGER,
KERALA FOREST DEVELOPMENT CORPORATION LTD.,
THOLICODE P.O,
PUNALUR- 691 333.
6. THE DIVISIONAL MANAGER,
KERALA FOREST DEVELOPMENT CORPORATION LTD.,
MUNNAR P.O,
MUNNAR- 685 612.