

INFORMATION OF AIC UNDER SECTION 4(1)(b) OF
THE RIGHT TO INFORMATION ACT, 2005

(Updated on 12.08.2022)

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 of its Registered/Head Office at Plate B & C, 5th Floor, Block 1, East Kidwai Nagar, New Delhi - 110023E-Mail:- aicho@aicoindia.com and 18 Regional Offices located in various State Capitals.

Nature of Business: Implementation of Pradhan Mantri Fasal Beema Yojana (PMFBY), Restructured Weather Based Crop Insurance Scheme (RWBCIS) & Insurance Products relating to Agriculture, Rural and allied activities.

The activities of the Company are governed by

- a) The Insurance Act, 1938,
- b) Regulations framed by Insurance Regulatory & Development Authority (IRDA) as well as directives issued by IRDA from time to time,
- c) Companies Act, 1956,
- d) Other relevant laws for the time being in force.

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

Vision

Accelerate the economic momentum of the nation by bringing financial stability to rural India.

Innovate and develop rural-oriented and farmer friendly insurance product for all agricultural and allied risks.

Cast a protective net over agricultural and allied activities from natural perils and risks

Mission

Agricultural insurance products be designed and developed on scientific basis and sound insurance principles to address diverse needs of farmers.

Improve delivery and service of agricultural insurance so as to bring the remotest

and poorest farmers under its umbrella in the economical and effective manner. Create widespread awareness about agriculture insurance as the principal risk mitigation tool, and thus establish it as an effective bulwark of the rural economy.

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

The Officers and 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 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

 Agriculture Insurance Company of India Limited, HO, New Delhi Portfolio Allocation Chart (w.e.f 1st April 2022) Chairman-cum-Managing Director – Sh. Malay Kumar Poddar			
ENTERPRISE SERVICES Management	PMFBY/ RWBCIS Management	FINANCE & IT Management	EMERGING MARKET, ACTUARIAL, R&D
Sh. S. S. Saxena, GM & CIO and Sh. Dasarathi Singh, GM (P) and CIA	Sh. Bhupesh S. Rahul, GM & CRO and Sh. Ajay Singhal, GM & CUO	Sh. S. Patnaik, GM (IT+ Accounts)	Ms. M. Rajeshwari Singh, GM & CMO and Sh. Siddesh Ramasubramanian, GM & AA
Investment, Fund Management, HR, Training, Estate & Estb, Official Language, Legal, CSR, RTI, Vigilance, Internal Audit, Grievance	End to End Implementation- U/W, Subsidy Mgmt, Claims, Claim Mgmt, ILCs, IEC/Publicity, MoAFW / SG Relationship, Parl. Queries, Statistics, Re-insurance, Coinsurance Agreement, Call Centre	SEWA Project, Accounts , Statutory Audit, C&AG, Taxation	New Product Dev, Marketing, UW, Claims, New IT Dev, Automation, R&D, Pricing of all Products/ Schemes, New Product RI & RI Inward, Corporate Restructuring, Actuarial FSR, ERM, EM States' Relationship, Bancassurance

Section 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.

Section 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 which is in consonance with the objectives of the company.

Section 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) Decision 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 Order.

 3. Personnel matters pertaining to AIC employees (as amended from time to time)
 - a) Personnel Manual
 - b) Leave Rules
 - c) Promotion Policy
 - d) Employees (Conduct, Discipline and Appeal) Rules 1975
 - e) Job Rotation Policy
- JOB ROTATION AND SENSITIVE POST POLICY FOR OFFICERS**

A. PREAMBLE

This policy aims:

- (i) To implement CVC guidelines in the matter of rotation of employees in sensitive posts.
- (ii) To provide for an opportunity in improving competency, self development and career path of Officers;
- (ii) To ensure grooming up of an officer for taking position in higher rank by following job rotation;
- (iii) To achieve organizational goals;

B. APPLICABILITY

- (i) These guidelines will come into effect from the date to be decided by the Chairman-cum-Managing Director / Current-in-Charge of the Company.
- (ii) These guidelines are applicable to all employees of class 1, III, IV of the company.
- (iii) These guidelines are not applicable to officers deputed to other organizations in India during their tenure of such posting / deputation.

C. GENERAL REGULATIONS

(i) The Company shall, on annual basis, determine the cadre strength in each cadre in terms of norms adopted. Distribution of such strength among the Regional Offices and H.O. in each cadre shall be determined by a Committee of General Managers (Personnel & Marketing) so as to ensure need based and equitable distribution of available manpower.

(ii) Revolving Plan :

Officers who are transferred in a particular year other than on request would be eligible for consideration of transfer to one of the three places of their choice after completing 3 years in that place of posting. However, such transfer to one of the places of choice would depend on the availability and requirement of officers in his cadre at the relieving and receiving stations so that balance in distribution of manpower is not disturbed. If effected, such transfer would not be treated as a request transfer.

D. JOB ROTATION

(i) No officer shall ordinarily continue in a sensitive assignment for a period exceeding 5 years at a stretch.

Sensitive Post means a post which is considered as a key decision-making as also that involving financial sanctions

“Sensitive Assignment” for this purpose shall mean and include handling claims.

(ii) No officer may generally hold any post as in-charge of operating offices continuously for more than 10 years. However, in exceptional circumstances where for exigencies of office if any relaxation is required, C.M.D. shall relax this provision for reasons to be recorded in writing.

(iii) AIC is implementing Govt sponsored schemes i.e. PMFBY, RWBCIS, CPIS which requires dealing with farmers and various stakeholders at local level. To deal with the stakeholders, it requires the officials who are well conversant with the local language of that area. In case of claims approval, Area based claims are approved at HO level while Individual Claims are approved by a committee at RO level, constituted as per the PMFBY Scheme guidelines. As such, there exists no function which are sensitive assignment The provision of posting may be relaxed taking into consideration the above factors.

F. REQUEST TRANSFERS

1. No transfer request shall ordinarily be considered until an officer has completed a minimum of 3 years at his present place of posting. However, in case of extreme hardship involving serious health of the individual concerned, the CMD may relax this provision recording the reasons therefore.

2. Not more than 2 request transfers shall be considered from an officer in the entire service career,

3. Where the number of transfer requests for a particular station is more than the number of vacancies available at that station, the selection out of the available transfer requests for the vacancies shall be made on the basis of the length of stay of the officers at their present place of posting. The longer the stay, the first to be considered.

4. Spouse Cases :

Cases of transfer / postings where the officer wishes to join his / her spouse in different locations may be given preferential treatment as far as possible.

5. Physically Handicapped Officers :

Cases of transfer / posting of officers suffering from physical disability of a nature and extent that causes hardship in the mobility of the officer shall be considered sympathetically.

6. Difficult Areas :

Officers who have been transferred and posted to difficult areas from other parts of the Country shall be considered, after the expiry of three years, for posting to one of the three places of their choice, subject to availability of vacancies at the place of their choice. Such choice posting if made, shall be considered as a Company transfer. This provision will not apply to officers whose home town falls within the difficult area. For the purpose of this rule, 'difficult area' would mean the area declared as such by the Chairman-cum-Managing Director.

G. OFFICERS DUE TO RETIREMENT WITHIN 2 YEARS

Officers who are due for retirement on superannuation within 2 years reckoned from 1st April of the year in which transfer / posting is effected shall not be transferred unless necessitated by extenuating circumstances, provided he will not be holding a sensitive post.

H. TRANSFER BENEFITS

(I) An officer transferred from one station to another is entitled to transfer benefits as may be allowed from time to time as per guidelines issued by the company. In the case of request transfers, if considered before completion of 3 years, no transfer benefits shall be allowed.

(ii) In cases of officers under orders of transfer, who have represented to the transferring authority on grounds of extreme hardships, if any, for extension of time to join at the new place, the authority concerned may, at his discretion, grant a maximum of additional 30 days beyond the date specified in the transfer order or the 30 days ordinarily available when no such date is specified.

I. POWER TO MODIFY / RELAX THE PROVISIONS OF THIS POLICY

The Board of the Company may by order and for reasons to be recorded in writing, dispense with or relax the provisions of these guidelines to such an extent the Board may consider necessary for dealing with the individual cases of genuine hardship of officer in a just and equitable manner or for meeting exigencies of work situation.

J. COMPETENT AUTHORITY FOR TRANSFERS

CHAIRMAN-CUM-MANAGING DIRECTOR will be the Competent Authority for transfer.

I. Removal of doubts & Clarifications

In cases of any doubt on any of the provisions of these guidelines, the Chairman-cum-Managing Director may issue necessary clarifications.

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

1. Documents pertaining to Incorporation, License etc.
 - a) Memorandum & Articles of Association
 - b) Certificate of Incorporation
 - c) IRDA Licenses
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, 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.
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

Section 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, 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

Section 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 to public

The following Board Sub-Committees have been formed:

1. Audit Committee
2. Personnel Committee
3. Investment Committee
4. Information Technology Committee
5. Risk Management Committee
6. CSR/ Internal Audit Committee

The meetings of the Board and Committees, as also their 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. Claims Committee
2. Infotech Management Group
3. Outsourcing Committee
4. High Value Procurement Committee
5. Product Management Committee/Risk Management Committee/Asset Liability Management Committee
6. Technical Committee
7. Publicity Committee
8. General Administration/ Estate Committee
9. Ethics Committee – Management
10. Fraud Risk Management Committee

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

Particulars available on the Company website link:
<http://www.aicofindia.com/AICEng/Pages/Our%20People/ContactUs.aspx>)

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

Section 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.

Section 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. Some of the major Schemes are Pradhan Mantri Fasal Beema Yojana (PMFBY), Restructured Weather Based Crop Insurance Scheme (RWBCIS), and other insurance schemes implemented by us are available on company website <https://www.aicofindia.com/AICEng/Pages/other-crop-ins-products.aspx>.

Further details are available on Company website link: <https://www.aicofindia.com/AICEng/Pages/BusinessProfileAllIndia.aspx>

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

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

Section 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
8. RTI Applications and their responses
9. RTI Appeals and their responses

Section 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.

Name and Location of the Facility: Meeting room, Plate B & C, 5th Floor, Block 1, East Kidwai Nagar, New Delhi - 110023

Name of the document: Information under Section 4 of the RTI Act (available in printed format in English and Hindi)

The information manual can be accessed free of cost.

Working hours: 10.00 A.M. to 6.00 P.M. from Monday to Friday.

Contact Person: Ms. Shalini Kumari, CAPIO & Assistant Manager (Legal) (Prior appointment to be taken)

Contact Details: Phone no.: 011-24600431, Email id: shalinis@aicofindia.com

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

Schemes implemented by AIC

1. Pradhan Mantri Fasal Beema Yojana (PMFBY)
<https://www.aicofindia.com/AICEng/Pages/pmfbby-op-guidelines.aspx>
2. Restructured Weather Based Crop Insurance Scheme (RWBCIS)
<https://www.aicofindia.com/AICEng/Pages/wbcis-op-guidelines.aspx>
3. Other Crop Insurance Products
<https://www.aicofindia.com/AICEng/Pages/other-crop-ins-products.aspx>
4. Consultancy Committee and Committee of PIOs and FAAs
https://www.aicofindia.com/AICEng/Pages/RTI_Home.aspx
5. Name and Details of CPIOS, FAAS and Nodal Officer
https://www.aicofindia.com/AICEng/Pages/RTI_Home.aspx

Details of applications received under RTI and information provided are available on AIC's website and can be accessed at:

https://www.aicofindia.com/AICEng/Pages/RTI_Home.aspx

FAQ on RTI are available on AIC's website and can be accessed at:

https://www.aicofindia.com/AICEng/Pages/RTI_Home.aspx

Section 4(2):

No. of employees against whom disciplinary action has been:

- (i) **Pending for minority penalty or majority penalty proceedings**
In the year 2021-22, no employee is there against whom the disciplinary action has been pending for minority or majority penalty proceedings.
- (ii) **Finalised for minority penalty or major penalty proceedings**
In the year 2021-22, no employee is there against whom the disciplinary action has been finalised for minority or majority penalty proceedings.