

## **MANUAL VIII STATEMENT OF BOARD, COUNCILS, COMMITTEES & OTHERS**

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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 advise, 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.

### **1. COMMITTEE OF BOARD OF DIRECTORS :**

The Constitution of Board of Directors are governed by Articles of Association. The relevant Article is reproduced below:

Article 88(1) The President shall from time to time determine in writing the number of Directors of the Company which shall not be more than 12 and less than 4. The Directors are not required to hold any qualification share.

(2) The Directors shall be appointed by the President in such number and for such period as he may determine from time to time. The Directors so appointed shall be entitled to such pay and allowances, Travelling Allowances, Leave. Provident Fund, Medical and other facilities as may be determined by the President at the time of their appointment or thereafter.

Article 88(8) The President may appoint one of the Directors to be the Chairman cum Managing Director of the Board of Directors and one or more Directors as Executive Directors and also constitute Committee of one or more Directors for such term and on such remuneration as he may determine from time to time and may remove him or them from office and appoint another in his place or their place. In the Corporation, presently there are 5 Directors

The Minutes of Board of Directors Meeting are not accessible for public.

### **2. AUDIT COMMITTEE OF BOARD :**

The constitution of Audit Committee is decided by Board of Directors that how many members are there and what are reference for their constitution. As nominated by Board, presently three Directors constitute the Audit Committee.

The scope of the Audit Committee has been defined by the Board as under :

- a) To oversee the Corporation's financial reporting process and the disclosure of its financial information to ensure that the financial statement is correct, sufficient and credible.
- b) To review with management the annual financial statements before submission to the Board, focusing primarily on
  - Any changes in accounting policies and practices.
  - Major accounting entries based on exercise of judgment by management.
  - Qualifications in draft audit report.
  - Significant adjustments arising out of audit
  - The going concern assumption

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- Compliance with accounting standards
  - Compliance with legal requirements concerning financial statements.
- c) To review with the management, external and internal auditors, the adequacy of internal control system.
- d) To discuss with the internal auditors any significant findings and follow up thereon.
- e) To review the findings of any internal investigations by the internal auditors into matters where there is suspected fraud or irregularity or a failure of internal control systems of material nature and reporting the matter to the Board.
- f) To discuss with external auditors before the audit commences, nature and scope of audit as well as have post-audit discussion to ascertain any area of concern.
- g) To review the Corporation's financial and risk management policies.

### 3. CENTRAL JOINT MANAGEMENT COUNCIL (CJMC) :

There is a Central Joint Management Council at Head Office comprising of equal representation from management as well as staff side, the meetings of which are held twice in a year. The composition of the Central Joint Management Council is as under :

S r	Management Side	Staff side
1	Managing Director	President - Central Zone Staff Unit
2	Director (Finance)	General Secretary - Central Zone Staff Unit
3	Director (Purchase & Sales)	President - North Zone Staff Unit
4	Chief General Manager (Marketing)	General Secretary - North Zone Staff Unit
5	Chief General Manager (Finance)	President - South Zone Staff Unit
6	General Manager (HRD)	General Secretary - South Zone Staff Unit

The basic objective/function of the Central Joint Management is to have employees' participation in the management and their involvement in the decision making process, with a view to have improvement in productivity in general and give encouragement to and consideration of suggestions. The power of nomination of

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the members for management side rests with Managing Director and Members from staff side rests with General Secretary of All India CCI Employees' Council.

**4. FOR WAGE NEGOTIATION / SETTLEMENT OF CHARTER FOR UNIONIZED STAFF (EVERY FIVE YEARS)**

Sr	Management Side	Staff side
1	Director (Finance)	President - Central Zone Staff Union
2	Director (Purchase & Sales)	General Secretary-Central Zone Staff Union
3	Chief General Manager (Marketing)	President - North Zone Staff Union
4	Chief General Manager (Finance)	General Secretary - North Zone Staff Union
5	General Manager (HRD) and Any other nominee/nominees appointed by the Managing Director	President - South Zone Staff Union General Secretary - South Zone Staff Unit and Any other nominee/nominees appointed by the Staff Council.

**5. COMMITTEE FOR REVIEW OF CASES UNDER CCI SERVICE REGULATION NO.12 (FR 56J)**

Under the Regulation No.12 of CCI Service Regulation (General), the Committee consisting of the following has been constituted to review the cases of employees who have attained the age of 50 years, for pre-mature retirement.

1	Managing Director
2	Director (Finance)
3	Director (Purchase & Sales)
4	Chief General Manager (Finance)
5	General Manager (HRD)

**6. PROLONG MEDICAL EXPENSES APPROVAL COMMITTEE**

Under the Medical rules approved by the Corporation for its employees, the following Committee has been constituted for examination and approval of medical reimbursement expenses under prolonged illness:

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1	Director (Finance)
2	Chief General Manager (Finance)
3	General Manager (HRD)
4	Assistant Manager (HRD)
5	One Representative of Staff

**NB:** Since the decisions of the above Committee are not related to the public, the minutes of such meetings are not accessible for public.

### 7. PURCHASE & SALES (P&S) COMMITTEE AT HEAD OFFICE

The high level Purchase & Sales Committee and the Committee for deciding the indicative prices at the Head Office. The P&S Committee will consist of the following officers :

1.	Managing Director	Chairman
2.	Director (Finance)	Member
3.	Director (Purchase & Sales)	Member
4.	Chief General Manager (Marketing)	Member
5.	Chief General Manager (Finance)	Member
6.	General Manager (Sales)	Member
7.	General Manager (Exports)	Member
8.	General Manager (Vigilance)	Invitee

Director (P&S) / CGM (Mktg) can invite any other officers to assist them from Marketing Department, if required. In the absence of Chairman the next senior most officer will Chair the meeting. The functions of the Committee are broadly given in Annexure -A. Director (P&S) should ensure the minutes are circulated in time.

The Committee for deciding the indicative sales prices for domestic & export markets will now consist of the following officers :

1.	Director (Purchase & Sales)	Chairman
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2.	Director (Finance) or his representative	Member
3.	Chief General Manager (Mktg)	Member
4.	General Manager (Exports)	Member

Director (P&S) / CGM (Mktg) can invite any other officers to assist them from Marketing Department, if required. In the absence of Chairman the next senior most officer will Chair the meeting. The functions of the Committee would be to decide the indicative selling prices for the day keeping in view the market conditions and other relevant information and data. It should be ensured by the Chairman of the Committee that the indicative prices are circulated / put on the website preferably before 12.00 noon everyday.

### 8. COMMITTEE'S UNDER TECHNOLOGY MISSION ON COTTON (TMC)

Ministry of Textiles, Government of India vide Office Memorandum No. 1/5/2000 - CTM dated 08.03.2000 constituted committee's for implementation of Mini Mission (III) & Mini Mission (IV) as under :-

#### IMPLEMENTATION COMMITTEE :

The Composition of the Committee is as under :

1.	Textile Commissioner , Ministry of Textile, Mumbai	Chairman
2.	Adviser (TMC), Mumbai	Member
3.	MD, CCI, Mumbai	Member
4.	Director, CIRCOT, Mumbai	Member
5.	Director, Min. of Textiles, New Delhi	Member
6.	Dy. Secretary (IFW)(Min. of Textile.N.Delhi)	Member
7.	Adviser (Mktg), Min. of Agriculture	Invitee
8.	Architect - CPWD/SPWD, Maharashtra	Invitee

In addition to above representative of Indian Cotton Mills Federation New Delhi , East India Cotton Association Mumbai, Directorate of Marketing and Inspections Mumbai , Electronic Corporation of India Ltd Mumbai , are also invited to attend the meeting as per requirement of Agenda note. It function is to accord final approval to the proposals approved by the Technical Appraisal Team (TAT) relating to development of market yards under Mini Mission (III) and Modernization / Upgradation of cotton ginning & pressing factories under Mini Mission (IV) of Technology Mission on cotton. The committee meets every month

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based on requirements. Since the representative from the Cotton Trade are also invited for the Implementation Committee meeting therefore Minutes of Implementation Committee are accessible to Public.

### 9. TECHNICAL APPRAISAL TEAM (TAT)

Composition of the Committee (For Mini Mission (III) under Technology Mission on Cotton) is as under :

1.	Adviser, TMC	Convener
2.	MD , CCI or his nominee not below the rank of GM (M)	Member
3.	Director, CIRCOT or his nominee not below the rank of head of the division	Member
4.	Adviser (Marketing), Min. of Agriculture, GOI New Delhi	Member
5.	Executive Engineer (Civil) CPWD, Mumbai	Member
6.	Consultant (Marketing), TMC Cell, Mumbai	Member

Composition of the committee (For Mini Mission (IV) under Technology Mission on Cotton) is as under :

1.	Adviser (TMC), Mumbai	Convener
2.	MD , CCI or his nominee not below the rank of GM Mumbai	Member
3.	Director, CIRCOT, Mumbai	Member
4.	Jt. Commissioner (Cotton), Office of TXC, Member	Member
5.	Consultant (G&P), TMC Cell, CCI, Mumbai	Member

TAT team visits the site and ascertain the facts and figures , if necessary , in respect of all proposals received from different States by the TMC Cell under MM(III) and MM(IV) and submit the appraisal report for consideration of Technical Appraisal Team for preliminary approval of the proposals / projects.

ii. Visits the site and confirm the execution of work by APMC's and Ginning Pressing factories as per sanctioned project and recommend for final payment.

The committee meets every month based on requirements.  
The Minutes of TAT meetings are not accessible to Public.

### 10. COMMITTEE'S FOR IMPLEMENTATION OF FRONT LINE DEMONSTRATIONS (FLD'S) UNDER MINI MISSION (II) OF TECHNOLOGY MISSION ON COTTON :-

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As per guidelines received from Ministry of Agriculture , Department of Agriculture & Co-operation , Government of India vide letter no.1-3 / 2004-cu-(IV) dt. 01.12.2004 following committee's have been constituted for Implementation of FLD's under MM (II) of TMC.

### A. NATIONAL LEVEL MONITORING COMMITTEE

Constitution of Committee is as under :

1.	MD (CCI) / Adviser [CCI-TMC (MMs III & IV) ]	Chairman
2.	Representative from CIRCOT	Member
3.	Representative from trade / textile	Member
4.	Representative from Directorate of Agriculture Co-operation , GOI	Member
5.	Directorate of Cotton Development	Member
6.	Representative from Textile Commissionerate	Member
7.	Project Co-ordinator (TMC) - Co-ordinator	Member

### B. STATE LEVEL IMPLEMENTATION COMMITTEE

Constitution of Committee is as under :

1.	Representative from CCI / TMC [Team Leader]
2.	Representative from respective State department of agriculture/ State Govt.
3.	Representative from State Agriculture University's/ Indian Cotton Agriculture Research of the respective States located in different States.
4.	Representative from respective IAs [Co-ordinator ]

This Committee may visit all FLDs / selected FLDs and will monitor the progress of Implementation of FLDs conducted by the respective organizations. The meeting takes place once in a year. The reports of the Committee are not accessible to the Public.

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### 11. INFORMATION TECHNOLOGY STEERING COMMITTEE

Information Technology Steering Committee for review of effective functioning and other requirements of IT Department of the Corporation at Corporate Level. The Committee is headed by Chairman Managing Director consisting of Director (Marketing), Director (Finance), Chief General Manager (Marketing), Chief General Manager (Finance) and Dy. Manager (Information Technology) as its members.

### 12. HOUSE BUILDING ADVANCE (HBA) COMMITTEE

The Corporation is having HBA Committee for grant and recovery of housing loan which is meant for acquisition of land or plot and construction of house thereon, acquisition of ready built house, enlarging the house already owned and extension of flat under Maharashtra Apartment Ownership Act, 1970. The HBA Committee grants housing loan and additional housing building advance loan. The Committee comprises of the following :

1.	Director (Finance)	Chairman
2.	Director (Purchase & Sales)	Member
3.	Chief General Manager (Fin)	Member
4.	Chief General Manager (Mktg)	Member
5.	General Manager (HRD)	Member
6.	Company Secretary	Member

The said meeting take place whenever sufficient number of application received by the Corporation.

### 13. STAFF BENEFIT FUND COMMITTEE

The object of the Committee is to promote welfare of employees through activities like sports and recreation, grant of loan and scholarship, provision for relief in case of distress etc. The Committee Comprises of Officials from Management and Employees' Union Council which are as under .

1	Director (Finance)
2	Director (Purchase & Sales)
3	Chief General Manager (Marketing)
4	Chief General Manager (Finance)
5	General Manager (HRD)

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6	Company Secretary
7	Four office bearers of the Employees' Council

The said meeting take place whenever sufficient number of application received by the Corporation.

### 14. CCI LTD. EMPLOYEES' CONTRIBUTORY PROVIDENT FUND TRUST

The Board of Trustees shall comprised 12 members. Six Representatives of the Employer, are nominated by the Management and six representatives of the Employees are duly nominated by the Employees' Council. Trustees shall hold the office for a period of five years. The Trustees directs investment of money of the Fund, settlement of PF Claims, grants non-refundable advance and all functions related to the funds including compliance of statutory requirements / Audit. The Board of Trustees would be as under :

1	Managing Director	Chairman
2	Director (Finance)	Trustee
3	Director (Purchase & Sales)	Trustee
4	Chief General Manager (Marketing)	Trustee
5	Chief General Manager (Finance)	Trustee
6	Two any other Officers from Employers' side	Trustee
7	Six Representatives of the Employees duly nominated by the Employees' Council	Trustee

The above members will normally hold office for a period of five years.

### 15. GRATUITY FUND TRUST

The Trustees shall be drawn from the employees' side only. The trustees are empowered to decide about the investment and settlement of Gratuity claims etc. The Board of Trustees would be as under :

1	Managing Director	Chairman
2	Director (Finance)	Trustee
3	Director (Purchase & Sales)	Trustee
4	Chief General Manager (Finance)	Trustee

### 16. SUPER ANNUATION FUND TRUST

The Board of Trustees shall comprised 12 members. Six Representatives of the Employer, are nominated by the Management and six representatives of the Employees are duly nominated by the Employees' Council. Trustees shall hold the office for a period of five years. The Trustees directs investment of money of

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the Fund, settlement of PF Claims, grants non-refundable advance and all functions related to the funds including compliance of statutory requirements / Audit. The Board of Trustees would be as under :

1	Managing Director	Chairman
2	Director (Finance)	Trustee
3	Director (Purchase & Sales)	Trustee
3	Chief General Manager (Marketing)	Trustee
4	Chief General Manager (Finance)	Trustee
5	Two any other Officers from Employers' side	Trustee
6	Six Representatives of the Employees duly nominated by the Employees' Council <sup>1</sup>	Trustee

The above members will normally hold office for a period of three years.

### 17. CO-ORDINATION COMMITTEE

The Coordination meeting is constituted at Head Office and meant for sorting out inter-section problems by observing better co-ordination among sectional heads while doing the office work in order to have effective and efficient functioning of the Organization. The Committee is headed by Managing Director with all the Sectional Heads are the members of the Committee. The frequency of the meeting is need based.

### 18. MANAGEMENT ACCOUNTS COMMITTEE

This Committee looks after various revenue nature expenditure on quarterly basis of Branches and Head Office. The Committee reviews the budget allocation, expenditure incurred and expenditure of previous corresponding periods. The Committee suggests various measures to control the expenditure. The Committee is headed by Managing Director and all the senior officers upto the rank of General Manager at Head Office. The frequency of the meeting is at the end of each quarter of the financial year .

### 19. COMMITTEE ON REVIEW OF LETTER OF CREDITS, BANK GAURANTEES & OTHER SECURITIES

Composition of the Committee is as under :

1	Director (Finance)	Chairman
2.	Chief General Manager (Finance)	Member
3.	General Manager (IT/IA)	Member
4.	General Manager (Sales)	Member
5.	Deputy General Manager(F) cum Company Secretary	Member
6.	Deputy General Manager (Purchase/C&F)	Member

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To review the position of Letter of Credit's , Bank Guarantee's & other securities held by the corporation at its branches & at Head Office. The meeting of Committee takes place every month. Minutes of the committee not accessible to the public.

### 20. CLEARING & FORWARDING (C&F) AND REVIEW COMMITTEE

Minutes are drawn for each meeting of the C&F Committee, however minutes of such meeting are not accessible to public. Review Committee involves basically a review of contract-wise performance by various buyer agents and on the basis of this review; necessary follow-up action is initiated by the respective sections . The Committee comprises of the following :

1.	Chief General Manager (Fin)	Chairman
2.	General Manager (International Trade)	Member
3.	General Manager (IT/Account)	Member
4.	Deputy General Manager (Pur)	Member

The meeting is take place as and when required periodically.

### 21. INTERNATIONAL TRADE

#### (i) INTERNATIONAL TRADE SALES COMMITTEE

Composition of the International Trade Sales Committee is as under :

1.	Managing Director	Chairman
2.	Director (Finance)	Member
3	Director (Purchase & Sales)	Member
4.	Chief General Manager (Marketing)	Member
5.	Chief General Manager (Finance)	Member
6.	General Manager (International Trade)	Member

The Committee takes decisions on offers received for export , sales on the basis of the Agenda put up by the General Manager (International Trade). The meeting of the Committee is held on daily basis. The Minutes of the Committee are not accessible to the Public.

#### (ii) COMMITTEE ON REVIEW OF SHIPMENT POSITION

Composition of the International Trade Sales Committee is as under :

1.	Director (Finance)	Chairman
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2.	Director (Purchase & Sales)	Member
3.	Chief General Manager (Marketing)	Member
4.	Chief General Manager (Finance)	Member
5.	General Manager (International Trade)	Member
6.	General Manager (IA /IT)	Member
7.	Dy. General Manager (Purchase)	Member

The Committee reviews shipment position and realization of the payment against export LCs . The Meeting of the Committee is held every month as per requirement. The Minutes of the Committee not accessible to the public.

### 22. CANTEEN COMMITTEE

The Committee comprises of the following:

1.	Director (Fin)	Chairman
1.	Chief General Manager (Fin)	Member
2.	General Manager (HRD)	Member
3.	General Manager (Admn)	Member
4.	Four members of Employee's Council	Member

This Committee fixes the rate of tea & coffee and eatable items. It also takes care of requirement needed for smooth functioning of canteen.

### 23. PRINTING STATIONERY CONTROLLING COMMITTEE

The Committee comprises of the following:

1.	General Manager (Admn /Hindi)
2.	General Manager (Admn Accounts)
3.	Deputy Manager (Admn /Hindi)
4.	Deputy Manager (Admn Accounts)

This Committee opens the tender called for and submits its recommendation in prescribed manner. This works as per requirement.

### 24. EDITORIAL BOARD FOR HOUSE MAGAZINE

The Committee comprises of the following:

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1.	Director (Fin)
1.	Chief General Manager (Mktg)
2.	Chief General Manager (Finance)
3.	General Manager (HRD)
4.	General Manager (Admn /Hindi)
5.	General Manager (Sales)

This Committee reviews article received for quarterly magazine and gives its suggestions for final printing. Its meeting take place in every quarter.

### 25. COMMITTEE ON REVIEW OF KALAMBOLI GODOWN

The Committee comprises of the following:

1	Director (Finance)	Chairman
2.	Chief General Manager (Marketing)	Member
3.	General Manager (Finance)	Member
4.	General Manger (Estate)	Member
5.	General Manager (IT/Accts)	Member
6.	Deputy General Manager (Purchase)	Member
7.	Manager (Godowns)	Member
8.	Accounts Officer (IT/Accts)	Invitee

To review the godown-wise occupancy position & to review party wise dues position. The meeting takes place every month. Minutes of the committee not accessible to the public.

### 26. LEGAL COMMITTEE

The following committees to take the periodical review of all legal case are constituted at Head Office:

(i) Committee on review of Import Cotton Cases:

1. DIRECTOR (MARKETING)
2. CHIEF GENERAL MANAGER (FINANCE)
3. CHIEF GENERAL MANAGER (MARKETING)
4. GENERAL MANAGER (EXPORT PROMOTION)
5. COMPANY SECRETARY CUM GENERAL MANAGER (FINANCE)
6. GENERAL MANAGER (IT /IA)
7. MANAGER (LEGAL)

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8. ASSISTANT MANAGER (LEGAL)

(ii) Committee on review of Domestic / FP Bales sales:

1. DIRECTOR (MARKETING)
2. CHIEF GENERAL MANAGER (FINANCE)
3. CHIEF GENERAL MANAGER (MARKETING)
4. GENERAL MANAGER (SALES PROMOTION)
5. COMPANY SECRETARY CUM GENERAL MANAGER (FINANCE)
6. GENERAL MANAGER (IT)
7. MANAGER (LEGAL)
8. ASSISTANT MANAGER (LEGAL)

(iii) Committee on review of Miscellaneous Cotton Seed Cases:

1. DIRECTOR (MARKETING)
2. CHIEF GENERAL MANAGER (FINANCE)
3. CHIEF GENERAL MANAGER (MARKETING)
4. GENERAL MANAGER (PURCHASE)
5. COMPANY SECRETARY CUM GENERAL MANAGER (FINANCE)
6. GENERAL MANAGER (IT)
7. MANAGER (LEGAL)
8. ASSISTANT MANAGER (LEGAL)

(iv) Committee on review of Service Matter Cases:

1. DIRECTOR (MARKETING)
2. CHIEF GENERAL MANAGER (FINANCE)
3. CHIEF GENERAL MANAGER (MARKETING)
4. COMPANY SECRETARY CUM GENERAL MANAGER (FINANCE)
5. DEPUTY GENERAL MANAGER (HRD)
6. MANAGER (LEGAL)
7. ASSISTANT MANAGER (LEGAL)

**A DIRECTORY OF OFFICERS AND EMPLOYEES OF LEGAL SECTION:**

S.NO.	NAME	DESIGNATION
1.	Shri Manoj Bajaj	Company Secretary cum General Manager (Finance)
2.	Shri Suresh Kalgikar	Manager (Legal)
3.	Shri Anoop Abraham	Asstt. Manager
4.	Smt Anuradha U. Gore	Sr. Stenographer
5.	Shri S.S. Shukla	Assistant (A/c)
6.	Smt Smita R. Gaikwad	Junior Assistant (General)

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THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES OF LEGAL SECTION INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS:

S. NO	NAME	DESIGNATION	BASIC SALARY	GROSS SALARY
1.	Shri Manoj Bajaj	Company Secretary cum General Manager (Finance)	19900	38338
2.	Shri Suresh Kalgikar	Manager (Legal)	15550	29598
3.	Shri Anoop Abraham	Asstt. Manager (Legal)		
3.	Smt Anuradha U. Gore	Sr. Stenographer	12060	17397
4.	Shri S.S. Shukla	Assistant (A/c)	6850	10683
5.	Smt Smita R. Gaikwad	Junior Assistant (General)	6050	9555

### 27. BRANCH LEVEL COMMITTEE

The following Committees as constituted at the Branch level.

#### I. BRANCH P&S COMMITTEE

The Committee comprises of the following:

1.	Branch Head	In the chair
2.	Accounts Head	Member
3.	Dealing Assistant (Purchase)	Member
4.	Any other officer /staff nominated by the Branch Head	Member

The meeting takes place on daily basis to review the purchases reported by the Centres and also taking into consideration the prevailing market conditions recommend to Head Office for fixing monitoring ceiling for purchases and also on receipt of the approval from the Head Office convey the same to the centres . The Committee also reviews periodically heap-wise results and test results received from laboratory etc.

#### II. COTTON SEED SALES COMMITTEE

The Committee comprises of the following:

1.	Branch Head	In the Chair
2.	Accounts Head	Member
3.	Marketing Head	Member
4.	Dealing Assistant	Member
3.	Any other officer /staff nominated by the Branch	Member

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	nominated by the Branch Head	
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The meeting takes place on daily basis to sale the cotton seed wherever the cotton seed is sold by the branch and in cases where the cotton seed is sold by the centres to review the sale of seed reported by the centres taking into consideration the prevailing market rates etc. Also review periodically the lifting of the seed by the seed buyers.

### III. MISC. ITEMS SALES COMMITTEE

The Committee comprises of the following:

1.	Branch Head	In the Chair
2.	Accounts Head	Member
3.	Marketing Head	Member
3.	Dealing Assistant (Purchase)	Member
3.	Any other officer /staff nominated by the Branch Head	Member

The meeting takes place once in the year for disposal of Misc. items such as YP bales, Cowdy, Gin jumps, wastages etc.

### IV GINNING & PRESSING NEGOTIATION COMMITTEE

The Committee comprises of the following:

1.	Director (P&S)	In the Chair
2.	Branch Head	Member
3.	Accounts Head	Member
4.	Marketing Head	Member

The meeting takes place once in the year. In the beginning of cotton season to finalise ginning & pressing rates for the cotton seasons.

### V. TRANSPORTATION OF KAPAS / BALES COMMITTEE

The Committee comprises of the following:

1.	Branch Head	In the Chair
2.	Accounts Head	Member
3.	Marketing Head	Member
4.	Dealing Assistants	Member

The meeting takes place once in the year. In the beginning of cotton season to finalise the transportation rates for transportation of kapas from market yards to factories, cotton bales from factory to CWC / SWC and Private Godown etc.

### VI. GRADING & HAMALI RATES COMMITTEE

The Committee comprises of the following:

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1.	Branch Head	In the Chair
2.	Accounts Head	Member
3.	Marketing Head	Member
4.	Dealing Assistants	Member

The meeting takes place once in the year. In the beginning of cotton season to finalise labour rates for the various labour jobs in market yard, ginning and pressing factories and warehouses /godowns.

### VII. PROFORMA EXPENSES COMMITTEE

The Committee comprises of the following:

1.	Branch Head	In the Chair
2.	Accounts Head	Member
3.	Marketing Head	Member
4.	Dealing Assistants	Member
5.	Any other officer /staff nominated by the Branch Head	Member

The meeting takes place once in the year. In the beginning of cotton season to finalise various expenses at different stages at ginning & pressing .

### VIII PRINTING & STATIONERY

The Committee comprises of the following :

1.	Branch Head	In the Chair
2.	Accounts Head	Member
3.	HRD Head	Member
4.	Dealing Assistants	Member
5.	Any other officer /staff nominated by the Branch Head	Member

The meeting takes place once in the year and as and when required to excess the stationery and printing material requirement of the Branch including centres were under. The Committee also finalised tenders / quotation received for printing and stationery after following the prescribed procedure.