

## INFORMATION OF OUR COMPANY UNDER SECTION 4(1)(b) OF THE RIGHT TO INFORMATION ACT, 2005

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

**Agriculture Insurance Company of India Limited** (AIC) has been formed under the aegis of the Government of India consequent to the announcement by the Hon'ble Union Finance Minister in his General Budget Speech of 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.

The Company has a two-tier Organizational set-up comprising its Registered/Head Office at Plate B&C, 5th Floor, Block 1, East Kidwai Nagar, New Delhi-110023 and 18 Regional Offices located in various State Capitals.

Nature of Business: Implementation of Pradhan Mantri Fasal Bima Yojana (PMFBY), Restructured Weather Based Crop Insurance Scheme (RWBCIS), Coconut Palm Insurance Scheme (CPIS) & Insurance Products relating to crops and plantations.

The activities of the Company are governed by

- a) The Insurance Act, 1938,
- b) Regulations framed by Insurance Regulatory & Development Authority of India (IRDAI) as well as directives issued by IRDAI from time to time,
- c) Companies Act, 2013,
- d) Other relevant laws for the time being in force.

The Company's administrative and operational controls are respectively under Ministry of Finance and Ministry of Agriculture, Government of India.

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

The Officers and other Employees of the Company are appointed for carrying out the business and administrative operations, which are in line with the objectives mentioned in the Memorandum of Association of the Company and with the provisions of Insurance Act, 1938 and IRDA Act 1999.

The powers and duties of the Officers and other Employees of the Company are drawn from the Articles of Association of the Company, and 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 is 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 Board of Directors 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**

1. Matters pertaining to Company affairs
  - a) Memorandum & Articles of Association
  - b) Decisions of the Board of Directors and sub-committees of the Board from time to time.
  - c) Decision of shareholders in Annual General Meeting.
2. Matters pertaining to Finance & Accounts
  - a) Accounts Manual
  - b) Financial Standing Orders.
3. Personnel matters pertaining to AIC employees (as amended from time to time)
  - a) Personnel Manual

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

1. Documents pertaining to Incorporation, License etc.
  - a) Memorandum & Articles of Association
  - b) Certificate of Incorporation
  - c) IRDAI License
2. Documents pertaining to Accounts
  - a) Accounts Manual
  - b) Vouchers
  - c) Books of Accounts
  - d) Annual Reports
  - e) Documents pertaining to payment of Income Tax, Tax Deducted at Sources etc
3. Documents pertaining to Company Affairs
  - a) Statutory Registers under the Companies Act, 2013
  - 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.
4. 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 of meetings of Board Sub-Committees
  - e) Minutes Book of Annual General Meetings and Extra Ordinary Notices of AGM of the Shareholders etc.
5. 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 Public prior to its formulation.

However, the Company has in place a Grievance Redressal System, where people dealing with the Company can register their complaints or grievances for redressal thereof. The details of the Grievance Redressal Officers and their addresses/contacts are

available on the Company website link:

[http://www.aicofindia.com/AICEng/Pages/Grievance\\_Officers.aspx](http://www.aicofindia.com/AICEng/Pages/Grievance_Officers.aspx)

**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 Board Sub-Committees have been formed:

1. Audit Committee
2. Investment Committee
3. Risk Management Committee
4. Policyholder's Protection committee
5. CSR Committee
6. Nomination & Remuneration committee
7. Info Tech Committee
8. Personnel Committee
9. Ethics committee

The meetings of the Board and Committees, and its minutes are not open to the public.

Apart from the above, 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
9. Fraud Risk Management Committee
10. Internal Complaints Committee

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

Particulars available on the Company website link:

<http://www.aicofindia.com/AICEng/Pages/ContactUs.aspx>

**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 Officers) Second Amendment Scheme, 2016; and,  
General Insurance (Rationalization of Pay Scales and other conditions of services of Supervisory, Clerical and Subordinate Staff) Second Amendment Scheme, 2016 as amended from time to time.

| <b>LEVEL</b>                                       | <b>PAY SCALE</b>  |
|--|---|
| <b>OFFICERS</b>                                    |   |
| <b>General Manager<br/>(Scale - VII)</b>           | 99835-2685(2)-105205-2880(1)-108085-3150(1)-111235-3265(4)-124295                                     |
| <b>Deputy General<br/>Manager<br/>(Scale - VI)</b> | 89095-2685(8)-110575  |
| <b>Chief Manager<br/>(Scale - V)</b>               | 79605-2300(3)-86505-2590(6)-102045  |
| <b>Manager<br/>(Scale - IV)</b>                    | 65805-2300(9)-86505   |
| <b>Deputy Manager<br/>(Scale - III)</b>            | 53725-1610(1)-55335-1745(6)-65805-2300(4)-75005   |
| <b>Assistant Manager<br/>(Scale - II)</b>          | 44065-1610(7)-55335-1745(6)-65805   |
| <b>Administrative Officer<br/>(Scale - I)</b>      | 32795-1610(14)-55335-1745(4)-62315  |
| <b>SUPERVISORY &amp; CLERICAL STAFF</b>            |   |
| <b>Senior Assistant</b>                            | 20210-1445(4)-25990-1610(15)-50140  |
| <b>Stenographer</b>                                | 20210-1445(4)-25990-1610(15)-50140  |
| <b>Assistant</b>                                   | 14435-840(1)-15275-951(2)-17105-1030(5)-22255-1195(2)-24645-1455(3)-29010-1510(2)-32030-1610(5)-40080 |
| <b>Record Clerk</b>                                | 13380-580(2)-14540-620(5)-17640-665(1)-18305-745(2)-19795-820(3)-22255-915(5)-26830-1015(9)-35965     |
| <b>SUBORDINATE STAFF</b>                           |   |
| <b>Driver</b>                                      | 13380-580(2)-14540-600(14)-22940-665(2)-24270-745(9)-30975  |
| <b>Other<br/>Subordinate Staff</b>                 | 11660-475(5)-14035-505(8)-18075-600(1)-18675-620(2)-19915-745(9)-26620                                |

**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**

As on date, the Company does not have any Agency to which it has allocated any Budget.

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

The Company has not initiated any subsidy programme on its own (i.e. out of its own funds).

However, the Company implements certain Crop Insurance programmes which are subsidized by the Central and States/UTs Governments. Such Schemes are Pradhan Mantri Fasal Bima Yojana (PMFBY), Restructured Weather Based Crop Insurance Scheme (RWBCIS), Coconut Palm Insurance Scheme (CPIS) and Rainfall Insurance Scheme for Coffee (RISC).

([http://www.aicofindia.com/AICEng/Pages/Present\\_Products.aspx](http://www.aicofindia.com/AICEng/Pages/Present_Products.aspx))

**Sec 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. Facilities available to citizens for obtaining information under RTI Act is given in Company website link: [http://www.aicofindia.com/AICEng/Pages/RTI\\_Home.aspx](http://www.aicofindia.com/AICEng/Pages/RTI_Home.aspx)

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

The names, designations and contact details of the Public Information Officers are available in Company website link: [http://www.aicofindia.com/AICEng/Pages/List\\_Of\\_RTI\\_Officials.aspx](http://www.aicofindia.com/AICEng/Pages/List_Of_RTI_Officials.aspx)

**Sec 4 (1) b (xvii) Such other information as may be prescribed**

The information is updated periodically.