

Information of our Company under SEC.4 (1) of the Right to Information Act, 2005

INFORMATION OF OUR COMPANY UNDER SEC.4(1) (b) OF THE ACT

Sec 4 (1) b (i) Particulars of Organization, Functions and Duties.

The Company has a two tier Organizational set up comprising its Registered/Head Office at 13 Ambadeep Building, 14 K. G. Marg, New Delhi-110001 and 17 Regional Offices located in various state capitals.

Agriculture Insurance Company of India Limited (AIC) has been formed by the Government of India consequent to the announcement by the Hon'ble Union Finance Minister in his General Budget Speech F.Y. 2002-03 that to subserve the needs of farmers better and to move towards a sustainable actuarial regime, it was proposed to set up a new Corporation for Agriculture Insurance

Nature of Business: Implementation of National Agricultural Insurance Scheme (NAIS) Insurance Products relating to: Agriculture, Rural and Allied Activities.

The activities of the Company are governed by The Insurance Act, 1938, Regulations framed by Insurance Regulatory & Development Authority (IRDA) as well as directives issued by IRDA from time to time, Companies Act, 1956 along with other relevant laws for the time being in force. The Company's administrative and operational control is under Ministry of Finance, and Ministry of Agriculture, GOI, respectively.

Sec 4 (1) b (ii) Powers and Duties of Officers and Employees

The powers and duties of the Officers and employees of the company are drawn mainly from the provisions of Insurance Act, 1938 and IRDA Act 1999 and Articles of Association of the Company.

The company is a General Insurance Company and is a commercial organization. The Officers and employees of the company are appointed for carrying out the business operations of the company, which are in line with the objectives mentioned in the Memorandum of Association of the company.

The power and duties of the officers are governed by the job descriptions, manuals, terms and conditions of appointment and delegation of authority.

Sec 4 (1) b (iii) Procedure followed in the decision making process, including channels of supervision and accountability

The decision making process of the Company as follows:

Board of Directors → Senior Management → Regional Offices.

Overall management of the company is vested with the Board of Directors of the company. The Board of Directors is the highest decision making body within the company.

Sec 4 (1) b (iv) The norms set by it for the discharge of its functions

The norms for discharging the functions of the Company are based on directives issued by the Registered Office from time to time.

Sec 4 (1) b (v) The Rules, Regulations, Instructions, Manuals and Records, held by it or under its control or used by its employees for discharging its functions

I) Matters pertaining to Company affairs

- a) Memorandum & Articles of Association
- b) Decision of the Board of Directors and sub-committees of the Board from time to time.
- c) Decision of shareholders in Annual General Meeting.

II) Matters pertaining to Finance & Accounts

- a) Accounts Manual
- b) Financial Standing Order.

III) Personnel matters pertaining to AICL employees.

- a) Personnel Manual*
- b) Employees (Conduct, Discipline and Appeal) Rules 1975 as amended from time to time*
- c) Leave Rules*
- d) Promotion Policy*

Sec 4 (1) b (vi) A Statement of the categories of documents that are held by it or under its control

I) Documents pertaining to Incorporation, License etc.

- a) Memorandum & Articles of Association
- b) Certificate of Incorporation
- c) IRDA Licenses

II) Documents pertaining Accounts

- a) Books of Accounts
- b) Annual Reports
- c) Accounts Manual
- d) Documents pertaining to payment of Income Tax, Tax Deducted at Sources etc.
- e) Vouchers etc.

III) Documents pertaining to Company Affairs

- a) Statutory Registers under the Companies Act, 1956
- b) Statutory registers under other applicable Acts and Rules & Regulations
- c) Annual returns under Companies Act
- d) Returns & Forms under the Companies Act filed with the Registrar of Companies etc.

IV) Documents pertaining to Board Meeting & Annual General Meetings

- a) Agenda Papers of Board Meetings
- b) Minutes Book of Meetings of the Board of Directors
- c) Agenda Papers of Board Sub-Committees
- d) Minutes Book of meetings of Board Sub-Committees
- e) Minutes Book of Annual General Meetings and extra ordinary notices of AGM of the Shareholders etc.

V) Documents pertaining to HR Matters

- a) Personnel Manual

Sec 4 (1) b (vii) The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof.

Agriculture Insurance Co. of India Ltd. is a general insurance company and its policies relating to its internal management are formulated in accordance with governing statutes, regulations and Memorandum and Articles of Association of the Company and hence there is no arrangement for consultation with the members of the Public prior to their formulation.

However, if people dealing with the Company in its business transactions have complaints or grievances they can approach the Regional Office/Head Office whose e-mail ID and Phone numbers are available on the website.

Sec 4 (1) b (viii) A 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 meetings of those boards, councils, committees and other bodies are open to the public or the minutes of such meetings are accessible for public.

The following Management Committees have been formed to carry out various activities of the company.

- 1 Technical Committee
- 2 Publicity Committee
3. Infotech Committee
4. Printing & Stationery Committee
5. Estate Committee
6. Company owned accommodation allotment Committee.
7. Grievance review Committee
8. General Administration Committee

Apart from the above there are following Board sub committees which are as under:

1. Audit Committee
2. Provident Fund Committee
3. Personnel Committee
4. Investment Committee
5. Information Technology Committee
6. Remuneration Committee

The meetings of the Board and Committees, as also their minutes are not open to the public.

Sec 4 (1) b (ix) A directory of its officers and employees.

Particulars available on the website of the company
(<http://www.aicofindia.org/people.pdf>)

Sec 4 (1) b (x) The monthly remuneration received by each of its Officers and Employees, including the system of compensation as provided in its regulations.

The remuneration of the Officers of the Company is governed by the guidelines issued by Central Government under General Insurance (Rationalization of Pay Scales and other conditions of services of Offices) Scheme 1975,

and General Insurance (Rationalization of Pay Scales and other conditions of services of Supervisory, Clerical and Subordinate Staff) Scheme 1974 as amended from time to time.

LEVEL	PAY SCALE
OFFICERS	
SCALE VII	31745-785(2)-33315-850(1)-34165-940(1)-35105-995(1)-36100
SCALE VI	28605-785(5)-32530
SCALE V	25930-650(3)-27880-725(2)-29330
SCALE-IV	22030-650(7)-26580
SCALE III	18130-540(1)-18670-560(6)-22030-650(4)-24630
SCALE II	14890-540(7)-18670-560(6)-22030
SCALE I	11110-540(14)-18670-560(4)-20910
SUPERVISORY & CLERICAL STAFF	
SENIOR ASSISTANT	6885-485(4)-8825-540(15)-16925
STENOGRAPHER	6885-485(4)-8825-540(15)-16925
ASSISTANT	4995-285(1)-5280-310(2)-5900-350(5)-7650-405(2)-8460-490(3)-9930-510(2)-10950-540(5)-13650
RECORD CLERK	4665-190(2)-5045-210(5)-6095-225-6320-250(2)-6820-280(3)-7660-310(5)-9210-345(3)-10245
SUBORDINATE STAFF	
DRIVER	4665-190(2)-5045-205(14)-7915-220(2)-8355-250(3)-9105
OTHER SUBORDINATE STAFF	4105-165(5)-4930-175(8)-6330-205-6535-210(3)-7165-250(2)-7665

Sec 4 (1) b (xi) The budget allocated to each of its Agencies, indicating the particulars of all plans, proposed expenditures and reports on disbursements made.

The proposed budget in respect of financial year 2008-09 as approved by the Board of the company is as under:

1. Management Expenses : 16.81 Cr.
2. Capital Expenditure : 20.55 Cr.

Sec 4(1) b (xii) The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.

National Agriculture Insurance Scheme (NAIS)					
Seasons	Premium (in lakhs)	Area Covered (in hectores)	Subsidy (in lakhs)	Farmers Covered	Farmers Benefited
Rabi 1999 to Kharif 2007	346730.26	175695114.45	30551.58	110458159	27962123
Weather Based Crop Insurance Scheme (WBCIS)					
Seasons	Premium (in lakhs)	Area Covered (in hectores)	Subsidy (in lakhs)	Farmers Covered	Farmers Benefited
Kharif 2007 to Rabi 2007	14548	1034628.79	10107	670957	223050

Further details are available on company's website.

4 (1) b (xiii) Particulars of recipients of concessions, permits or authorizations granted by it.

There are no recipients of concessions, permits or authorization granted by us.

Sec 4 (1) b (xiv) Details in respect of the information, available to or held by it, reduced in an electronic form.

- 1.Company Profile
- 2.Board of Directors
- 3.Channel Partners
4. Business Profile
- 5.Notices & Tenders
6. Annual Report.
7. Information u/s 4 of RTI Act, 2005

Sec 4 (1) b (xv) The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use.

No library/ reading room is maintained for public use, however, the members of the public may approach the Regional Offices of AIC of India for any relevant information. The details of which are given below.

RO Ahmedabad – 27910083, 5523216 – e-mail ahmedabad.ro@aicofindia.org

RO Bhubaneshwar – 2503109, 2503049 – e-mail bhubaneshwar.ro@aicofindia.org

RO Dehradun – 2762782, 2760334– e-mail dehradun.ro@aicofindia.org

RO Jaipur – 2360718, 2375387– e-mail jaipur.ro@aicofindia.org

RO Mumbai – 66551905, 66551902– e-mail mumbai.ro@aicofindia.org

RO Ranchi – 2309097, 2309254– e-mail ranchi.ro@aicofindia.org

RO Bangalore – 25322862, 25322860– e-mail bangalore.ro@aicofindia.org

RO Chandigarh – 2701420, 2701422– e-mail chandigarh.ro@aicofindia.org

RO Guwahati – 2462313, 2529252– e-mail guwahati.ro@aicofindia.org

RO Kolkata – 22882665, 22882626– e-mail kolkata.ro@aicofindia.org

RO Patna – 2223408, 2223426– e-mail patna.ro@aicofindia.org

RO Tiruvanthapuram – 2334493, 2334989– e-mail thrivandrum.ro@aicofindia.org

RO Bhopal – 2553651, 2572484– e-mail bhopal.ro@aicofindia.org

RO Chennai – 42857605, 42859106– e-mail chennai.ro@aicofindia.org

RO Hyderabad – 23242363, 23242594– e-mail hyderabad.ro@aicofindia.org

RO Lucknow – 2612866, 2272527– e-mail lucknow.ro@aicofindia.org

RO Raipur – 2583112, 2583158– e-mail raipur.ro@aicofindia.org

Sec 4 (1) b (xvi) The names, designations and other particulars of the Public Information Officers.

Already available on the website.

Sec 4 (1) b (xvii) Such other information as may be prescribed; and thereafter update these publications every year.

The information are updated periodically.