

KARNATAKA STATE BEVERAGES CORPORATION LTD

SPIRIT SALES POLICY- 2013-14

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KARNATAKA STATE BEVERAGES CORPORATION LIMITED

Circular No.219

Date: 31st December 2013**Sales policy for rectified spirit and denatured spirit for 2013-14**

A detailed procedure of sales policy for rectified spirit and denatured spirit has been prescribed in various circulars issued by the Corporation from time to time. This circular supercedes all previous procedures, so far as it pertains to sale of rectified spirit and denatured spirit. Buyers are requested to take note of the procedure prescribed in this circular.

1. Categorization of buyers

1.01 Buyers of RS would be categorized as under.

- (i) Retail buyers (RS1, RS2 and RS6 licensees) sourcing less than 3000 liters in an instance.
- (ii) Bulk buyers are those who are not covered in (i) above.

1.02 Buyers of DS would be categorized as under.

- (i) Bulk buyers holding DL2 or DL3 license sourcing 3000 liters or more in an instance.
- (ii) Retail buyers holding a DL2 or DL 3 license sourcing less than 3000 liters in an instance.

2. Submission of initial documents

2.01 All buyers of RS/DS desirous of procuring RS/DS from the Corporation shall submit the following documents, before their request can be considered and action initiated.

- (i) A certified copy of the license issued by the competent authority under the RS rules or the DS rules and a copy of the license granted by the Excise Commissioner under rule 4 of the Karnataka Excise (Distillery and Warehouse) Rules, 1967 as may be applicable.
- (ii) Registration details, if any, under the Karnataka Sales Tax Act and/or tax index number under VAT/the Central Sales Tax Act.

- (iii) Annual allotment order, if any, from the competent authority specifying the quantity of RS/DS that can be sourced.
- (iv) PAN No. given by IT authorities

2.02 In addition to the above, bulk buyers of RS/DS are required to give the following documents.

- (i) Details of the organization of the buyer to be given in its letter head in the format in Annexure-I.
- (ii) Details of authorized signatories to deal with the Corporation to be given in its letter head as per the format in Annexure-II.

2.03 Retail buyers of RS/DS shall submit the aforesaid documents to the depot from where they intend to source RS/DS as specified by Exercise Commissioner in the allotment letter. Bulk buyers of RS/DS shall submit these documents to the head office of the Corporation.

2.04 A bulk buyer of RS who is a supplier of IML to the Corporation and has submitted initial documents in accordance with the Liquor Sourcing Policy 2007 – 08 need not submit documents 2.01 (i) and 2.02 (i) above. All other documents shall be submitted.

3. Forward contracts – inviting offers for supply

3.01 The Corporation would not participate in any invitation for offers for supply of RS/DS solicited by buyers. Buyers may invite offers for supply from manufacturers in the state; however, the manufacturer selected by the buyer shall issue RS/DS only through the Corporation, subject to the existing extant policies of the government and the Corporation.

3.02 The supply price quoted by the manufacturer in response to the tender shall be the Sale Price of RS/DS of the Corporation. Special conditions of the Corporation regarding payment and delivery in such cases may be noted by buyers calling for offers.

3.03 Any agreement concluded between the manufacturer and the buyer shall contain the clauses indicated in Annexure III and a copy of the agreement shall be submitted to the Corporation for record.

3.04 Except in cases of buyers of anhydrous ethanol, all other buyers shall be required to remit the sale consideration in advance (please refer para 8). In the case of

buyers of anhydrous ethanol, ordinarily, the credit period allowed would be 30 days from the date of delivery (please see para 10.08 below). While making payment, details of payments effected shall be given as in Annexure IV.

3.05 The buyer is at liberty to demand delivery at the destination. However, in such cases, the buyer may either have an agent to transport the consignment or designate the manufacturer as its agent. In such cases, the agent/manufacturer would have to bear all transit risks and ensure transportation without misuse/tampering enroute. Any dispute that may arise in course of the transportation would have to be separately dealt with by the buyer and the agent/manufacturer. The Corporation shall not be a party to such disputes, as the ownership of the consignment would have passed on to the buyer immediately upon delivery at the distillery.

3.06 In case of supply of ethanol to oil companies, delivery of the consignment shall be made by manufacturers at the premises of the oil companies. During transportation from the premises of manufacturer to the oil company, the manufacturer would act as an agent of the Corporation and shall bear all transit risks and ensure transportation without misuse/tampering enroute. Any dispute as regards to the quantity and/or quality of delivery shall be mutually settled by manufacturers and the oil company and the Corporation shall not be a party to such disputes.

3.07 Sale is said to take place only if the quality and quantity of the product is in accordance with terms and conditions of the tender for ethanol floated by the oil companies. The certificate issued by the oil company in Annexure V shall be final, based on which payment shall be made to manufacturers, notwithstanding the quantity contained in the invoice raised by them while delivering ethanol to the Corporation against an OFS. Such certificate in Annexure-V shall be in the buyer's letter-head.

3.08 The Corporation would not undertake any responsibility towards payment of duties/taxes etc. Adherence to excise / tax formalities shall be the responsibility of the oil companies and manufacturers.

4. Forward contracts – negotiated supplies

4.01 Apart from responding to tenders, buyers may contact prospective manufacturers and conclude contracts for issue of RS/DS at a predetermined price. In such cases, the validity and quantity of the contract shall be in accordance with the allotment order of the Excise Commissioner. A copy of the concluded contract shall be submitted to the Corporation for record.

4.02 The stipulations in paras 3.02 to 3.08 above shall apply to negotiated forward contracts.

5. Forward contracts – obligations of the buyer

5.01 The buyer shall be obliged to comply with the terms of the forward contract, including taking delivery of the RS/DS at the price contracted. In case of any breach of the contract, he shall be responsible for all consequences, including compensating the manufacturer, and shall keep the Corporation fully indemnified in this regard. In case of any breach by the manufacturer, the buyer shall have no claim against the Corporation.

6. Request for sourcing RS/DS

6.01 Buyers shall submit the following documents for sourcing RS.

- (i) Allotment order of the competent authority permitting sourcing of RS;
- (ii) Sale value of the RS proposed to be sourced (remitted as per para 8 below).
- (iii) Request letter for providing security guard to escort the vehicle on the scheduled date of delivery as in Annexure-VII. Such letter shall be delivered atleast one clear working day before the scheduled date of delivery.

6.02 Buyers of DS shall submit the following documents for sourcing DS.

- (i) Allotment order of the competent authority permitting sourcing of DS;
- (ii) Details of denaturant in accordance with rule 2 (c) of the DS rules;
- (iii) Sale value of the DS proposed to be sourced (remitted as per para 8 below); and
- (iv) Request letter for providing security guard to escort the vehicle on the scheduled date of delivery in Annexure-VII.. Such letter shall be delivered atleast one clear working day before the scheduled date of delivery.

6.03 Bulk buyers of RS/DS shall submit these documents to the head office of the Corporation and retail buyers to the depot from where they intend to source RS/DS.

7. Sale price

7.01 Sale price of RS/DS shall be at a margin over the Landed Cost. Landed cost shall mean the Basic Declared Price indicated by the seller from time to time plus the applicable duties / taxes thereon. Thus the sale price would vary across various primary distilleries.

8. Payment for stocks purchased

8.01 The Corporation does not allow credit sale of RS/DS to any buyer, except in cases mentioned in para 3.04 above.

8.02 Sale to retail buyers of RS/DS shall be against a Demand Draft or a Pay Order drawn in favour of the Corporation payable at Bangalore, delivered at the depot.

8.03 Bulk buyers of RS/DS may pay the sale consideration through a Demand Draft/Pay Order payable in Bangalore. In the alternative, they may transfer the sale consideration directly to the bank account of the Corporation as indicated in Annexure VI.

8.04 Demand drafts/Pay Orders issued by scheduled banks alone are accepted by the Corporation. Instruments issued by non scheduled banks, including co-operative banks shall not be accepted. Dishonour or back reference of the demand draft/pay order/DT will lead to following action by HO/Depot Manager, whoever notices the default earlier :

- (i) Supplies to the buyer will be stopped forthwith
- (ii) Request to the Excise authorities in writing to seize all the stocks with the buyer .

Further supplies to such buyer shall be resumed only with the prior permission of the MD who shall:-

- (a) levy restoration charges of Rs.50,000/-
- (b) recover interest at 24% plus applicable taxes if any, on the value of sales invoice covered by the impugned DD/DT/Pay order
- (c) Buyer will ensure an interest free initial deposit of Rs.1 lakh for the period of license.

8.05 For a direct transfer, bulk buyers are required to maintain an account with the bankers to the Corporation and issue instructions for the transfer through RTGS/NEFT only. The Corporation reserves the right to verify the genuineness of the payment and if there is any discrepancy, OFS will be issued after confirmation of receipt of money in the Company's designated bank account.

8.06. In case of purchase and sale by the same legal entity, subject to the condition that the Corporation has verified the relevant documents and agreed that two or more units constitute same entity, the sale consideration payable by KSBCL and purchase consideration payable by the entity buyer shall be by book adjustment. However, the margin and applicable duties / taxes thereon shall be remitted by RTGS / NEFT, by the buyer to the Corporation. To ascertain that the transaction is within the same legal entity, necessary documentary proof to this effect shall be produced by the buyer.

9. Issue of Order for Supplies

9.01 The head office of the Corporation, in case of bulk buyers of RS/DS shall place an Order for Supplies (OFS) to the supplier in accordance with allotment order of the competent authority and will be transmitted electronically to the depot located at the distillery. A copy of the OFS (whether issued by the head office or the depot) shall be signed by the depot manager and delivered to the manufacturer while taking delivery.

9.02 An authorization for issue of permit (AFIP) shall be issued to the bulk buyer of RS/DS to facilitate obtaining a transport permit for the transportation of RS/DS.

9.03 In case of retail buyers of RS/DS, the depot concerned shall place an OFS to the supplier and issue the AFIP to the buyer.

9.04 Every OFS issued by the Corporation shall have a validity period within which the buyer shall take delivery of RS/DS.

9.05 Request for issue of OFS on emergent basis would be entertained only on an exceptional basis. Buyers may, under normal circumstances, ensure that they submit documents with at least three days validity. Further, requests given before 12.00 noon would be entertained and processed on the same day. Requests given beyond 12.00 noon would be served next working day.

10. Delivery

10.01 RS/DS shall be issued to buyers during working hours of the depot, which shall ordinarily be between 10 am and 4 pm. The following documents shall be submitted by the RS buyer to the depot for obtaining delivery.

- (i) In case of IML manufacturers, a copy of the spirit allotment order of the competent authority and copies of relevant parts of the transport permit.
- (ii) In case of other buyers – bulk and retail, a copy of Part II of the transport permit, a copy of Part-II of the requisition in Form RS (3).
- (iii) In case of transport under bond, copies of Part-II of Form RS (8).

10.02 The depot shall verify that the documents submitted are in order and arrange for delivery.

10.03 A buyer of DS shall apply for grant of transport permit from the distillery to the destination. Such permit shall be applied by the buyer under rule 16 (2) of the DS rules. A bulk buyer shall thereafter submit a copy of Part II of Form DL 18, a copy of Part IV of the transport permit in Form DL 23. The retail buyer shall also submit the above documents for obtaining delivery.

10.04 Buyers may note that failure to obtain delivery within the validity period of the OFS may result in a levy of Rs.10,000/- as delivery default charges. If for some reason buyers are unable to take delivery within the validity period of the OFS, they may inform the head office/concerned depot for cancellation of the OFS, on a working day, before expiry of validity.

10.05 Since the Corporation has to arrange for personnel to accompany the tanker, delivery of RS/DS is normally possible only after a lapse of one day from the date of issue of OFS. Buyers may therefore refrain from insisting upon giving delivery immediately after issue of OFS. More particularly, dispatch of tankers in advance, which keep waiting outside the distillery premises and demanding delivery immediately after issue of OFS, well after 4.00 PM shall be avoided. Only if the buyer reports to depot, on a working day, before 4 pm, with all required documents, as indicated in para 10.01 above and vehicle to take delivery, the delivery will be given on the same day.

10.06 The buyer shall strictly ensure that the containers/tankers deployed by them for taking delivery of the consignment are totally clean and are free from any contamination. The Corporation would refuse delivery, if it finds that the tanker is unfit for transportation of spirit.

10.07 Ownership of RS/DS delivered to buyers, other than oil companies, shall pass on to them immediately after delivery at the depot. Buyers are therefore advised to verify the goods before accepting delivery. No claim for damages shall be entertained after the handing over. 1[All the suppliers and buyers to take necessary precautions to safeguard the spirit consignment while in transit and to ensure that :

- a) They shall provide at least one security personnel per tanker from either buyer / supplier side with a proper communicating device/mobile etc.
- b) Proper instructions are given to the transport agency in turn to the driver / cleaner about the dos and don'ts and their responsibilities.
- c) To monitor the movements of Lorries and the drivers/cleaners while on duty.
- d) Transit Insurance for the stock is preferred.
- e) The GPRS enabled tankers are engaged for a better control and accessibility.
- f) Tankers arranged shall fulfill standard in terms of age with proper loading and unloading lids/openings and locking facilities

1. Inserted by Circular No.179 dated 15.01.10)

- g) The tankers shall move generally in the daylight in the route as prescribed in the transport permit.
- h) The tankers shall move in a convoy and shall not stop in forest and other human uninhabited places.
- i) Any other measures which helps in safe transit of stock.]

10.08 In respect of oil companies, ownership of ethanol shall be transferred immediately after delivery at the premises of the buyer. The manufacturer / supplier shall obtain from the buyer i.e. oil company and such buyer shall give a schedule of delivery against each OFS. This should be given within a working day of receipt of OFS, with a copy to KSBCL. Oil companies and the manufacturer / supplier shall co-ordinate delivery as per the schedule of delivery and the company shall not be responsible for any lapses in this regard.

10.09 The buyer of DS shall collect the second copy of the sales invoice raised by the manufacturer for availing CENVAT benefit.

10.10 The buyer shall be responsible for transporting the delivered spirit to its premises of use. All transit risks would be borne by the buyer, who shall be responsible to ensure that the consignment is not tampered with or misused. Any tampering/misuse enroute shall attract action under the Karnataka Excise Act, 1965. The buyer shall provide reasonable facility to the transit security personnel of the Corporation who may accompany the consignment.

10.11. In case of oil companies, where the manufacturer transports ethanol as an agent of the Corporation transport risk shall be borne by the manufacturer and the ownership of the ethanol shall be transferred immediately after delivery at the premises of the oil company

10.12 The Corporation shall be at liberty to secure the container transporting the spirit with one-time locks (OTLs). Accordingly, the buyer shall ensure that the tankers deployed by them shall have adequate facility for securing with seals/OTLs and that the secured container or the security locks/seals/OTLs are not tampered with. Upon receipt of the consignment in the premises of the buyer, he shall certify that the same was received intact. OTLs shall be opened only by designated security personnel deployed as escort by the Corporation in front of the buyer or his representative only. The delivery shall be only during working hours and the delivery shall take place only in the presence of buyer or his representative, Depot Personnel, Excise Personnel and the Security person deployed by the Corporation.

10.13 The buyer shall promptly arrange for unloading of the consignment on the day of receipt if it reaches during the official working hours of the buyer. If not, the consignment shall be unloaded on the next working day. In the event of any delay beyond the permissible limit, the Corporation, at its sole discretion, may levy a penalty of

Rs.10000/- per day per fleet of tankers escorted by the security personnel provided by the Corporation.

10.14 The procedure prescribed in Circular No.132 dated 02.06.2007 regarding supervision of escort services for transportation of spirit and admission of claims thereof, shall be followed. Copy of the Circular is at Annexure-VIII.

11. Quality

11.01 The Corporation is a canalizing agency and is not responsible for the quality of RS/DS delivered through it. Buyers are therefore advised to satisfy themselves about the quality and strength of the RS/DS delivered. No claim for damages due to any deficiency in quality shall lie against the Corporation.

11.02 The buyer shall, immediately after the consignment is received at the destination, draw three samples of 375 ml each of the received item from all the sub-tanks of the tanker, mixed and filled to bottles. Two of the samples shall be sealed, the identification label provided by the Corporation affixed, signed by the representative of the buyer, the excise official if present and the escort personnel and handed over to the escort personnel. The third sample shall be tested by the buyer and a certificate as in Annexure-V given immediately. A copy of the excise verification certificate shall also be handed over.

11.03 The Excise commissioner vide circular ECD/2/REV/2001(Part) dated 29.3.2006 has simplified the procedure in respect of supply of anhydrous ethanol to oil companies. In order to avoid any delay in releasing anhydrous ethanol for blending with motor fuel, the facility of non insistence of verification report has been extended to oil companies possessing DL 3 license. Accordingly, oil companies need not submit excise verification certificate.

12. Margin

12.01 The Corporation would charge a margin of Re.0.15 per bulk litre.

13. Accounts

13.01 The depot manager shall provide a provisional extract of the ledger balance of the buyer as and when so requested which however, is subject to final confirmation by the head office. The buyer may seek clarifications in the sales invoices raised by the Corporation within two weeks of the sale. Corrective action as may be necessary would be taken based on the buyer's representation. However, no difference shall be entertained by the Corporation after lapse of two weeks from the date of sales invoice.

13.02 The Corporation is entitled to recover differences due to short billing immediately after such instances are noticed by it. Such amounts if not paid within seven days of raising the demand shall attract interest at 18 percent per annum. Further, the Corporation is at liberty to adjust such amounts out of any other credit lying in favour of the buyer and suspend sales to the buyer defaulting in paying the difference amount.

14. Jurisdiction

14.01 Any sale made by the Corporation shall be subject to the exclusive jurisdiction of Bangalore city civil court only, irrespective of where the cause of action or part of it arises.

15. Review of the policy

15.01 The above policy is subject to periodic review. If the circumstances so warrant, the Corporation may, at its sole discretion amend this policy and the same shall be binding on all buyers.


Managing Director

To

1. All Manufacturers & Suppliers
2. Executive Directors
3. General Managers
4. CLO
5. CS
6. C(A)
7. All Managers in Head Office
8. All IML Depot Managers
9. All Spirit Depot Managers
10. PA to MD
11. Circular – Master File & Spare copies

Annexure I**Details of the organization of the buyer****(To be given in the letter head of the organization)**

Name of the organization:				
Type of the organization:	Company/Partnership/Sole Proprietorship			
PAN Number				
Documents enclosed	Certificate of incorporation/Partnership deed and registration from the registrar of firms			
Particulars of the Chief Executive/Managing Partner/Owner	Name	Address	Telephone number	Fax number
Particulars of the other Directors/ Partners	Name	Address	Telephone number	Fax number
	(1)			
	(2)			
	(3)			
	(4)			
	(5)			
Address for correspondence				
E mail id				
Particulars of the bank (with RTGS/NEFT facility) where payments are to be credited. a. Name of the bank b. Branch c. Account Number				

Place:

Sd/-

Date:

Chief Executive/Managing Partner/Owner
(Name)

Annexure II

**Details of authorised signatories to deal with the Corporation on behalf of the buyer
(To be given in the letter head of the organization)**

Name of the signatory		
Designation		
Address		
Telephone number		
Mobile number		
E mail id		
Specimen signature	(1)	(1)
	(2)	(2)

It is certified that action of the authorized signatory/ies is binding on the manufacturer / supplier.

Place:

Date:

Sd/-
Chief Executive/Managing Partner/Owner
(Name)

Annexure III

Clauses to be incorporated in the agreement between the buyer and the manufacturer selected through a tender/negotiation process

- 1) The parties hereby agree that the seller shall issue and the buyer shall purchase rectified spirit/denatured spirit as the case may be only through the Karnataka State Beverages Corporation Limited, the distributor licensee under the Karnataka Excise Act and Rules made there under.
- 2) The seller shall be liable for any consequences arising out of non-compliance of such conditions/commitments of the contract and he shall keep the Corporation full indemnified for any consequences that would arise due to breach of contract by either of the parties.
- 3) More specifically, the Corporation shall not be liable and shall be kept indemnified by the seller at all times against any claims for losses/damages due to non-delivery of spirit by the seller or default in payment of contracted price by the buyer.

Annexure-IV**(To be given in the letterhead of the oil company)****Payment Advice**

Date:

Sl. No.	Date of remittance/ RTGS/DD	Name of the supplier	KSBCL invoice No.	Quantity (As per Annexure-V) for which payment is made	Amount

For -----

Authorised Signatory

Annexure V**Certification of RS/DS delivered
(To be given in the letter head of the buyer)**

Date and time of receipt	
Date and time of unloading	
Vehicle number	
Serial number of the security seals in the vehicle	
Details of security seals tampered/missing, if any	
KSBCL sale invoice number	
Type of spirit	
Quantity received	
Temperature of the received spirit	
Strength of spirit (in ° OP)	
Specific gravity of spirit	
Tare weight of the vehicle (in kgs)	
Gross weight of the vehicle (in kgs)	
Weight of the spirit delivered (in kgs)	

Place:
Date:

Sd/-
(Authorised signatory)

Annexure VI**Account numbers of the Corporation for credit of amounts by bulk buyers**

Sl.No.	Name of the bank	Name of the branch
1	State Bank of India,	No.22, Bangalore City Branch, J.C.Road, Bangalore-560 002 A/c No.*
2	ICICI Bank	Government Banking, No.1, Commissionerate Road, Bangalore. A/c.No. *
3	SBM	Wilson Garden Branch, 10 th Cross, Bangalore-27 A/c No.64018417780
4	UTI Bank	M.G.Road, Bangalore A/c No.CA-009010200013226
5	UTI Bank	Jayanagar, Bangalore A/c No.CA-052010200010706
6	UTI Bank	Jayanagar Branch Bangalore A/c No.052010200010706
7	Syndicate Bank	BWSSB Branch, Avenue Road, Entrance, Bangalore – 560 009 A/C.No. *
8	ING Vysya Bank Limited	K.H.Road, Shanthinagar, Bangalore-560 027 A/c No.CA-216011001186
9	Corporation Bank	K.H.Road, Shantinagar, Bangalore-560 027 A/c No.2585
10	Canara Bank	Avenue Road Branch Bangalore A/c No.51361

* A/c No. being sent separately.

Annexure-VII

**(To be given on the letter head of the buyer)
by fax (Fax No.080-22483645) and e-mail secreq@ksbcl.com**

Ref :

Date :

The Deputy General Manager (Operations),
Karnataka State Beverages Corporation Limited,
'Seethalakshmi Tower'
78, Mission Road,
Bangalore-560 027.

Dear Sir,

Sub : Request for providing transit security service.

Please arrange to provide transit security service as per the following details:

OFS no. and date			
OFS qty. in BL			
Place of loading			
Place of unloading			
Loading plan			
Date of shipment	Capacity of tanker in BL	No. of tankers	Qty. in BL
	12,000		
	20,000		
	24,000		
Total			

Thanking you,

Yours faithfully,

Authorised Signatory
(Name)

KARNATAKA STATE BEVERAGES CORPORATION LIMITED**Circular No: 132****2nd June 2007****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. 01.06.2007:

- 1) As and when escort service is availed, AM (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 in the same Form No.VIII both in hard copy and soft copy.
- 3) Every month claims 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 the month of"**. No supplementary claim 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 admissibles as recorded in HO by AM (Escorts). The 'Exception Report' will throw out exceptions / mismatches. These mismatches shall be thoroughly examined by AM (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 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(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 GM(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.

Managing Director

To

OSD(F)

EDs

GM / CS / AGM (O)

Managers / JMs / AM(Escorts)

All Spirit Depot Managers

Depot Manager, IML, Hubli.

Copy for necessary compliance to : M/s. Bharat Ex-Serviceman Detective & Security Service,
1st Floor, Kattimani Complex,
Opp. Rotary School,
Deshpande Nagar,
Hubli – 580 029 KARNATAKA

FORM NO.VIII

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

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

* 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

*..... Agency

* Only when used by Security Agency as claim form