

Sl. No. (a)	Item (b)	Details of disclosure (c)	Remarks of the Corporate Services Department (d)
1.2	Power and duties of its officers and employees [Section 4(1) (b)(ii)]	(v) Work allocation	<p><u>Work Allocation of the Corporate Services Department is as under:</u></p> <p>i. Conducting meetings of the Authority, Insurance Advisory Committee (IAC) and meetings of Chairman with Heads of Departments (HoDs) by coordinating various activities;</p> <p>ii. Noting and drafting of minutes of the meetings of the Authority and Insurance Advisory Committee;</p> <p>iii. Noting and drafting of Record of Discussions of meetings of Chairman with Head of Departments;</p> <p>iv. Follow-up with the various Departments for Action Taken Reports (ATR);</p> <p>v. Matters relating to Gazette Notifications;</p> <p>vi. Maintaining respective files and documents.</p> <p><u>Job Description:</u></p> <p>i. Conducting meetings of the Authority, Insurance Advisory Committee (IAC) and meetings of Chairman with Heads of Departments (HoDs) by undertaking various activities as stated below: -</p> <ul style="list-style-type: none"> • Issuance of notice for the conduct of meeting; • Coordinating with various departments for receipt of items of Agenda and timely circulation to the Authority members, Insurance Advisory Committee (IAC) Members and Head of Departments; • Coordinating with Administration department for facility management, travel and stay

			<p>arrangements of out-station participants of the meetings;</p> <ul style="list-style-type: none"> • Coordination with Accounts Department for payment of sitting fee and reimbursement of flight and local conveyance charges to the IAC Members. • Preparation of minutes of the meetings of the Authority and Insurance Advisory Committee (IAC) and the Record of Discussions of the meetings of Chairman with Heads of Departments (HoDs); • Identifying items for publishing in the internet; • Follow-up with the Department for Action Taken Reports (ATR). <p>ii. Work relating to issuance of Gazette Notification</p> <ul style="list-style-type: none"> • Formatting of the Gazette notifications received from the departments, in the manner prescribed by the Controller of Publications; • Coordination with IRDAI Delhi Regional Office and Controller of Publications for publication of the Regulations/Notifications in the official Gazette; • Coordination with Accounts Department for advance payment to Controller of Publications. <p>iii. Maintenance of Records: -</p> <ul style="list-style-type: none"> • Record of Members of the Authority and Insurance Advisory Committee; • Preparation of record retention policy of the Department; • Classification of records based on record retention policy and sending the non-current
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			<p>records to Stockholding Document Management Services Limited;</p> <ul style="list-style-type: none"> • Tabulating record of the dates on which Regulations were laid in both Houses of Parliament (both Lok Sabha and Rajya Sabha) for the Regulations issued; • Maintaining Attendance Register of the meetings; • Minutes Book- Preparation and its safe custody; • Periodically binding of the Agenda Notes; • Record of draft Notifications sent for publication in official Gazette; • Record of information published in the website. <p>iv. Preparation of Official Language Implementation (OLI) Quarterly Progress Report.</p> <p>v. Providing inputs to the I.T Dept. for displaying of the pertinent data in the Internet & intranet websites of IRDAI.</p> <p>vi. Reply to Queries by Parliamentary Committee on Subordinate Legislation, reply to queries/information sought under Right to Information (RTI) Act, 2005 & reply to grievances forwarded by Consumer Affairs Department (CAD).</p> <p>vii. Uploading of subordinate legislation on IRDAI website for further upload on India Code Portal.</p> <p>viii. Corporate Services Department is the Nodal Dept. for the following two regulations,</p> <ol style="list-style-type: none"> 1) Insurance Regulatory and Development Authority (Meetings) Regulations, 2000
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			2) Insurance Regulatory and Development Authority (Insurance Advisory Committee) Regulations, 2000.
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