

Suo – Moto Disclosure Table as per Section 4(1) (b) of the RTI Act, 2005.

S.NO.	Particulars of Information as per Suo-moto Disclosure under section 4(1)(b) of the RTI Act 2005.	URLs/ Hyperlinks
(i)	The particulars of its organization, functions and duties;	<p><u>Hyperlink to</u></p> <ul style="list-style-type: none"> • About us • VMO • Our Offices • Board of Directors • Awards and Recognition • Memorandum and AoA (Articles of Association) <p>Already available on the Corporate Website.</p>
(ii)	The powers and duties of its officers and employees;	<p><u>Powers and duties of its Officers and Employees:</u></p> <p>For smooth discharge of their function, the Directors and Heads of Departments/Region and Branch Offices derive power from the Delegation of Power assigned to them by the Management, for which office orders are issued from time to time.</p> <p>The duties of the officers and employees of MSTC Limited have been defined in terms of Appointment of Directors, Delegation of Powers, various statutes, etc. In addition, the officers and employees of the Company are also assigned duties by the Management for which administrative orders are issued from time to time.</p> <p>Hyperlink to Delegation of Power document:</p> <ul style="list-style-type: none"> • <u>Delegation of Power for Legal Matters that was issued vide office order no. P&T/01/003/05/273 dt. 22-7-2024</u> • <u>Delegation of Commercial Power- Part-C</u> • <u>Delegation of Power – (Administrative and Financial)</u>
(iii)	The procedure followed in the decision-making process, including channels of supervision and accountability;	<p>The Board of Directors is the Highest decision-making body within the company which manages the Company in a manner that meets stockholders' aspirations and the expectations of the society. The Chairman and Managing Director, who is supported by the functional directors and other officers and staff, is entrusted with the power for day-to-day management of the company.</p> <p>There are various committees with specific functions and powers, to operate within the delegation of power provided by the management. For prompt, effective and efficient discharge of the responsibility, specified power has been delegated by Chairman and Managing Director to the Functional Directors, and Heads of Departments/Region and Branch Offices and officers, subject to due control being retained by him/her. Various proposals are placed by different Heads of Department to the concerned Competent Authority for decision on such proposals within the delegation of power. Further, for matters requiring approval of Board of Directors and/or the Administrative Ministry, the same are processed accordingly.</p>
(iv)	The norms set by it for the discharge of its functions;	Well defined procedure and guidelines for discharge of various functions are available which are as under:

		<ul style="list-style-type: none"> • Delegation of powers: Functions are discharged as per the laid down policies and guidelines of the company. Further, for effective discharge of the same, the function and power are also being delegated to lower tiers of organizational hierarchy. • Manuals: MSTC has procedural manuals covering all important activities like Marketing Manual, Selling Agency Manual, Accounts Manual, Personnel Manual, Purchase Manual. The executives while discharging their duties follow the provisions of these manuals and thereby maintain uniformity. These manuals make sure that activities are carried out in a systematic and organised manner which are also updated from time to time as per requirement of the Company. • Guidelines of Department of Public Enterprises: MSTC being a PSU follows the guidelines of Department of Public Enterprises and directions of Government of India issued from time to time. • Guidelines of Chief Vigilance Commission: MSTC being a PSU follow the guidelines of Chief Vigilance Commission (CVC) issued from time to time. • Compliance of provisions of statutes, etc.: While discharging the respective functions, executives are required to comply with the applicable provisions of Indian Constitution, Statues and Rules & Regulations applicable to the company.
(v)	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;	<p>Statutory Laws & Regulations:</p> <ul style="list-style-type: none"> • Memorandum & Articles of Association • Companies Act '2013 • Delegation of Powers (Hyperlink to content at 4(ii) above) • CDA Rules • Marketing Manual, • Selling Agency Manual, • Accounts Manual • Personnel Manual • Purchase and service manual
(vi)	A statement of the categories of documents that are held by it or under its control;	<p>Document pertaining to Establishment Matters:</p> <ul style="list-style-type: none"> • Files pertaining to employees containing personal records, performance details, disciplinary details, and service details. • Files on Personnel Policies & Administration matters
(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	MSTC is an organization conducting commercial activities mainly through e- platform and the policies of the Company relate to the internal management. Such policies are formulated with the approval of Board of Directors and Administrative Ministry, if required. There is no requirement for consultation with the members of public at large before formulation of its internal policies.
(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;	<p>The company has the following committees constituted for its functioning:</p> <ul style="list-style-type: none"> • Nomination and Remuneration committee • Board of Directors • Internal Complaint Committee • Public Grievance Committee
(ix)	A directory of its officers and employees;	Hyperlink to 'Contact us' page on our Corporate Website. (https://www.mstcindia.co.in/content/contact.aspx)
(x)	The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;	<p>Monthly remuneration received by officers & employees including system of compensation:</p> <p>The remuneration of the officers of the company is governed by the guidelines of the Department of Public Enterprise, Government of India. The pay scales of the officers and Non-executives are of Industrial pattern., The wages of the Non-Executives are fixed through negotiations with the Trade Unions.</p>

		Pay Revision of Board Level & Below Board Level Executives and Non-executive of MSTC has been done w.e.f. 01.01.2017. (hyperlink to PayScale of executives and non-executives)
(xi)	The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;	No information is available with P&A
(xii)	The manner of execution of subsidy programs, including the amounts allocated and the details of beneficiaries of such programmes;	No information is available with P&A
(xiii)	Particulars of recipients of concessions, permits or authorizations granted by it;	No information is available with P&A.
(xiv)	Details in respect of the information, available to or held by it, reduced in an electronic form;	Hyperlink to "Policies" as available on Corporate Website of the Company under menu.
(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;	All information is made available in the corporate website.
(xvi)	The names, designations and other particulars of the Public Information Officers.	Hyperlink to Office orders of RTI