

## **FRAGRANCE AND FLAVOUR DEVELOPMENT CENTRE, KANNAUJ**

### **Statement of Boards, Committees and Other Bodies Consisting of Two or More Persons Constitutes as its part or for the Members of Its Divisions 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**

**(Under Section 4 (1) (b) (viii) of Right to Information Act-2005)**

There are different Committees/Boards/Councils constituted in FFDC, Kannauj and functioning which are noted below:

#### **1. General Body**

The General Body of the Society shall consist of all members of the Governing Council and any other persons from Public and Private sector, Statutory Corporations, Financial Institution, Departments of the Central and State Govt., and individuals of the ability and experience, and subscribing to the aims and objects of the Society, as may be nominated by the Central Govt. Additional Secretary and DC (MSME) Govt. of India is the President of the Society. The Body normally meets once in a year and approves the audited Annual Accounts, Annual Report and other matter as recommended by the Governing Council.

The details of constitution, duration of appointment of members and business of the AGM are mentioned in the Memorandum of Association and Rules and Regulations of the Society.

#### **2. Governing Council**

The management of Affairs of the Society rests with the Governing Council. The Council consists of members between 12-20 which include both Govt. officials and representative from Industries Association/Industries. Additional Secretary and DC (MSME), Govt. of India is the Chairman and Principal Director/Director is the Member Secretary of the Society. The Council approves the plan and projection, budget and formulates Plans Policies of the Institute. The detail powers of the Governing Council are prescribed in the Memorandum of Association and Rules and Regulation of the Society.

#### **3. Purchase Committee**

Different purchase committees are constituted as per the guidelines of Government of India issued from time to time to regulate the purchases of the Institute. Officials from Govt. of India and FFDC, ,Kannauj, Governing council member and outside experts are the members in the purchase committees.

#### **4. Admission Committee**

It is a committee consisting of three FFDC Officials to scrutinize the applications and decides the modes operandi of admission in various Long Term and Short Term training courses.

#### **5. Industrial Advisory Committee**

The Committee consists of members from user industries, local Industries Associations, prominent local Industrialist and GC Members. The main objective of the committee is to establish a mechanism for seeking and implementing feedback from the user sector in order to improve the service delivery of the institute.

The Meetings of the above Committees/Boards/Councils are neither open to public nor minutes are accessible to them.