

KERALA BOOKS AND PUBLICATIONS SOCIETY, KAKKANAD P.O, KOCHI – 30
Annual Administration Report for the Financial Year 2017-18

1. Introduction

- Brief description of organization and its functions:-

The Kerala Books and Publications society is an organization constituted in 1976 to establish and run a printing press mainly with the objective of printing text books for the entire school going children of the state. The Government presses were able to print only 30 % of the requirement of school text books and hence bulk of the text book printing was being entrusted to private presses. Hence Government thought of establishing a printing unit primarily intended for printing text books for the state. Hence an entity was constituted by name "The Kerala Books and Publications Society" and registered on 1st day of March 1976 under Travancore Cochin Literary, Scientific and Charitable societies Registration Act 1955 to establish and run a printing press at Thrikkakara as per G.O. (P) No. 17/76/H. Edn. Dated 17/02/1976. The Memorandum of Association and Rules and Regulations of the society provide for the objectives, rules and guidelines for the functioning of Society.

2. Organization Set Up

The Society consists of the following policy making bodies:

- Governing Body consisting of ex-officio members including Chairman and Managing Director.
- General Body consisting of all members as above.

- List of Governing Body Members for the Financial Year 2017-18

- | | | |
|---|---|-----------------|
| 1 | a) Sri. Karthick K IPS
Chairman & Managing Director
KBPS, Kakkanad, Kochi.
(18-11-2017 to 31-03-2018) | Chairman |
| | b) Sri. Tomin J Thachankary IPS
Chairman & Managing Director
KBPS, Kakkanad, Kochi.
(01-04-2017 to 17-11-2017) | Chairman |
| 2 | a) Sri. A. Shajahan IAS
Secretary to Government,
General Education Department,
Secretariat Annexe,
Thiruvananthapuram. | Member |

- | | | | |
|---|----|--|--------|
| | b) | Dr. Usha Titus IAS
Secretary to Government,
General Education Department,
Secretariat Annexe,
Thiruvananthapuram. | Member |
| 3 | | Sri. K.V Mohankumar IAS
Director of Public Instruction
Jagathy, Thiruvananthapuram. | Member |
| 4 | | Smt. M.S Jaya IAS
Director of Collegiate Education,
Vikas Bhavan, Thiruvananthapuram. | Member |
| 5 | | Dr. J. Latha
Vice Chancellor,
Cochin University of Science & Technology,
Thrikkakara, Kochi. | Member |
| 6 | a) | Dr. K.P. Indiradevi
Director of Technical Education,
Fort, Thiruvananthapuram. | Member |
| | b) | Dr. K. Vijaya Kumar
Director of Technical Education,
Fort, Thiruvananthapuram. | Member |
| 7 | | Sri. Vijaya Kumar T.V
Director of Printing,
Government Central Press, Thiruvananthapuram. | Member |
| 8 | a) | Smt. Shyamalavalli .C
Controller of Stationery,
PMG Junction, Thiruvananthapuram. . | Member |
| | b) | Smt. R. Sasikala
Controller of Stationery,
PMG Junction, Thiruvananthapuram. | Member |
| 9 | | Sri. M.P. Salim
Additional Secretary to Government,
Finance Department, | Member |

Government Secretariat, Thiruvananthapuram.

- | | | |
|----|---|---------------|
| 10 | a) Sri. K. Asokan
Production Manager,
KBPS, Kakkanad, Kochi. | Member |
| | b) Sri. Anil K.M
Production Manager i/c,
KBPS, Kakkanad, Kochi. | Member |
| | c) Sri. K.R. Sudhakaran
Production Manager i/c,
KBPS, Kakkanad, Kochi. | Member |

Governing Body Meeting:

During the year the following meetings of the Governing Body were conducted:

- 146th Governing Body meeting held on 03.04.2017
- 147th Governing Body meeting held on 29.05.2017
- 148th Governing Body meeting held on 30.10.2017
- 149th Governing Body meeting held on 20.12.2017
- 150th Governing Body meeting held on 19.03.2018

Annual General Body Meeting:

- 41st Annual General Body Meeting was held on 29.05.2017

The Chairman of the Governing Body is the Ex-Officio head of the Society and he shall be in overall management of the Society subject to the control and supervision of the Board.

The Managing Director shall be in immediate charge of the management affairs of the Society and the printing press run by the society subject to the control and supervision of the Chairman and Governing Body. There shall be 3 internal departmental heads accountable to Managing Director viz.

I. Manager (Personnel & Administration):

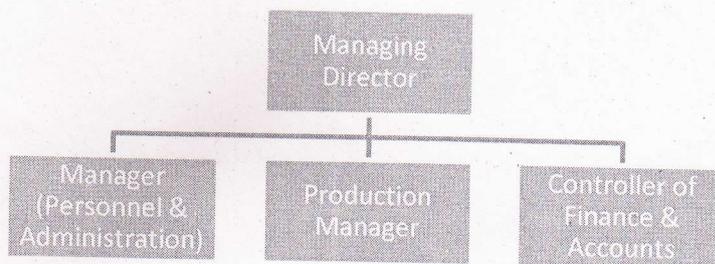
Who is in direct charge of the Personnel Management & Administration of the society subject to the control and supervision of Managing Director.

II. Production Manager:

Who is in direct charge of printing works subject to the control and supervision of Managing Director.

III. Controller of Finance and Accounts:

Who is in direct charge of the Finance & Accounts of the society subject to the control and supervision of Managing Director.



Hierarchy of officers under the above mentioned departmental heads comprises of Assistant Manager and Supervisor in the Managerial cadre. The workmen category comprises of Machine Operators, Office Assistant and Machine Assistant, Helpers and Unskilled and last grade employees in general.

Though the Memorandum of Association provide for multifarious activities, presently the Society have established only one printing unit at Thrikkakara mainly for printing states Text Books and to undertake other Government/Semi Government printing works.

- ❖ The website of the Society is www.keralabooks.org
- ❖ E-mail ID: books.kbps@gmail.com
- ❖ Phone No. of MD: -0484 – 2422243 Office: - 0484 – 2422343

3. Human resources:

A break up of the different category of staff and employees are furnished below.

SL. NO.	EMPLOYEES CATEGORY	NO OF EMPLOYEES
1	Officers	10
2	Supervisors	19
3	Office Staff	20
4	Typesetting Section	01
5	Reproduction Section	04
6	Printing Section	73
7	Binding Section	08
8	Production Planning	02
9	General	25
10	Maintenance	08
11	Security staffs	21
12	Apprentices	02
13	Contract employees	76
Total		269

- Recruitments 2017 -18:
(Compassionate)

SL. NO.	Employees Category	No. Of Employees
1	Unskilled cum Loading Unloading Worker	01
Total		01

- During the year 2017-18, 12 employees retired from service.
- Training**

Training conducted on 14/2/2018 for fire extinguishers demonstration and usage.

4. Functioning of the Department

Kerala Books and Publications Society is an autonomous body under the control of the Kerala state and the main function of the society is to run the printing press established mainly for printing text books for the state.

For the period 2017-2018 the society has printed 764.29 lakhs text books as per the print order received from Government Text Books Department. In addition the society also undertook commercial production mainly comprising of Lottery tickets, Textbooks for C-APT, Booklets for Farm Information Bureau, Answer books/Sheets for APJ Abdul Kalam Technological University, Answer books for Mahatma Gandhi University, Hand Book/Growth Chart for Directorate of Social Welfare, Textbooks for SCERT, Book/Hand Book for Sarva Shiksha Abhiyan, Journals for Coconut Development Board, etc.

Sl. No.	Particulars	Printed copies in lakhs	
		2017-18	2016-17
1	Text Books	598.98	415.67
2	Lottery works	28030.40	5604.25
3	Other commercial Printing	748.11	275.85

A summary of the printing works during the year 2017-18 executed is given in the following tables.

I. COMMERCIAL PRINTING WORKS :

Sl.No.	Department	Copies in lakhs	Value in lakhs(Rs.)
1	Directorate of State Lotteries	28030.40	11340.418
2	Coconut Development Board	2.98	53.953
3	Cochin University of Science And Technology	4.32	19.796

4	Farm Information Bureau	15.73	415.173
5	Kerala Institute of Local Administration	0.80	10.707
6	Curriculum/SITTR	0.35	1.515
7	Dist.Rural Development Authority	1.51	4.175
8	Kudumbasree	24.91	594.317
9	Vegetable and Fruit Promotion Council Kerala	0.06	1.676
10	Road Safety	75.09	21.962
11	Mercantile Marine	0.15	1.355
12	Malayalam Mission	0.14	16.866
13	Kerala Police/Vigilance	1.40	20.429
14	KPHCC	0.10	1.250
15	Labour	0.3	10.891
16	KSOS/SCOLE Kerala	0.67	26.983
17	KAMCO	2.45	6.983
18	Dist.Panchayath EKM	0.282	2.279
19	Suchitwa Mission	153.37	162.771
20	KVASU	3.76	16794
21	M.G.University	31.45	157.238
22	Malayalam Sarvakalasaala	0.08	7.673
23	Sullpyco/Civil Supplies	19.815	53.987
24	Bar Council	72.70	19.990
25	Litteracy Mission	0.44	11.296
26	Animal Husbandry/Cattle sterility	1.99	11.079
27	KSRTC	5.16	2.524
28	SCETT/TBO	2.26	89881
29	Fisheries	0.01	0.962
30	Social Welfare	14.00	8.334
31	Diary Development	0.17	2.781
32	IPT & GPT Shoranur	0.01	0.431
33	Archives	0.03	2.902
34	Forest	0.53	18.991

35	Bio diversity Board	7.83	21.806
36	PRD	96.49	220.983
37	APJ Abdulkalam University	28.816	190.374
38	Media Academy	0.10	3.731
39	DPI	1.65	13.651
40	IT @ School	0.40	7.328
41	Technical Examinations	5.23	19.488
42	Election	4.31	26.643
43	Health University	0.03	1.20
44	C-apt	8.77	642.927
45	PF Organisation	0.651	1.114
46	Haritha Kerala Mission	2.481	13.306
47	Health Department	161.40	78.494
48	Institute of Land and Desaster Management	0.08	11.70
49	Debts Recovery Tribunal	0.01	0.024
50	Technopark/Cyber park/Indo Park	0.02	2.352
51	Malabar Cements	0.18	10.994
52	Ware House Corporation	0.01	0.705
53	District Tourism Promotion Council	0.020	0.918
54	Powergrid Corporation	0.037	0.569
55	Child Development/Child Welfare	0.25	0.147
56	KELSA/Bar Council	0.03	10.708
57	District TB Centre, Trissur	2.201	1.275
58	Collectorate, EKM	0.007	0.910
Total		28,788.51	14,399.71

II. TEXT BOOKS

From April 2017 to March 2018		
Sl. No.	Printing of text books	Total books in lakhs
1	Balance Books to be printed for the previous year	415.67
2	Fresh Orders received during the year	598.98

3	Total (1 + 2)	1014.65
4	No of books printed and supplied during the year	764.29
5	Balance outstanding as on 31.03.2018	250.36

III. KERALA STATE LOTTERY TICKETS

From April 2017 to March 2018				
Sl. No.	Printing of lottery tickets	No. of draws	No. of Tickets in lakhs	Value in lakhs (Rs.)
1	Balance tickets to be printed for the previous year	26	5604.25	2250.15
2	Total no. of draws for which lottery tickets are to be printed and supplied as per orders received during the year	331	28818.70	11550.49
3	Total (1+2)	357	34422.95	13800.64
4	Total number of tickets printed and supplied during the year	320	28030.40	11340.418
5	Balance outstanding as on 31.03.2018	37	6392.55	2460.22

- Statutory and Non-Statutory functions of the department/organization

Statutory returns like Annual returns, Half year returns of Factory submitted to the Inspector of Factories and boilers Department with in the stipulated time. We have forwarded the Application for Exemption from provisions of ESI Act to the Labour and skills Department of Kerala yearly. Social Security Officers visited our establishment for joint inspection in connection with ESI exemption and we have produced the available details and documents to them for inspection. Application for the renewal of the factory license has submitted through online before October 31st of every Year.

5. Finance

- **BUDGET:-**

Budget for the Financial Year 2018-19 approved by 150th meeting of Governing Body held on 19-03-2018 enclosed herewith. It may be noted that, the same was already forwarded to The Secretary to Government, Printing and Stationery, Higher Education (H) Department,

Thiruvananthapuram vide our Letter No. FA1/Budget estimate/KBPS/2018-19/619 Dated 07-02-2018.

• EXPENDITURES

The major expenditures of KBPS for the Financial Year 2017-18 listed bellow

Expenditure Head	Amount (Un audited)
Salaries	7,60,63,269.06
Surrender leave salary	33,51,887.06
Gratuity	72,94,980.00
Performance allowance	83,31,538.00
Medical reimbursement	66,12,781.80
KBPS Pension Fund	87,32,759.87
Canteen expenditure	72,28,419.00
Staff welfare expenses	14,92,400.20
Dearness allowance arrears	5,54,687.63
Pay arrears	33,92,603.09
Daily wages	2,93,16,435.81
Additional Wages	3,93,49,103.90
Other costs including stipend, ex-gratia, bonus etc	5,48,922.47
Job work	23,40,32,572.47
Piece work	1,93,05,484.87
Carriage inwards/outwards	2,62,16,327.23
Power, light and water charges	1,36,77,986.00
Security charges	16,09,485.00
Travelling expenses	11,89,875.00
Postage , telegram and telephone charges	1,70,434.76
Insurance	6,13,279.53
Printing and stationery	95,709.81
Vehicle running and maintenance:	14,29,219.78
Repairs and maintenance:	95,13,199.42
Rates and taxes	1,87,677.76
Office and Miscellaneous expenses	71,66,876.44
Distribution Expenses	6,72,88,908.55
Computer and Accessories (Consumable)	79,533.75

Note: - Rent on land and buildings, Interest and Penal interest on Government of Kerala loans, Interest on DSL Loan (6 Crores) and Depreciation are not included in the above statement.

- RECEIPTS

The major receipts of KBPS for the Financial Year 2017-18 listed bellow

Receipt Head	Amount (Un audited)
Printing Charges (Government Departments/Agencies)	1,34,81,63,677.00
Godown Rent/Counterfoil Cutting/Distribution (Director of State Lotteries)	1,57,31,627.00
Dpi(Text Book Paper Purchase) 2016-17	12,41,00,000.00
Dpi(Text Book Paper Purchase) 2017-18	25,00,00,000.00
Dpi(Text Book Paper Purchase) 2018-19	25,00,00,000.00
Dpi (Text Book Distribution)	1,95,29,135.00
Sale of Tender Form	9,40,818.00
Sale Of Waste/ Scrap	8,29,60,697.00
KBPE Co-Op Society (Debtors) - Rent	29,717.00
Penalty Recovery	93,86,650.25
Dividend From KBPE Co-Operative Society	25,000.00
Earnest Money Deposit	2,33,000.00
Interest Received on Saving Bank Account	20,27,089.00
Security Deposit	1,24,69,721.00
Training and Visit	1,400.00
Recovery - Others	2,49,058.00
Other Receipts	24,306.00

- PENSIONS

During the Financial Year 2017-18, an amount of Rs. 44,23,861/- paid as Pension to the retired employees and Rs. 2,95,611/- paid as Family Pension to the dependent of the retired employees of KBPS

- BANK ACCOUNT

The details of bank account of KBPS and KBPS Pension & Provident Fund Account for the Financial Year 2017-18 enclosed in Annexure I

- DEPOSITS

Deposits of KBPS and KBPS Pension fund for the Financial Year ending 31-03-2018 are given bellow

Sl No.	Bank Name	Branch	Amount	Remarks
1	Union Bank of India	Thrikkakara	20,00,00,000.00	KBPS Fund
2	Dena Bank	Thrikkakara	99,46,880.00	Pension Fund
3	Canara Bank	Vazhakkala	2,00,00,000.00	Pension Fund
4	District Treasury	Kakkanad	2,90,38,100.00	Pension Fund

- PROGRESS IN PREPARATION OF ANNUAL ACCOUNTS

Auditing and preparation of Annual Accounts for the Financial Year 2017-18 is under process. Hence the audited details will be forwarded soon after the completion of Statutory Auditing

6. Infrastructure

- As part of updating our infrastructure, following assets were included:-

Description of Assets	Amount (Rs.)
Building	63,22,971.24
Plant & Machinery	12,51,88,661.07
Electrical Installation	4,67,650.00
Computer & accessories	54,00,107.21
Furniture & fittings	16,08,192.29
Others	65,038.37
Total	13,90,52,620.18
Thirteen Crores Ninety Lakhs Fifty Two Thousand Six Hundred Twenty.	

- Modernization

The following Machinery, equipment or other assets which cost Rs.5 lakh or more purchased during the financial year 2017-2018.

SI.NO	Description	Amount (Rs.)
1	Dampening system of Harris M-300 web offset printing printing machine	10,47,422/- (inclusive of tax)
2	Manugraph Cityline Express Web offset Machine (2 Nos.)	9,75,01,995.80 (Inclusive of tax)
3	Flow line machine (Muller Martini – Presto II)	2,40,00,000/- (Tax extra)
4	Single box and single cylinder Hydraulic waste paper baling press	12,00,000/- (Tax Extra)
5	Web stracker for Manugraph Cityline Express web offset printing machine	11,80,600/- (Inclusive of tax)

7. Departmental Publication

As a printing unit, we are printing and supplying text books for the state and other publication matters are being printed for governmental and semi-governmental and Autonomous Bodies under the state. However we have not so far started a publication wing of our own and published any matter.

8. Implementation of Right to Information Act

- Number of Applications and appeals received under Right to Information Act during the period 2017-2018, was 33 and 8 respectively in numbers and all were disposed.

9. Internal Control System

We do not have own staff for the conduct of internal audit. However we engaged M/s S.R. Pai & Co., Chartered Accountants as our internal auditors. We also appointed statutory auditors M/s P. Parikh & Associates Chartered Accountants for the audit of Annual Accounts (2017-18) of the society as per the statutory requirement of the Travancore-Cochin Literary, Scientific and Charitable Societies Registration Act 1955, under which the society has been got registered.

10. Miscellaneous Matters

- Implementation of official Language

KBPS has implemented the decision of handling all official and its related works in the language of Malayalam by Govt. of Kerala in the name of the programme Malayala Bhasha Bharana Bhasha. According to this most of the file related matters, orders, notes etc. are handling in the language of Malayalam. Name Boards of officers are displaying both in English and Malayalam

Acknowledgement

KBPS acknowledge with thanks the valuable help and guidance given to society by the Government of Kerala, various Government Departments especially, Department of Higher Education, Department of General Education, Kerala State Lotteries, Directorate of Social welfare, SCERT, Sarva Shiksha Abhiyan, Farm Information Bureau, Public Relation Department, Police Department, C-APT, Election Department, Coconut Development Board, KILA, Universities, Bankers, Auditors, Business Associates, Customers, Trade Unions and all other well wishers. We wish to convey their appreciation to all of the Society's employees for their enormous personal efforts as well as their collective contribution to the Society's performance.

For
KERALA BOOKS AND PUBLICATIONS SOCIETY

Managing Director

Place :Kakkanad

Date :