

MALABAR CEMENTS LIMITED

SUO MOTU DISCLOSURE UNDER SEC-4 OF THE RTI ACT, 2005

1. PARTICULARS OF ORGANISATION, FUNCTIONS & DUTIES

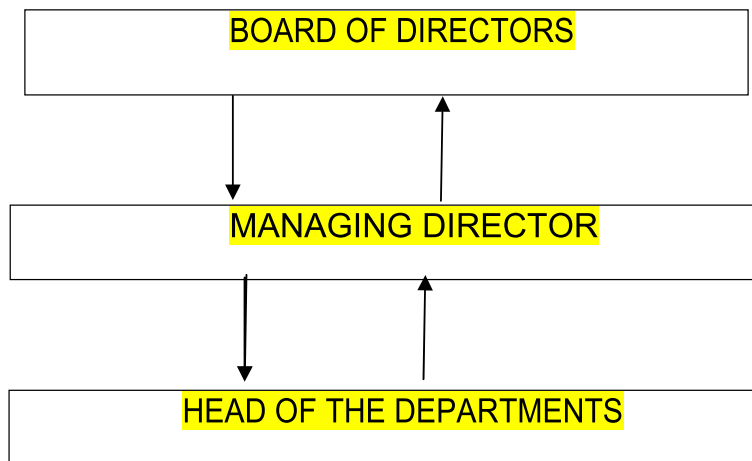
Please refer website www.malabarcements.co.in

2. The powers and duties of its officers and employees

Data available with P&A department

3. The procedure followed in the decision making process, including channels of supervision and accountability

The decision making process in the company involves the following channel



Overall management of the company rests with the Board of Directors, which is the highest decision making body of the company. 100% of the shares of the company are held by the Government of Kerala and the Board of Directors are to comply with the directions issued by the Government. Under Articles of Association of the company, certain powers can be exercised by Board of Directors only with the prior approval of the Government of Kerala. Besides, under Companies Act, certain powers are to be exercised in the general meeting.

The Board of Directors takes decisions on strategic and policy matters, ensure regulatory compliance and review the performance of the company. Under direction and supervision of the Board of Directors, day to day management of the company is done by the Managing Director, who is responsible to Board of Directors for the actions taken by him. Managing Director is assisted by Head of the Departments and other senior officers who are sub delegated with respective responsibilities.

All the senior officers are accountable to the Head of their respective departments who are in turn accountable to the Managing Director.

4. The norms set forth to discharge its functions

The company has well defined procedures and guidelines for discharge of various functions.

- a) Delegation of powers: The Board of Directors has delegated power to the Managing Director who is authorized to sub delegate it to the officers of the company for proper discharge of their functions.
- b) Manuals: In order to carry out the various functional activities assigned , in an uniform manner, company is having various manual/procedures as given under;
 1. Purchase Policies
 2. Sales Policies
 3. Recruitment Rules
 4. Safety Manual
 5. On-site emergency Plan
 6. Procedures and work instructions under IMS
- c) While discharging its functions company has to comply with various laws, rules and regulations.

5. The rules, regulations, instructions, manuals and records held under its control or used by the employees for discharging their functions.

Available with respective Department Heads.

6. A statement of the categories of Documents that are held by it or under its control.

Please refer website <https://www.malabarcentments.co.in/Who-we-are/RTI>

7. Particulars of any arrangements that exists for consultation with or representation by members of the public in relation to the formulation of its policy or implementation thereof.

Since MCL is a company registered under the provisions of the Companies Act, 2013 with a commercial objective, its policies, decisions and implementations thereof are done at the internal level. As all Directors of the company are nominated by Government representing various Stakeholders, the directions and policies of the Government, social commitments are clearly reflected in the policy decisions of the Board.

8. The statements of 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 public or the minutes of such meetings are accessible for public.
 - a) Decisions of the Board meetings and its Committees are recorded in the minutes books. As the Company is a commercial undertaking working in a highly competitive environment, minutes of the Board meeting/ Sub Committee meetings are not open for public access.
 - b) The present list of Directors is given as under;
Please refer <https://www.malabaracements.co.in/Who-we-are/Board-of-directors>
 - c) Besides Company has got following level committees
 - Tender Committee (based on Monetary limit)
 - Safety Committee
 - PF Committee
 - Canteen Committee
 - CSR CommitteeAlso, ad-hoc committees are formed as per the requirements.
9. A directory of its officers and employees are available with the P&A Dept. of company.
10. The monthly remuneration received by each of its employees, including the system of compensation as provided in its regulations are available with the P&A Dept. of the company.

11. The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditure and reports on disbursement made
The company prepares its Annual Capital and Revenue budgets. The details are available in Finance Department.

12. The manner of execution of Subsidy programme including amounts allocated and details of beneficiaries of such programmes
Company does not have any subsidy programmes for public. However, Company undertakes Corporate Social Responsibility Programmes; the details of the same are available at the website www.malabarcements.co.in

13. Particulars of recipients of concessions, permits or authorizations granted by it:
Company does not grant any concessions, permits or authorizations.

14. Details in respect of the information available to citizens for obtaining information, including working hours of a library or reading room if maintained for public use
Any citizen of India who desires to obtain information under RTI Act, 2005 may make a request to Public Information Officer or Assistant Public Information Officer of the Company.

a) Application fee

Application fee is Rs. 10/- payable by cash (working hours 2.30PM to 4.00 PM) or DD/bankers cheque/pay order (drawn in favor of the Malabar Cements Limited, Payable at Walayar).

If additional Fees is to be paid, it has to be paid as below;

For each Page (A4/A3 size paper)	-	Rs.2 per page
For Copy in larger size paper	-	actual cost or price
For samples or models	-	actual cost or price
For inspection of Records	-	no fee for first hour
Fees @ Rs.5/- for each hour (or fraction thereof) thereafter		

Further for providing information under sub – section (5) of the RTI Act, the fee shall be charged as below;

For information provided in printed form - At the price fixed for such publication or Rs. 2 per page.

- a) The mode of payment of the above mentioned additional fees shall be the same as application fees
- b) Appeal under RTI Act, 2005 lies to the Appellate Authority within 30 days of receipt of the decision of Public Information Officer.
- c) Currently company does not provide any library / reading room facility to the public.

15. Details in respect of the information available to or held by it reduced in an electronic form.

- a) Following details are uploaded in the under said website of the company and the same can be accessed by the public
 - i. Brief details of the company; its history and growth through the years
 - ii. Details of awards and recognitions received by the company
 - iii. On–line PF report of employees
 - iv. Certifications received
 - v. Details of tenders
 - vi. Details of products manufactured by the company; its application and process followed
 - vii. Details of manufacturing facilities, R&D facility and Human Resource Management
 - viii. Integrated Management System policy

- ix. CSR Policy of the company
- x. Career opening in the company
- xi. Grievance Redressal

16. The name, designation and other particulars of the PIO and Appellate Authority

Please refer website <https://www.malabarceiments.co.in/Who-we-are/RTI>