

UNITED ELECTRICAL INDUSTRIES LIMITED– SUO MOTU DISCLOSURE UNDER SEC-4  
OF THE RTI ACT, 2005

**1. PARTICULARS OF ORGANISATION, FUNCTIONS & DUTIES:-**

United Electrical Industries Ltd. locally known as Meter Company is located 5 KM from Kollam city towards Trivandrum by the side of the National Highway. The company was incorporated in the year 1950. It is the first factory in India to manufacture Electricity House Service Energy Meters. The company started its manufacturing activity in technical collaboration with the world-renowned measuring instrument manufacturer M/s. Aron Meters Ltd. England. Major shares of the company were taken over by the Kerala Government in 1957 and reconstituted it as a Public Limited Company under the ownership of Government of Kerala.

The major shareholder of this company is the Government of Kerala and is holding 97.20% of the total share value.

The Company manufactures Electricity Energy Meters of both Electro-Mechanical and Static types, Smart Meter, Prepaid Meter, Motor Starters, AB Switches, Water Meters., LED Street lights and VLTD. 'Unilec' brand Energy Meters and Motor Starters are well accepted all over India.

The Company is certified ISO 9001: 2015 & 14001: 2015 and the products are ISI marked.

OUR PRODUCTS

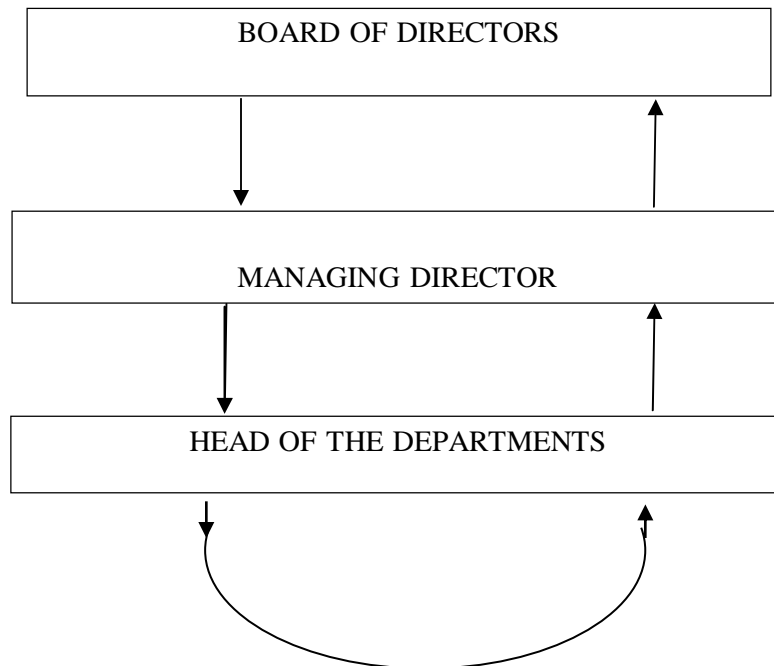
1. Single / Poly Phase AC Static Watthour Meter
2. Single / Poly Phase Multifunction Static Energy Meter
3. Smart Meters
4. Oil Immersed Motor Starters
  - a) Star-Delta Starter type NSD - 10 HP to 250 HP
  - b) Auto Transformer Starter type ATS - 10 HP to 250HP
  - c) Stator-Rotor Starter type OSR - 10 HP to 250 HP
  - d) Panel type Fully Automatic Air Break Starters
  - e) DOL Starter 5HP-10HP
5. 11 KV A.B. Switches
6. Water Meters
7. Street Light Fittings for CFL & Tube Lights
8. LED Street Lighting System
9. Mini / High Mast Lighting System
10. Vehicle Location Tracking Device (IRNSS UNI140)
11. Polymer Insulator

## 2. The powers and duties of its officers and employees

Sl.No	Name	Designation	Duties
1	SR Vinayakumar	Managing Director	Business and Management of the company subject to the direction of the Board of Directors
2	Sheeba R	Senior Manager	Production Control, Quality Control/Assurance, Electrical maintenance, Workshop, Electroplating , Drawing office, Management Representative of ISO related activities, LED Marketing
3	Swayamprabha KP	Manager (R&D)	In charge of R&D activities, GI Store, Commercial wing including Financial Section. attend any other work associated by the Managing Director
4	Mohamed M	Personnel Officer	Over all charges of Personnel Section, State Public Information Officer related to Right to Information Act, Internal Vigilance Officer, Convene Union meeting for disputes redressal , Maintenance of employees personnel data, in charge of all matters related to LTA, All queries from LA interpellation, and Public relation matters of the company, Issue of certificates to employees, All matters related to employees capacity building, Discussion and finalization of Bonus/ ex-gratia matter , All matters relating to factories and boilers act. All matter related to Employee Engagement activities, in charge of CMO Portal, Member Internal Complaint Committee (ICC) for Women and ST employees, in charge of Statutory Compliances and other legal matters. Correspondence and conciliation with Govt. Departments, attend any other work entrusted by the Managing Director
5	Viji Vikram	Assistant Engineer	Purchase Dept (On Deputation)
6	Sreeraj S	Assistant Engineer	In charge of Sales Dept.
7	Ajai James	Assistant Engineer	In charge of R&D activities / Purchase
8	Vijesh KA	Assistant Engineer	In charge of Internal Audit ,QC
9	Vyga MS	Assistant Engineer	In charge of Electrical maintenance, Starter and Water Meter Production
10	Stebin PS	Assistant Engineer	System Administration and In charge of LED Marketing and PMC activities , AMR of ISO related activities
11	Saji SK	Assistant Engineer	Liaison Work
12	Priya Susan Jacob	PA to MD	In charge of MD Office
13	Subharaj L	Section Officer	In charge of Accounts Section
14	Laya Vijayan	Section Officer	In charge of Establishment Section
15	Shihabudheen Kunju	Security Officer	In charge of company security related matters
16	Manoj M	Section Officer	In charge of GI &Store

**3. The procedure followed in the decision making process, including channels of supervision and accountability:-**

The decision making process in the company involves the following channel



Overall Management of the company rests with the Board of Directors, which is the highest decision making body of the company. The major shareholder of this company is the Government of Kerala and is holding 97.20% of the total share value and the Board of Directors are to comply with the directions issued by the Government. Under Articles of Association of the company, certain powers can be exercised by Board of Directors only with the prior approval of the Government of Kerala. Besides, under Companies Act, certain powers are to be exercised in the general meeting.

**4. The norms set by its for the discharge of its functions:-**

- UEIL is a company managed by Board of Directors constituted under the companies Act.
- The day today activities of UEIL are done by Managing Director with in the overall framework provided by the companies Act1956, Memorandum of Association, Articles of Association and decision by the Board of Directors.
- The Board of Directors has delegated power to the Managing Director who is authorized to sub delegate it to the officers of the company for proper discharge of their functions.

**5. The rules, regulations, instructions, manuals and records held under its control or used by the employees for discharging their functions:-**

- a) Purchase / Sales Procedure
- b) Contract Work Procedure
- c) Manual on Policies
- d) Safety Manual
- e) On site emergency Plan
- f) Standing Orders

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

**A) PRODUCTION DEPARTMENT**

Production department is divided into two sections.

AB switches, production control & planning, mechanical maintenance and workshop come under production 1. All other manufacturing activities (Starters, Water Meter, etc...), Electrical maintenance, R & D, MR and QC come under production 2.

**a) ELECTRICAL MAINTENANCE**

Establish, implement and maintain all electrical installations are the responsibility of this section. Compliance with the directives of electrical inspectorate and correspondence with them.

**b) R & D**

- 1. Development of new products & upgrading and modification of existing products is the responsibility of R & D section.
- 2. All matters relating to BIS including renewal of license.
- 3. All work related to any other certificates to be obtained.

**c) MR**

- 1. Establish, implement and maintain QMS and EMS.
- 2. Report on the system to the management.
- 3. Liaise with external parties pertaining to QMS & EMS.
- 4. All procedures & formalities to be complied with for ISO certification should be adhered to. All work related to any other certification to be obtained should also be done.

#### **d) QUALITY CONTROL**

Inward inspection of all materials, in process inspection of all parts of products and final inspection of all products before giving clearance for sale.

#### **B) MARKETING DEPARTMENT**

Head of Marketing section is responsible for all functions related to the section under him/her. The main responsibilities are as follows:

1. Closely watch tenders floated by different agencies/parties and submit quotations in time fulfilling all the requirements of the tender. He/she should ensure that quotations are not rejected due to defects in documents.
2. On receipt of sale order, Purchase department should be intimated about the materials to be purchased giving clearly the specification and quantity of each item to be purchased. This should be routed through Stores.
3. On receipt of orders, order should be executed in time. In case of trading transactions, material specification and quantity in invoices raised by us should be same as in sale order and purchases affected by us. Agreement to be executed with customer's whenever needed and original to be forwarded to Accounts for safe custody after keeping in the Marketing section.
4. Follow up with concerned parties for payment should be done. On receipt of cheque, the cheque should be forwarded to Accounts department with details of invoice number, value of invoice, deductions if any, disallowances, withheld amount, etc... so that the net amount tallies with the value of cheque. Installation/commissioning certificate, if any, to be obtained from the concerned parties and original to be forwarded to Stores department.
5. Arrange agreement, corporate guarantee for security deposit, performance guarantee to be executed. These documents should be forwarded to Accounts department for safe custody and keeping a copy in marketing.
6. In case of annual maintenance contract, panel of subcontractors should be created.
7. Follow up for any partial payment against sales/works contract should be done by Marketing department and interest to be collected for delayed payment. This clause should be included in the sale order/contracts.
8. Ensure that materials sold are as per sale order and after sale service and customer's grievances to be addressed.
9. Marketing section should directly contact suppliers/contractors who have done the work at various sites on our behalf for timely completion of the work and after sale services. Copies of correspondence regarding the same to be forwarded to Accounts and Purchase for information. If any complaint is received from customers, in case of supplies, it should be informed to Purchase within 2 days so that they can take it up with the suppliers within 2 days. Marketing section should follow up with suppliers/contractors to rectify the problem within 7 days of intimation to them in writing.
10. Empanelment of approved venders for Streetlight trading & PMC work

#### **C) SALES DEPARTMENT**

Head of Sales section is responsible for all activities connected with sales. Quotations should be submitted against all the tenders floated by different parties like KSEB who require our products like meters, AB switches, starters, starter spares.

On receipt of orders, a copy of the same should be forwarded to concerned Production department for adhering to the time schedule for execution of order. A separate register should be maintained for each order. Invoices raised against each order, its payment, etc... should be noted in the register. Follow up should also be done regarding execution and receipt of payment. Follow up for any partial payment against sales/works contract should be done by Sales department and interest to be collected for delayed payment. This clause should be included in the sale order/contracts.

Arrange agreement, corporate guarantees for security deposit, performance guarantee to be executed. Original agreement duly executed should be forwarded to concerned department for safe custody. All work related to excise and service tax should be handled by Sales department.

Dealership agreement to be maintained with the dealers of our products

Ensure that materials sold are as per sale order and after sale service and customer's grievances to be addressed.

On receipt of payment, cheque should be forwarded to Accounts department with details such as invoice number, amount,

disallowances, if any, withheld amount, etc...So that the amount received tallies with the net amount against each invoice. For despatch of finished goods loading charges to be paid to head load workers should be recommended giving details of quantity loaded & rate. Details of destinations to which goods are to be send /taken back should be given to purchase department for award of transporting contract. Claim raised by transporting contractors is to be verified and send to accounts department for releasing payment.

#### **D) Purchase Department**

Head of purchase Department is responsible for timely purchase of material. Care should be taken to get maximum price advantage for which vendor development is an important area.

#### **Procedure of Purchase**

All purchases should be done only by Purchase department. In case of emergency civil work, concerned person can do it with prior approval from Managing Director. Purchase request should be raised with complete material specification by various section heads and forwarded to Stores. Stores should verify the present stock and raise intend for the required quantity. On receipt of intend by Purchase department, if the intend is defective it should be return immediately (within one day). If it is in order,

- (1) As per the Store Purchase manual Purchase department should float enquiry strictly following the Government norms within 3 days of receipt of intend in normal cases. For e-tendering 5 working days can be taken.
- (2) Minimum 3 quotations should be obtained for finalizing the tender.
- (3) Minimum period for submitting quotations as per government norms should be given. At the time specified in the tender, quotations should be open by purchase officer in the presence of a representative from finance. A register should be maintained showing the details of participants in each tender, total value, etc. This should be endorsed by the persons opening the tender. They should also sign in the quotations. Tabulation should be arranged by the purchase officer and got approved by the Purchase Committee. The committee should have at least one member from finance department.
- (4) Order should be placed as per the decision of Purchase Committee within 2 working days with 5 copies. Original for supplier, second copy for finance, third copy for purchase, fourth copy for stores and fifth copy for Inspection. The purchase order should clearly state the material specification, quantity, rate, total basic price, duties & taxes if any and any other amounts admitted by us. Usual and special purchase conditions, if any mentioned in the tender should also be incorporated in the purchase order. Purchase order should be send in duplicate with instructions to return the copy duly signed by them as token of their acceptance of our terms & conditions. Only after receipt of acceptance, clearance should be given for dispatch as per our schedule.
- (5) On receipt of invoices with material at stores original and cenvat copy of invoice should be forwarded to Purchase department. Purchase Officer should immediately hand over the cenvat copy to Sales Officer who is dealing with excise.

Purchase Officer should verify the original invoice with purchase order and if it is in conformity with purchase order, it should be forwarded to Accounts department. (Movement register should be maintained by the respective departments). Purchase Officer should take up with the supplier in case of discrepancy. Any shortages or rejections reported by Stores Officer should be taken up with the supplier within 3 days. It is the duty of the purchase officer to ascertain whether the invoice is raised as per specification, rate and quantity mentioned in the purchase order. 10% variation in quantity may be allowed in cases where material is ordered in KG/Liters/meters.

If payment is through bank purchase order should state that advance copy of invoice should be forwarded to Purchase. On receipt of advance copy, Purchase department should verify it with purchase order. In case of discrepancy, matter should be taken up with the supplier. Bank charges and interest for delayed clearance if not agreed in purchase order should not be recommended. Purchase order should state that interest will not be paid for delayed clearance up to 30 days and if the delay is due to the fault of the supplier such as deviation in material specification, quantity, etc., demurrage due to delayed clearance of documents if any will be to suppliers' account. After ascertaining that the claim is in order, clearance may be given to Accounts department for clearing the document from bank.

New products/modified products – R&D department should forward Bill of Materials to Stores to raise intend. A copy of BOM should be forwarded to Purchase for reference.

## **Capital Purchase**

In case of purchase of machinery, the head of production department should make preliminary enquiry and decide on the correct specification and make before forwarding the enquiry to Purchase department. His recommendation should be attached to the enquiry.

Agreement for bulk and capital purchases to be executed within 7 days of release of purchase order and the original to be forwarded to Accounts for safe custody.

In case of e-tender, tender should be uploaded after approval of technical specification. On receipt of quotations, the technical bid should be opened by the committee strictly in the presence of the concerned technical person. After approval of technical bid, financial bid is to be opened in the presence of finance representative only. After negotiation and approval by Purchase Committee, award of contract is to be uploaded by Purchase dept.

## **Local Purchase**

Local purchases should be avoided as far as possible since company will be losing bulk purchase price advantage. As far as possible local purchases should be limited to Rs.20000/-per month. If due to exigencies, purchase in excess of Rs.20000/-, special sanction from Managing Director is required. No material should be purchased by any department directly. On receipt of request for local purchase by Purchase department the purchase officer should arrange for the material. Confirmatory purchase order should be issued within 2 days and forwarded to Stores department for preparation of GRR. In case of emergency, the Accounts department may reimburse the expense incurred for material without GRR on approval by Managing Director.

**Transporting Contract:** All work relating to award of transporting contract for delivery of finished goods to various destinations and collecting rejected material and materials from local godowns of transporters.

## **E) PERSONNEL DEPARTMENT**

Head of personnel Department is responsible for all matters relating to the welfare of the employees.

1. Maintenance of personnel data like appointment, annual increments, promotions, leave, medical claims, group insurance, PF, ESI, retirement.
2. All matters related to LTA- preparation of pay revision, proposal, arranging discussion with trade union till final approval from Government.
3. Retirement benefits should be calculated and forwarded to Accounts department for payment on the date of retirement. Accounts department should forward the cheque to personnel department and they should disburse it after getting acknowledgement from the employee.
4. Personnel files of each employee should be maintained.
5. All queries from LA interpellation, Right to Information Act, and other public relation matters should be dealt by Personnel department.
6. Issue of certificates to employees including temporary employees and apprentices.
7. All matters related to apprentice trainees, contract workers, daily wages, students coming for project work, etc...
8. Discussion and finalization of bonus/ex-gratia to be done with the help of Accounts.
9. All matters relating to factories and boilers act including renewal of licenses and all other licenses and registrations regarding factory/production.

### **a) TIME OFFICE**

Time Office is responsible for keeping records of all employees regarding their attendance.

1. No employee should be allowed to enter / leave the premises without punching whether official or private. When an employee returns after outstation duty also he/she should in-punch. Early out punch should not be allowed without out pass from the concerned section head. Manager and above should intimate MD before leaving the office before duty hours and late coming after the normal allowable limit. They should record the time of leaving and purpose in the register maintained at security. Time office should look into this aspect before regulating the absence of all employees.
2. Late coming, early going, etc... should be reported to MD on monthly basis. Absence on duty should be regularized only with written approval of the officer in charge of the concerned department not below the rank

of manager. In case of manager and above, written sanction from MD should be obtained. If sanction is not produced before preparation of salary, it should be treated as loss of pay.

3. All details of different eligible leaves, leaves availed and balance in credit should be maintained regarding each employee.
4. Encashment of earned leave and RH should be recommended only after scrutiny by the internal audit.
5. Loss of pay should be reported in the same month and records should be maintained for the same.
6. Preparation of all details regarding employees to be furnished to different Govt. departments like factories and boilers and forward it to establishment department.
7. In case of unauthorized absence beyond specified limit by any employee, the same should be intimated to personnel office for taking further action.
8. All registers should be maintained neatly since they have to be preserved for long. No overwriting or whitening should be done. If there is any correction to be made, it should be done only by a fresh entry.

#### F) **STORES & GI DEPARTMENT**

Head of Stores department is responsible for all matters related to Stores. On receipt of request from various Production departments, Stores Officer should verify the stock and raise intend for the quantity required. While raising purchase intends correct code, specification of material, quantity should be mentioned clearly. A register should be maintained either physically or in the system for entering the request, the supplies against each purchase order party wise. On receipt of invoices along with material in stores, within 2 working days, original and transporter copy of the invoice should be forwarded to Purchase department after getting acknowledgement of receipt. Materials received should be physically verified immediately and shortages, if any, should be reported to Purchase department within 2 days. Stores should keep the Store Inward Book and send the GRR to Inspection department along with copy of the invoice within 3 days of receipt of material. If the material received is not as per the purchase order, Purchase department should be informed within 2 days for taking it up with the supplier. If warranty or guarantee certificate is received along with the material, it should be handed over to Purchase. If inspection report is not received within 3 days, reminder should be sent by Stores Officer. If it is not received after another 3 days, the matter should be reported to Managing Director. On clearance by Inspection department, GRR should be prepared within 2 days. Original to be send to Accounts department, duplicate to Purchase, triplicate to Intending department and fourth copy to be kept in Stores department. All GRR as well as issues should be posted in Bincard on daily basis so that at any point of time stock in hand can be ascertained. The stock in the Bincard should tally with that in the system on daily basis. No corrections should be made in Bincard and all entries should be with supporting documents. Stores Officer will be responsible for any shortage in stock. Material issue should be strictly on the basis of requirement for maximum 2 days. Wastage/balance if any should be returned to Stores by the Production department vide Goods Return Note. Materials returned by Production department should also be taken into stock in stores.

All invoices should be routed through Inward section only. If original invoices are received along with the material as in the case of through bank payments, it should be handed over to Inward section after getting acknowledgement. Inward section should forward all invoices along with attachments to Purchase department.

Stores Officer should not keep any invoices without raising GRR for more than 10 days. They should forward it as early as possible to Purchase department stating the reason for non-issue of GRR and Purchase department should immediately take action to rectify the defects pointed out.

Materials received against each purchase order should be noted in the purchase order copy available in Stores so that balance quantity to be supplied against any order can be ascertained. Purchase orders should be filed in serial order.

Stores should not accept any materials without proper authority, normally purchase order. In case of local purchase, the copy of IDM authorizing purchase should be obtained for preparation of SIB. If no documents are available in stores, LR should not be endorsed confirming receipt. Such material should be kept in a separate place earmarked for the purpose. If any loss is incurred to the company due to violation of this, Stores Officer will be personally liable. Materials should be taken into stock only after GRR is approved by the competent authority.

While loading & unloading materials the correct quantity, rate and total amount payable to head load workers should be recommended for payment.

#### G. ESTABLISHMENT SECTION

- EPF and connected work
- Employee Salary and service benefits calculation
- Any other works entrusted by the Managing Director

#### H. ACCOUNTS SECTION

- Salary and service benefits Distribution
- Correspondence Govt. Departments and AG Office
- Arrangement of Statutory Audits by Accounts General office
- Prepare and maintain Board Agenda notes decisions and other related matters
- Files relating to mobilization of finance from various sources such as Govt. and banks



- Transactions relating to finance with various institutions
- Accounts relating receipts and payments
- Tax returns
- Compilation of Audited Accounts
- Prepare Annual Reports of audited accounts
- Daily updating cash position

## I. INTERNAL AUDIT

- Verification of Files relating to the various orders kept for the purpose of pre auditing of Bills/Vouchers.

### 7. Particulars of any arrangements that exists for consultation with or representation by members of the public in relation to the formulation of its policy or implementation thereof.

Since UEIL is a company registered under the provisions of the Companies Act, 2013 with a commercial objective, its policies, decisions and implementations thereof are done at the internal level. As all Directors of the company are nominated by Government representing various Stakeholders, the directions and policies of the Government, social commitments are clearly reflected in the policydecisions of the Board.

### 8. The statements of Boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice andas to whether meetings of those Boards, councils, committees and other bodies are open to public or the minutes of such meetings are accessible for public.

- Decisions of the Board meetings and its Committees are recorded in the minute's books. As the Company is a commercial undertaking working in a highly competitive environment, minutes of the Board meeting/ Sub Committee meetings are not open for public access.
- The present list of Directors is given as under;

Sl No	Name of the Director	Address
1.	<b>Binoy Joseph</b> (Chairman)	Valiyamurathankal (H), Ullanaadu. PO,Pala, Kottayam-686651
2.	<b>S.R. VinayaKumar</b> Managing Director	Managing Director
3.	<b>S.Latha</b> Under Secretary	Under Secretary, Industries(H) Department
4	<b>Muralidharan Pillai .M</b>	Under Secretary, Finance Department.
5	<b>C.SureshKumar</b>	Director (Distribution, SCM&IT) KSEB.Ltd
6	<b>B Jyothikumar</b>	Prarthana (House.No.19), Haritha Nagar,Oolampara , Peroorkada,Trivandrum.
7	<b>Dr.Vijayagopal.P</b>	33/111 Geethanjali, Poovampalli, Lane 1, Punnakkal, Elamakkara,Ernakulam, Kochi-682026

c) Present list of members of Audit Committee as follows

1	Muralidharan Pillai .M	(Chairman)
2	S.Latha	(Member)
3	S.R. VinayaKumar	(Member)

d) Besides Company has got following level committees

- Department Promotion Committee (DPC)
- Technical Committee
- Finance Committee
- Purchase Committee
- Safety Committee
- Canteen Committee
- Internal Complaints Committee for woman)
- Internal Complaints Committee for ST)
- Welfare Committee

Also, ad-hoc committees are formed as per the requirements.

## 9. A directory of its officers and employees

List of employees of the company are mentioned given bellow.

Sl.No	Name	APP.No	Designation
1.	S.K. Saji	931	Assistant Engineer
2.	Sivakumar.R	933	Sr.Technician (HS)
3.	Ravi.G	934	Sr.Technician
4.	Sajeevan.K.K	937	Store Executive
5.	Gireesh Kumar V	938	Plant Engineer
6.	Thulaseedharan.C	939	Deputy Plant Engineer
7.	Shibby.T.L	964	Jr.Store Executive
8.	Nazarudeen.S	967	Jr.Plant Engineer
9.	ChandraBabu.S	968	Sr.Technician(HS)
10.	Muhammed Badusha.S	977	Jr.Plant Engineer
11.	Muhammed Kunju.K.U	978	Sr.Technician(HS)
12.	ShaijuKumar.G	1015	Sr.Technician
13.	SureshBabu.R	1029	Sr.Technician(HS)
14.	Hema R.C Nair	1030	Sr.Technician
15.	Prasanth.V	1032	Sr.Technician(HS)
16.	Renji.M	1033	Sr.Technician(HS)
17.	Babukuttan Pillai.G	1035	Sr.Tchnician
18.	Priya Susan Jacob	1036	Section Officer
19.	Ajith.B.I	1037	Sr.Technician
20.	Jayaraj.P.S	1040	Sr.Technician
21.	Gireesh Chandran.C	1045	Sr.Technician
22.	Babu.R	1046	Sr.Technician
23.	Biju.P.K	1053	Jr.Technician
24.	Sheeba.R	1063	Sr.Manager (Electrical)
25.	Satheesh Kumar.P	1064	Sr.Technician
26.	Soymon.K.K	1065	Sr.Technician
27.	Shibukumar .MK	1071	Driver
28.	SunilKumar.K	1072	Technician
29.	Madhulal.R	1073	Sr.Technician
30.	SubhaRaj.L	1075	Section Officer
31.	Laya Vijayan	1076	Section Officer
32.	Swayamprabha.K.P	1082	Manager 1

33.	Harikuttan.G	1083	Jr.Technician
34.	Sunil.R.S	1084	Senior Assistant
35.	Manoj.M	1085	Section Officer
36.	Shajahan.T	1086	Jr.Technician
37.	Santhi.A	1087	Jr.Technician
38.	Salat Babu.B	1088	Sr.Technician
39.	BijuThomas	1090	Jr.Technician
40.	Renjith.R.K	1091	Jr.Technician
41.	Haseena.M	1092	Sr.Technician
42.	AjeeshKumar.G	1097	Production Assistant
43.	Vinod.M.I	1102	Senior Assistant
44.	Vishnu.K.S	1103	Jr.Technician
45.	ShihabudeenKunju.M	1105	Security Officer
46.	Vinayakumar.S.R	1106	Managing Director
47.	Babitha Sam	1107	Assistant
48.	JohnPavithran	1108	Assistant
49.	Deepa.S.R	1111	Assistant
50.	Shebin.Y.F	1112	Assistant
51.	Minimol.R	1116	Assistant
52.	Thara	1117	Assistant
53.	Viji J Vikram	1120	Assistant Engineer
54.	Mohammed M	1122	Personnel Officer
55.	Sreeraj	1123	Assistant Engineer
56.	Ajai James	1124	Assistant Engineer
57.	Vijesh	1125	Assistant Engineer
58.	Vyga	1126	Assistant Engineer
59.	Stebin	1127	Assistant Engineer
60.	Muhamed Haisam	1128	Production Assistant
61.	Biju R	1129	Jr.Technician
62.	Dileep Kumar R	1130	Jr.Technician
63.	Ratheesh Kumar	1131	Jr.Technician
64.	Sidharth S	1132	Jr.Technician
65.	Jubin V P	1133	Jr.Technician
66.	Santhosh.S	1134	Jr.Technician
67.	Shine. PR	1135	Jr.Technician
68.	Rajmohan. SS	1136	Jr.Technician
69.	Shaji.P	1137	Jr.Technician
70.	Aneeshkumar.KC	1138	Jr.Technician
71.	Vineeth V	1139	Jr.Technician
72.	Nidhin Raj	1140	Jr.Technician
73.	Vanaja Devi	1141	Jr.Technician
74.	Sarin EK	1142	Driver

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

Remuneration details of its employees and officers are available with the Accounts Dept of the company.

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

Funds provided in the budget for UEIL Ltd

Sl.No	Financial Year Budget allocation	Amount	Working Capital	Turnover / Year	Utilized for
1	6.00 Crore Allotted in the 2019-20 Budget by GO.No.510/2019 ID dated on 07-06-2019	Not Given	2.00Crore	32.58 (2019-20)	Purchased Raw materials for ABS production
2	3.40. Crore Allotted in the 2020-21 Budget by GO.(Rt) No.432/2020 ID Dated 15-06-2020	3.40 for upgradation of Smart Energy Meter Smart Water Meter and Smart Gas Meter	2.50 Crore	28.50 (2020-21)	Purchased Raw materials for ABS production
3	2.50. Crore Allotted in the 2021-22 Budget by GO.(Rt) No.896/2021 ID Dated 18-08-2021 and provided 1.00 Crore	Allotted for upgradation of Starter and Manufacturing of Polymer Insulator	4. Crore	28.50 (2021-22)	Purchased Raw materials for 4753 No. ABS production (Repeat Order)

**12. The manner of execution of Subsidy programme including amounts allocated and details of beneficiaries of such programmes.**

Company does not have any subsidy programmes for public.

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

Company does not grant any concessions, permits or authorizations.

**14 Details in respect of the information available to citizens for obtaining information, including working hours of a library or reading room if maintained for public use.**

Currently company does not provide any library / reading room facility to the public.

**15 Details in respect of the information available to or held by it reduced in an electronic form.**

- Following details are uploaded in the under said website of the company and the same can be accessed by the public.
- Brief details of the company; its history and growth through the years
- Details of awards and recognitions received by the company Certifications received
- Details of tenders
- Details of products manufactured by the company; its application and process followed
- Details of manufacturing facilities, R&D facility and Human Resource Management
- Details of programmes done on Occupational Health & Safety
- Career opening in the company.

## 16 The name, designation and other particulars of the PIO and Appellate Authority

Any citizen of India who desires to obtain information under RTI Act, 2005 may make a request to Public Information Officer or Assistant Public Information Officer of the Company and the Appellate Authority is Managing Director.

- a) The Name and designation of Public Information Officer and Assistant Public Information Officer as follows

Sl.No	Name	Designation	Mobile /Land No
1	Mohamed M	Personnel Officer / State Public Information Officer	9446437269 0474-2729242
2	Mini Mol R	Assistant / Assistant Public Information Officer	8281828945 0474-2729242

### b) Appellate Authority

Sl.No	Name	Designation	Mobile /Land No
1	SR Vinayakumar	Managing Director	9447342703 0474-2729241

## 17 Such other information as may be prescribed:-

Application fee for seeking information under RTI Act, 2005

Application fee is Rs. 10/- payable by cash (working hours 10AM to 3.00 PM) or DD/bankers cheque/pay order (drawn in favour of the United Electrical Industries Limited, Pallimukk, Kollam)

If additional Fees is to be paid, it has to be paid as below:-

Sl.No	Particulars	Amount
1	For each Page (A4/A3 size paper)	Rs.2 per page
2	For Copy in larger size paper	actual cost or price
3	For samples or models	actual cost or price
4	For inspection of Records	no fee for first hour
		Fees @ Rs.5/- for each hour (or fraction thereof) thereafter

Further for providing information under sub – section (5) of the RTI Act, the fee shall be charged as below:-

For information provided in diskette/flopp – Rs.50/- per diskette / floppy

Further for providing information under sub – section (5) of the RTI Act, the fee shall be charged as below;

For information provided in printed form At the price fixed for such publication or Rs. 2 per page.

- a) The mode of payment of the above mentioned additional fees shall be the same as application fees  
b) Appeal under RTI Act, 2005 lies to the Appellate Authority within 30 days of receipt of the decision of Public Information Officer

