

**INFORMATION ON BPCL-KIAL FUEL FARM LIMITED, AS PER SECTION 4(1), SUBCLAUSE (B) OF CHAPTER-II OF RIGHT TO INFORMATION ACT.**

## 1. Particulars of Organization

- BPCL KIAL Fuel Farm Private Limited (BKFFPL) is a Joint Venture Company of M/s Bharat Petroleum Corporation Limited (BPCL) and M/s Kannur International Airport Limited (KIAL) with 74:26 equity shareholding respectively. The Company was incorporated as a Private Limited Company on May 18th 2015 to design, develop, construct, manage, maintain, upgrade and operate the Aviation Fuel farm with allied facilities and hydrant system(at a later stage) at both domestic and international terminals of Kannur International Airport for the supply of ATF on exclusive basis. Accordingly, BKFFPL has the right to operate the fuel farm at the Kannur International Airport for a period of 30 years, extendable by an additional period of 30 years on mutually agreed terms and conditions.

The shareholding pattern of BKFFPL is as follows:

Bharat Petroleum Corporation Limited	74 %
Kannur International Airport Limited	26%

- BKFFPL has a Fuel Farm Facility at Kannur International Airport in the Kannur district of Kerala with 2 above ground storage tanks and 2 underground storage tanks with a total of 990 KL storage capacity.

BPCL-KIAL Fuel Farm is an integral part of the KIAL Airport infrastructure and it caters exclusively to the ATF marketing companies' demand at the airport. The Company proposed to develop the fuel farm in two phases and the majority of the infrastructure had been set up under Phase I and additional tanks along with associated infrastructure would be set in Phase II in 3 acres (Approx.) of land.

The Phase I infrastructure is as follows:

- 2 x 45 KL Underground Tank
- 2 x 450 KL Aboveground Tank
- 4 bays Tank Lorry decantation & Refueller Loading (Common) Gantry
- 2 Storey Admin Building
- MCC Room
- Product Pumps
- Associated pipelines

### • **Vision Mission and Objective**

We are formed here in the Northern Malabar region to create state-of-the art facilities by way of Design, Develop, Construct, Manage, Maintain, Upgrade and Operate In-to-Plane services to Oil Marketing Companies (OMCs) at Kannur International Airport. As the tag line goes, 'We bring service to life for a better tomorrow', we are confident that, with the support of all the stakeholders, our company will act as a catalyst in transforming the Northern Malabar region into a highly developed growth centre for travel, tourism and industries.

- BKFFPL has its registered office at Kannur International Airport, Karaperavoor P.O., Mattannur, Kannur-670702, Kerala, India. BKFFPL has no other offices or branches.

## **2. Powers and Duties of Officers of BKFFPL:**

The powers and duties of the officers are defined in the Decision, Rights and Authorities. They are also governed by the manuals, operating procedures and job profiles, and the terms and conditions as per the appointment letter and contracts.

While carrying out the responsibilities, the employees are required to adhere to the applicable statutes, and rules and regulations in vogue including instructions from time to time.

### **Board of Directors**

<b>Sl. No.</b>	<b>Name and position held</b>	<b>Official address</b>
1	<b>Shri ABHAI RAJ SINGH BHANDARI</b> Director	BPCL Kochi Refinery Karimughal Road Thrippunithura, Ambalamugal, Kochi, Kerala-682302 Phone: (0484) 2821114
2	<b>Smt SRIVIDYA VENKATARAMAN</b> Director	4 & 6 Currimbhoy Ballard Estonia Rd, Mumbai, Maharashtra, India Phone: +91 2222713000
3	<b>Shri SUJIT KUMAR</b> Director	Sewree K Sewree Fort Road, Sewree (East) Maharashtra-400015 Phone: (022) 24176301
4	<b>Shri JAYAKRISHNAN SIVADASAKURUP</b> Director	Kannur International Airport, Karaperavoor P.O, Mattannur, Kannur- 670702, Kerala, India Ph: 0490 2481000

### **KMP**

<b>Sl. No.</b>	<b>Name and position held</b>	<b>Official address</b>
1	<b>Shri RAYASA VIJAY RAO</b> CEO	Sewree K Sewree Fort Road, Sewree (East) Maharashtra-400015 E-mail: <a href="mailto:raovijay@bharatpetroleum.in">raovijay@bharatpetroleum.in</a>
2	<b>Shri MARTIN JOSE EMMANUEL</b> CFO	BPCL-KIAL Fuel Farm Pvt Ltd C/o Kannur International Airport, Karaperavoor P.O, Mattannur, Kannur- 670702, Kerala, India Ph: 7025007444 Email: <a href="mailto:cfo@bkffpl.com">cfo@bkffpl.com</a>

### **3 & 4. Procedure Followed in Decision Making Process and Norms Set for Discharge of Functions**

- BKFFPL is a company managed by its Board of Directors, constituted under the Companies Act, 2013. Presently, there are 4 directors in the Board of the company.
- The day-to-day activities of BKFFPL are managed under the leadership of the Board of Directors assisted by the in-charge of the respective departments.
- The decision making processes are based on the **Delegation of Authorities** of the Company to various officers approved from time to time.

The Company functions on the basis of delegation of authority at appropriate levels to the individual, Departments. Decisions, Rights and Authorities duly approved by the Management are followed for the discharge of functions by the officers of departments of the Organization.

The applicable guidelines issued by the departments of the Government of India, Central Information Commission from time to time are followed.

### **5. Rules, Regulations, Instruction Manuals and Guidelines**

- Corporate policy decision of running the business of BKFFPL is being taken, depending upon the changing scenario of the Business by the Board of Directors.
- The day to day activities to be carried out are being decided by the respective departments and are being executed in conformity with the corporate decision taken by BKFFPL in the meeting of its Board of Directors.
- Since BKFFPL is formed under the Companies Act, there is no statutory rule and/regulation, as is applicable in case of Government or a statutory authority.
- Each Department of the company, while discharging its function, is guided by Board of Directors.
- The company issues administrative instructions from time to time for facilitating discharge of its functions in a systematic manner.

### **6. Statement of the Documents that are kept by BKFFPL**

- Documents that are required to be kept under various statutes are as under:
  - The Companies Act.
  - Any other statute
- Documents relating to the business carried out by BKFFPL

### **7. Particulars of any arrangement that exists for Consultation with the members of the Public in Relation to Formulation of BKFFPL's Policies and implementation thereof**

- BKFFPL being a commercial organization for Fuel farm facilities exclusively for KIAL, there is no formal committee or forum where representative of the public can attend to formulate policies for refining and marketing petroleum products and/or implement such policies.

8. **Statement of the Boards, Councils, Committees and other Bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meeting of those boards, councils, committees and other bodies are open to the public or the minutes of such meeting are accessible for public**

- Board of Directors is constituted by following the provisions of the Companies Act., 2013 consisting of nominees from promoters viz. M/s BPCL and M/s KIAL.
- While the decisions taken or minutes of the meeting of the Board of Directors are not accessible by the public, important decisions regarding the company and/or its management are being communicated to the statutory authorities as also to the public as required under the law from time to time.

9. **Directory of Officers of BKFFPL**

Please see particulars under the heading “Powers and Duties of Officers of BKFFPL” in para 2 above.

10. **Monthly Remuneration Received by the Officers:**

The pay scale of officers and workmen are given below:

**OFFICERS :**

Particulars	Scale of Pay
AO	Rs. 50,000 p.m

**DIRECTORS :**

Grade	Scale of Pay
Director	NIL

11. **Budget for the year 2020-21 for capital expenditure of the Plan Projects, Particulars of Activities, Proposed Expenditure and Disbursement made thereof**

Nil

12. **Subsidy Programme, Details of Beneficiaries of such Programme and Particulars of the Recipients of Concession and Permits.**

- Not applicable

13. **Particulars of Recipients of Concessions, Permits or Authorizations Granted**

Since no subsidy is given to the general public in carrying out its business activities as stated above, there is no recipient of concession, permits or authorization.

14. **Details in respect of the information available or held by it in electronic form.**

The information related to company profile/business is available at Company’s website at [www.bkffpl.co.in](http://www.bkffpl.co.in). The following information can also be easily accessed in the aforesaid website-

- Annual Report

15. **Particulars of facilities available to citizens for obtaining information including the working hours of a library or reading room, if maintained for public use.**

- Information regarding BKFFPL and its business is available and easily accessible on BKFFPL’s website [www.bkffpl.co.in](http://www.bkffpl.co.in)
- No library or reading room is maintained by BKFFPL for public use.

**16. Name, Designation and other Particulars of the Public Information Officers**

- Central Public Information Officer:

Shri Jobin George  
Accounts Officer  
M/s BPCL-KIAL Fuel Farm Private Limited, C/O Kannur International Airport,  
Karaperavoor P.O, Mattannur,  
Kannur- 670702, Kerala, India  
Mobile: 7907022564  
e-mail : [ao@bkffpl.com](mailto:ao@bkffpl.com)

- Appellate Authority in respect of Appeal from the order of the Central Public Information Officers:

Shri Rayasa Vijay Rao  
Chief Executive Officer  
M/s BPCL-KIAL Fuel Farm Private Limited,  
C/O Kannur International Airport, Karaperavoor P.O,  
Mattannur, Kannur- 670702, Kerala, India  
Contact No: +91 2224117907  
e-mail : [raovijay@bharatpetroleum.in](mailto:raovijay@bharatpetroleum.in)

**17. Other information as may be prescribed :**

- Nil.

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