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KARNATAKA STATE BEVERAGES CORPORATION LIMITED
Circular No: 132A

Date:11/06/2018

Sub : Effective supervision of Escort Services for transportation of spirit

In respect of supervision of escort services for transportation of spirit and admission of claims thereof from security agencies, following instructions shall come into force w.e.f. 01.08.2017:

1. As and when escort service is availed, AM/JM (Escorts), who is looking after escort services shall ascertain and fill up Form No. VIII. The form shall be filled in an excel format on the computer which shall form into a Database
2. Security Agency shall submit its claim for payment in the same Form No. VIII both in hard copy and soft copy.
3. Every month claims for payment shall be submitted by the Security Agency, before 5th of the succeeding month. Each such claim should be only for the previous month. If for any justifiable reason claims for other than previous month have to be claimed, the same shall be submitted separately, with reasons for non inclusion of the same in the respective month's claim. Such claims shall be titled

“Supplementary Claim for payment for the month of”. No supplementary claim for payment shall be entertained after lapse of 3 months from the month to which the claim belongs to.

4. Once the bills are received in Form No. VIII (an excel format), through “V look up” an ‘Exception Report’ should be generated for columns 5 to 10 to compare the agency's claim, with actual admissible as recorded in HO by AM / JM (Escorts). The ‘Exception Report’ will throw out exceptions / mismatches.

These mismatches shall be thoroughly examined by AM / JM (Escorts) and the bill sent to accounts section with the exception report and remarks on mismatches regarding non-admissibility. He will also examine columns 11 to 20 of Form No. VIII compare the agency's data, with that of his own and pass his remarks regarding non-admissibility of the claim on account delay if any etc.

5. As in case of imports/exports, in case of local transport of spirit, the duty of security personnel shall come to an end on reaching the consignment to its proper destination and return of OTLs, Samples, Annexure 'V' etc. to the originating depot for the purpose of admissibility of claims, the duty period shall exclude delay periods if any, unless these are admitted by KSBCL, when found reasonable.
6. Penalty collected if any should be quantified and shall be accounted in "RS Accounts" only.
7. Besides the above, the entries in the above database in Form No. VIII, shall be utilized by 'Operations Division' for operational purposes, specially to watch the following:
 - Whether security agency attended to the call in time. If not, what alternative arrangement was made. What penalty has been imposed as per clause 19 of the agreement for non deployment in time.
 - Whether the security personnel attended to its duty in full.
 - Whether travel time is ok.
 - Whether there are any violations.
 - Whether the OTLs, Samples and Annexure V are delivered in time, etc.

8. More than anything else, the database shall be utilized by AM / JM (Escorts) for concurrent supervision everyday i.e. see the Database, specially those which transactions are current, examine their status, delay if any etc. If there are any discrepancies, he should, under the guidance of ED(O), take corrective action while the transaction is still underway. As and when a violation or laxity on the part of Security Agency is noticed, an e-mail should be sent to the Security Agency and noted in database for appropriate action / disallowance of claim for payment.



Chairman

To,

1. All Spirit Suppliers / Buyers
2. Executive Directors
3. General Managers
4. CS
5. DGM (Audit)
6. IML/Spirit / Remote Virtual Depot Managers
7. All Managers, HO
8. Circular - Master File & Spare Copies

Circular No.132A

KARNATAKA STATE BEVERAGES CORPORATION LIMITED

Date: 11/06/2018

FORM NO.VIII

Distilleries			Date of Instruction From HO	Duty Attended				No. of days of duty	Wages	TA	Total claim
From		To		From		To					
Distillery Code	Distillery Name	Distillery Name		Date	Hour	Date	Hour				
1	2	3	4	5	6	7	8	9	10		

Delay in days			Returned or not			Pilferage		Penalties		
Expected completion date	Actual completion date	Delay in days	OTL	Samples	Annexure V	Qty.	Value	For violation of terms (clause 13 of agreement) in Rs	For non deployment of security (clause 19 of agreement) in Rs	
11	12	13	14	15	16	17	18	19	20	

ESCORT SERVICES FOR TRANSPORTATION OF SPIRIT - WATCH REGISTER-CUM-CLAIM FORM

*Certificates to be given by Security Agency:

- 1) Certified that the claim made in this bill has not been claimed in any other bill.
- 2) Certified that in each of the escorts, all the conditions of the agreement, instructions of the Depot Manager / Officers in HO, have been fully complied with except the escort services against which remarks have been recorded in the appropriate column.

For

* Only when used by Security Agency as claim form

* Agency