

**MANDATORY DISCLOSURE OF INFORMATION UNDER SECTION 4(1) (B) OF THE RIGHT TO INFORMATION ACT, 2005**

Section (4)(1)(b)	Provisions	Disclosures
i	The particulars of organization functions and duties	<p>North Eastern Regional Agricultural Marketing Corporation (NERAMAC) Ltd was incorporated on 31<sup>st</sup> March, 1982 under Companies Act, 1956. NERAMAC Ltd is a Central Public Sector Enterprise (CPSE) with 100% shareholding held by the Govt. of India. The Corporation is managed by the Board of Directors comprising of the Government Nominees, State Representatives from NER, Independent Directors and one Functional Director.</p> <p>NERAMAC mandate is to market the Agri-Horti produces of the farmers and small entrepreneurs of the North Eastern Region and provide assistance to them in field of Agri-Horti sector and undertake all ancillary activities connected with the Agri-Horti sector of the NER.</p>
ii.	The powers and duties of its officers and employees	<p>The Board of Directors vested the powers through Delegation of Powers to the Functional Director i.e. the Managing Director who is responsible for all duties as prescribed for the MD under applicable Acts/Rules and Guidelines of the Govt. of India and all such duties entrusted by the Administrative Ministry and the Board of Directors. All other officers and employees of the Corporation have certain specified duties required for the day to day functions depending upon their positions/area of work and vested with such powers at the discretion of the Managing Director time to time for execution of the entrusted duties.</p>
iii	The procedure followed in the decision making process, including channels of supervision and accountability.	<p>The Corporation has well defined structure for decision making. All major business decisions are taken through Committee based approach. All the policies matters and matter involving financial implication above the specified limits are decided in the Board of Directors Meetings.</p> <p>There is defined organizational structure and clear system of accountability based on the DPE/CVC Guidelines. All transactions approved by the competent Authority are reported to the next higher authority for monitoring and control.</p>

iv	The norms set by the Corporation for the discharge of its functions	The policies and norms are duly approved by the Board of Directors of the Corporation and necessary instructions are issued by the Corporation based on duly approved policies.
v	The rules, regulations, instructions, manuals and records, held by the Corporation or under its control or used by its employees for discharging its functions.	<p>Following are the general and indicative list of such rules, regulations or instruction manuals:</p> <ol style="list-style-type: none"> <li>i. Memorandum &amp; Articles of Association;</li> <li>ii. Decisions of the Board of Directors and the Shareholders;</li> <li>iii. Annual Reports;</li> <li>iv. Code of Conduct of the Board and Senior Management;</li> <li>v. Delegation of Powers;</li> <li>vi. Conduct, Discipline and Appeals Rules;</li> <li>vii. Recruitment Policy;</li> <li>viii. Whistle Blower Policy;</li> <li>ix. Various other policies approved by the Board of Directors time to time.</li> </ol>
vi	A statement of the categories of documents that are held by the Corporation or under its control.	All documents relating to the <b>COMPANY AFFAIRS</b> viz Memorandum & Articles, Agenda Papers, Minutes, Statutory Registers etc, <b>FINANCIAL AFFAIRS:</b> Books of Accounts, Bills and vouchers, records of statutory and C&AG audit papers, statutory payments, Financial Statements etc. <b>ADMINISTRATIVE AFFAIRS:</b> orders, circulars, recruitments rules, selection and appointment documents, Manpower details etc. <b>BUSINESS ACTIVITIES:</b> contracts, works, sales, procurements and inventory etc.
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	The Corporation is 100% Govt. of India owned entity, the Board of Directors of the Corporation consists of the Government Nominee and representatives from the States of NER. The issues concerning the policies can be raised by the shareholders in the Annual General Meetings and by the Board Members in the Board Meetings.
viii	A statement of the boards, committees 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, committees and are open to the public, or the minutes of such meetings are accessible for public.”	<p>The Board of the Directors of the Corporation constituted the ‘Audit Committee of the Board of Directors’, consisting of three members of whom two members are Independent and chaired by Independent Director.</p> <p>The meetings of the Board of Directors and its Committee are not open to Public.</p>

ix	A directory of its officers and employees.	List of address of Zonal office/ Head office are available with Branch Offices and Head office. The list of offices is available at the Corporation's website.
x	The monthly remuneration received by each of its officers and employees, including the system of compensation provided in its regulations	<b>For Regular Employees:</b> Scales of Pay of 1997 of Department of Public Enterprises, Ministry of Finance.  <b>For Contractual Employees:</b> Consolidated pay based on nature of duties.
xi	The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;	There is no specified budget allocated.
xii	The manner of execution of subsidy The Corporation does not have its own subsidy programmes or plans for lending activities. However, the Corporation is the programmes including the amounts allocated and the details of beneficiaries of such programmes	The Corporation does not have its own subsidy programmes.
xiii	particulars of recipients of concessions, permits or authorisations granted by it;	No such concessions, permits or authorizations granted by the Corporation.
xiv	details in respect of the information, available to or held by it, reduced in an electronic form;	No such information held in electronic records.
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;	The documents of the Company which are accessible as per the provisions of the RTI Act, 2005 and open for inspection as per the provisions of the Companies Act, 2013 and other relevant Acts applicable to the Corporation are open for the Citizens and can be inspected at the Head Office of the Corporation situated at Guwahati during the working hours from 9:30 a.m. to 5:30 p.m. from Monday to Friday excluding the gazetted and national holidays.
xvi	the names, designations and other particulars of the Public Information Officers;	<u>Public Information Officer:</u>  Mr. Sanjiv Kumar Rai Company Secretary, NERAMAC Ltd NERAMAC Complex, Panjabari Road (Near Six Mile Flyover), Six Mile, Guwahati-781022, Assam.

		<p>Guwahati-781005, Assam Phone No: 9954172236 Email: <a href="mailto:cs@neramac.com">cs@neramac.com</a></p> <p><u>Appellate Authority</u></p> <p>Shri Bhaskar Barua Managing Director, NERAMAC Ltd NERAMAC Complex, Panjabari Road (Near Six Mile Flyover), Six Mile, Guwahati-781022, Assam. Phone No: 9706098131 Email: <a href="mailto:md@neramac.com">md@neramac.com</a></p>
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