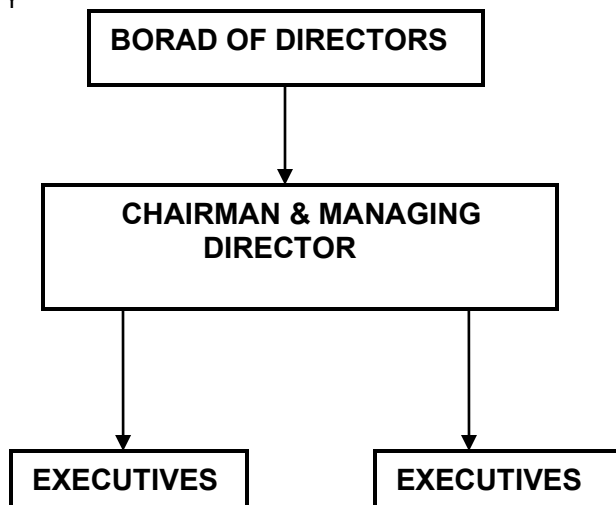


## DISCLOSURE OF INFORMATION UNDER THE RTI ACT

### PROCEDURES FOLLOWED IN THE DECISION-MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY



The 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 of the Company within the guidelines defined by the Government of Kerala. As per the provisions of the Companies Act, 1956 certain matters require the approval of the shareholders of the Company in General Meeting. The Board of Directors is accountable to the shareholders of the Company, which is the ultimate authority of a Company. TCC Ltd, being a Kerala Public Sector Enterprise (PSE), the Board of Directors of the Company is accountable to Government of Kerala which holds 79% of the shares in the Company.

The day-to-day management of the Company is entrusted to the Chairman & Managing Director and other Officers of the Company. The Chairman & Managing Director and other officers exercise their decision-making powers as per the delegation of powers.

The powers which are not delegated, are exercised by the Board of Directors subject to the restrictions and provisions of the Companies Act, 1956.

A sub-committee of the Board of Directors is also set up for Audit.

#### Board Procedures

The matters requiring discussion/decisions by the Board are determined as per the guidelines issued by the Government of Kerala from time to time and as per the Companies Act, 1956.

The Concerned executives preparing the agenda notes are responsible for and is required to ensure adherence to all the applicable provisions of law, rules, guidelines etc. The Company Secretary has to ensure compliance with all the applicable provisions of the Companies Act, 1956. A Compliance Report confirming adherence to the applicable laws, rules, guidelines is submitted to the Board of Directors for their review.

### DUTIES, POWERS AND RESPONSIBILITIES OF OFFICERS AND EMPLOYEES OF THE TRAVANCORE COCHIN CHEMICALS LIMITED

SL NO	DESIGNATION	POWERS	RESPONSIBILITIES
1.	Chairman & Managing Director	The Chairman & Managing Director is the Chief Executive of the Company and is responsible to the Board of Directors. He is responsible for the effectiveness of the organisation in the pursuit of its goals and objectives and in particular for the performance and supervision of its technical, administrative and day-to-day operations. He assigns the responsibility to various departmental heads	He is responsible for all the activities of the Company including Financial, Technical, Commercial and Human Resource Management, Corporate Planning and Project Implementation

		CMD has the power to execute any documents on behalf of the company and with the concurrence of the Board of Directors. CMD can delegate the above powers to other officers with the approval of the Board.	
2.	Director(Administration)	He reports to the Chairman & Managing Director.	He is in overall charge of Human Resource & Training Department.
3.	General Manager (Technical)	He is in overall charge of technical matters of the company viz Corporate Planning, Engineering, Operations, Technical Services, Projects and Electrical and Instrumentation and reports to the Chairman & Managing Director.	He is the Factory Manager as per Factories Act, 1948 and other statutes.
4.	Dy.General Manager (Projects)	<p>Dy. General Manager (Projects) is the head of the Project,Safety &amp; Systems Department and reports to General Manger (Technical)(Co-ord).</p> <p>Asst. General Manager (Corporate Planning) reports to Dy.General Manager (Projects)</p> <p>Asst. General Manager (Technical Services) reports to Dy.General Manager (Projects)</p> <p>Asst. General Manager(Projects) reports to Dy.General Manager (Projects)</p>	<p>Dy.General Manager (Projects) is in charge of Projects, Quality Control and Corporate Planning, Technical Services, Safety and Systems Departments.</p> <p>Asst. General Manager (Corporate Planning) is in charge of Quality Control, Corporate Planning and Identification of viable projects for the company.</p> <p>Asst. General Manager (Technical Services) is in charge of Technical Services and is the Management Representative for QMS, EMS and OHSAS.</p> <p>Asst. General Manager(Projects) is in charge of the Sodium Chlorate plant and execution of projects as per implementation schedule.</p>
5.	Dy.General Manager (Engineering)	<p>Dy.General Manager (Engineering) is in overall charge of the Mechanical Maintenance ,Utility, Electrical and Instrumentation and Civil and reports to General Manager (Technical) (Co-ord).</p> <p>Asst. General Manager(Engineering) reports to Dy.General Manager (Engineering).</p> <p>Asst. General Manager (Electrical &amp; Instrumentation ) reports to Dy.General Manager (Engineering).</p>	<p>Asst. General Manager(Engineering) is in charge of Mechanical Maintenance and Utilities. He ensures that equipments, utility services, process vessels storage tanks etc. are in good condition for uninterrupted plant operation.He is responsible for Maintenance and testing of Equipments and Chlorine Cylinder maintenance.</p> <p>Asst. General Manager (Electrical &amp; Instrumentation ) is in charge of Electrical &amp; Instrumentation and is responsible for the maintenance and operation of all electrical equipments.</p>
6.	Dy.General Manager (Materials)	He is in overall charge of Purchases, stores and inventory control.	<ul style="list-style-type: none"> <li>• Procure all raw materials, chemicals and packing materials in time for smooth operations</li> <li>• Maintenance of weighing machines</li> <li>• Procurement of inventories stores &amp; spares</li> <li>• Disposal of surplus, obsolete and scrapped items</li> </ul>
7.	Company Secretary & Internal Auditor	The Company Secretary is the statutory officer responsible for compliance with legal requirements	Responsible for compliance with legal requirements under Companies Act, 1956.

		<p>under Companies Act, 1956 and acts as the coordinator and link between the Board of Directors and other executives. Reports to the Chairman and Managing Director and ensures that the activities of the company are in conformity with the Company's policy.</p>	
8.	Asst. General Manager (Marketing)	<p>He is the Head of Marketing Department and is in charge of Market Research &amp; Market Development and reports to CMD. He can enter into contracts for the sale of products subject to the general policy laid down by the Board.</p>	<p>He is primarily responsible for the entire range of marketing operations of the Company which, inter alia, involve:</p> <ul style="list-style-type: none"> <li>• formulating the marketing policies/strategies for all products manufactured by the Company, including policies/strategies to maximize sales.</li> <li>• ensuring that the marketing policies are effectively implemented keeping in view the profitability &amp; other corporate/medium-term objectives</li> <li>• advising management on pricing of individual products with a view to enhancing sale.</li> <li>• maintaining and updating a market intelligence system for markets for sustained growth of business</li> <li>• devising mechanism for effectively monitoring and reorienting the policies, pricing and other relevant aspects to meet dynamic customer preferences</li> <li>• advising the management/board on new opportunities for long-term marketing contracts and such other methods/modes.</li> </ul>
9.	Chief Financial Officer	<p>Financial planning, accounting and introducing and managing effective budgetary system, implementing management information system, liaison with banks and financial institutions. Introduction with counsel, statutory auditors and Govt. agencies.</p>	<p>He is responsible for MIS, Salary administration, managing the P.F. Trust, treasury management, debtor's management, tax management and arranging factory insurance. The functional control, co-ordination and monitoring of finance and accounting functions of the projects(s) and works of the Company also vests with him.</p> <ul style="list-style-type: none"> <li>• To prepare and control the annual operation and Capital budget of the Company.</li> <li>• To examine the feasibility studies and project reports for new development schemes</li> <li>• To render financial advice to the Management</li> <li>• To exercise financial control with reference to the directions of the Board of Directors and Government bodies.</li> <li>• To prepare Annual Accounts and get them approved by the Auditors and the Board of Directors.</li> <li>• To organize proper internal control arrangements.</li> <li>• To maintain Cost Records and facilitating Cost Audits</li> <li>• Establishment matters connected with officers and workmen including their wages &amp; salary administration, medical reimbursement.</li> </ul>

10.	Asst. General Manager (Human Resource & Training)	He reports to the Director (Administration). He deals with personnel functions including formation and implementation of policies. He handles manpower recruitment, industrial relation, welfare ,administrative functions & Training.	<p>He is responsible for formulation and implementation of HRM policies, strategies and includes the following:</p> <ul style="list-style-type: none"> <li>• Industrial Relations including Long Term Settlements, Incentive Schemes and Promotion Policies of workmen.</li> <li>• Labour welfare and Health Care functions.</li> <li>• Man power planning, recruitment, selection and placement</li> <li>• Succession planning and career planning.</li> <li>• Performance Appraisal of executives.</li> <li>• Disciplinary action in respect of Officers and workmen coming under the Standing Orders.</li> <li>• Compliance of various statutory provisions relating to employees and employment in Corporate office.</li> <li>• Establishment and general Administration matters of Corporate office including Company's flats, buildings and vehicles.</li> <li>• Security matters of corporate office.</li> <li>• Handling all legal matters.</li> </ul>
11.	Asst. General Manager (Operations)(Co-ord)	He is in overall charge of Production, Pollution Control, Research and Development and the factory operations and reports to General Manager (Technical)(Co-ord).	<ul style="list-style-type: none"> <li>• Take steps to see that quality products are manufactured.</li> <li>• Filling and packing of caustic soda flakes and storages of finished goods in the product storages /godowns in the plant.</li> </ul>
12.	All officers below the level of AGM not mentioned above	To co-ordinate the functions of their concerned sections and to supervise the work entrusted with them	Responsible to work under the instructions and supervision of their immediate supervisor and in terms of rules, regulations, office orders and circulars.
13.	All Employees, workers including Casual workers	Nil	Responsible to work under the instructions and supervision of their immediate supervisor and in terms of rules, regulations, office orders and circulars.