कार्यालयीन टिपणी

क्र. मपविम/कंस/2015
dिनांक: 07.12.2015

विषय: माहृत्यूँ काण्डाच्या संकेतस्थळावर प्रसिद्ध करावणीची १७ बाबूंबाबतची (कंपनी संचित शाखेसंबंधित) माहृत्यूँ अद्यावधीत करणेबाबत.
संदर्भ: पत्र क्र. मपविम/विधी/माहृत्यूँ/संकेतस्थळ प्रसिद्धी/2015/6122 दिनांक:
04.12.2015

उपरोक्त विषयात अन्तः माहृत्यूँ अधिकार अधिनियम-२००५ कलम ४(१)क आळणे ख अंतर्गत १७ बाबूमधील २ बाबू - मुदा क्र. (iii) व (viii) कंपनी संचित शाखेशी निगडीत आहे.

मुदा क्र. (iii) व (viii) चे मसूदा आपल्या मन्यतेस्तव सादर कंपनी संचित

सहव्यवस्थापकीय संचालक
I – DECISION MAKING PROCESS

The Decision Making process of the Corporation follows the following Channel:

- The management of the Corporation is held with Board of Directors of the Corporation. The Board of Corporation is the highest decision making authority within the Corporation.
- Further as per the provisions of Companies Act, 2013 certain matters requires the approval of the Shareholders.
- Government of Maharashtra is holding 100% equity in the Corporation. So the Board of Directors are accountable to the shareholders (Government of Maharashtra) of the Corporation.

II - PROCEDURE FOLLOWED IN DECISION MAKING

(A) Institutionalised decision making process:

The Corporation Affairs which requires Approvals from Board of Directors are placed before the Board for their discussions / decisions / noting purposes.
(B) Scheduling and selection of Agenda items for Board Meetings:

(i) The meetings are being convened by giving appropriate notice after obtaining the approval of the Chairman of the Board. Detailed agenda, management reports and other explanatory statements are circulated in advance amongst the members for facilitating meaningful, informed and focused decisions at the meetings.

(ii) Where it is not practicable to attach any document or the agenda is of confidential nature, the same is placed on the table at the meeting with the approval of the Hon. Chairman. In special and exceptional circumstances, additional or supplemental item(s) on the agenda are permitted.

(iii) The agenda papers are prepared by the concerned officials and submitted to concerned Head of Department for obtaining approval of the Managing Director. Duly approved agenda papers are circulated amongst the Board members by the Company Secretary.

(iv) Every Head of Department while preparing the agenda notes is responsible for and is required to ensure adherence to all the applicable provisions of law, rules, guidelines etc.

(v) The meetings are usually held at the Mantralaya or Sahyadri Guest House or Registered Office or at any other place as may be decided by Hon. Chairman.

(vi) The members of the Board have complete access to all information of the Company. The Board is also free to recommend inclusion of any matter in agenda for discussion. Senior management officials are called to provide additional inputs to the items being discussed by the Board, as and when necessary.

(C) Recording minutes of proceedings at the Board Meeting:

Minutes of the proceedings of each Board meeting are duly recorded.

(D) Follow-up mechanism

The guidelines for the Board facilitate an effective post meeting follow-up, review and reporting process for the action taken on decisions of the Board. Every Head of Department submits follow-up Action Taken Report (ATR) on the areas of their responsibilities, once in a quarter, on the decisions/instructions of the Board.

III – CHANNEL OF SUPERVISION & ACCOUNTABILITY

The Corporation has prepared and strictly follows the Supervision & Accounting Channels. The Copy of Chanel of Supervision & Accountability (File Rotation System) is attached separately for reference.
(viii) a statement of the board, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advise, and as to whether meeting of those boards, council, committees and other bodies are open to public, or the minutes of such meetings are accessible for public;

The Board of Directors are appointed by the Government of Maharashtra. Currently the strength of the Board comprises of 7 members which were duly appointed by Government of Maharashtra on time to time basis.

As per Articles of Association of the Corporation, the Board of Directors can have minimum two members and maximum Fifteen Directors.

The Composition of the Board of Directors as on 01.12.2015 is as under:

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Director</th>
<th>Designation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Hon. Chief Minister (Tourism)</td>
<td>Chairman</td>
</tr>
<tr>
<td>2.</td>
<td>Hon. State Minister (Tourism)</td>
<td>Vice Chairman</td>
</tr>
<tr>
<td>3.</td>
<td>Secretary (Tourism)</td>
<td>Director</td>
</tr>
<tr>
<td>4.</td>
<td>ACS (Finance)</td>
<td>Director</td>
</tr>
<tr>
<td>5.</td>
<td>ACS (Planning)</td>
<td>Director</td>
</tr>
<tr>
<td>6.</td>
<td>MD, FDCM Ltd.</td>
<td>Director</td>
</tr>
<tr>
<td>7.</td>
<td>MD, MTDC Ltd.</td>
<td>Director</td>
</tr>
</tbody>
</table>

Further, the Composition of Board level Committees as on 01.12.2015 are as follows:

**Audit Committee:**

To consideration of all matters as laid down by Section 177 of Companies Act, 2013 and matters and matters as may be informed by the Board of Directors from time to time basis.

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Member</th>
<th>Designation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Hon. Chairman, MTDC</td>
<td>Chairman</td>
</tr>
<tr>
<td>2.</td>
<td>Hon. Vice-Chairman, MTDC</td>
<td>Member</td>
</tr>
<tr>
<td>3.</td>
<td>Secretary (Tourism)</td>
<td>Member</td>
</tr>
<tr>
<td>4.</td>
<td>MD, MTDC Ltd.</td>
<td>Member</td>
</tr>
</tbody>
</table>
CSR (Corporate Social Responsibility) Committee:-

To consider and recommend the implementation of CSR projects for approval of the Board of Directors of the Company and to monitor the functioning of implementation of various CSR projects

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Member</th>
<th>Designation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Hon. Chairman, MTDC</td>
<td>Chairman</td>
</tr>
<tr>
<td>2.</td>
<td>Hon. Vice-Chairman, MTDC</td>
<td>Member</td>
</tr>
<tr>
<td>3.</td>
<td>MD, MTDC Ltd.</td>
<td>Member</td>
</tr>
</tbody>
</table>

The meetings / records / minutes of the above mentioned bodies are not open to the public. However important decisions taken regarding the corporation and/or its management are communicated to the statutory authorities as also to the public as required under of the applicable laws.
प्रति,
व्यवसायपक,
माहिती व तंत्रज्ञान विभाग,
मपविम, मुंबई.

विषय: म ा.अ काय्यात्मके संकेतस्थानवर प्रसिद्ध करावणाची १७ बाबीवाबतची
 (कंपनी सचिव शाखेसंबंधित) माहिती अध्यावत करणेवावत.
संदर्भ: पत्र क्र. मपविम/विभी/माअ/संकेतस्थान प्रसिद्ध/२०१५/६१२२ दिनांक:
 ०४.१२.२०१५

उपरोक्त विषयाने माहिती अधिकार अधिनियम-२००५ कलम ४(१)-क आणि ख अंतर्गत १७
बाबीमधील २ बाबी - मुदा क्र. (iii) व (viii) कंपनी सचिव शाखेशी निगडत आहे.
 सदर माहिती महामंडळाच्या संकेत स्थानाचर दर्शविवाकरिता सोबत जोडण्यात येत आहे.

कंपनी सचिव
 मपविम, मुंबई

प्रति:
जन माहिती अधिकारी,
प्रधान कार्यालय,
मपविम, मुंबई.