



ABOUT RIGHT TO INFORMATION ACT

Overseas Keralites Investment and Holding Ltd (“OKIH”), is committed towards transparency, accountability, and good governance. With the Right to Information Act, 2005 (No.22 of 2005) coming into force, it has now evolved as an effective law to empower people of this country with information sought by them in an effort to ensure transparency in all walks of public life.

Information under section 4 of the RTI Act.

GENERAL

Date of Incorporation	:	August 23,2019
Constitution	:	Owned fully by Government of Kerala.
Address	:	Norka Centre, Thycaud, Thiruvananthapuram
Phone	:	0471 - 2770500
E-mail:	:	info.okih@kerala.gov.in
Administrative Department	:	Norka Department, Government of Kerala
Chairman	:	Hon’ble Chief Minister of Kerala
Board of Directors	:	Please refer to www.okih.org
Present Activities	:	Please refer to www.okih.org
Subsidiary Company	:	RestStop Pvt Ltd (Fully owned by OKIH)

OPERATIONS

The procedure followed in the decision making process, including channels of supervision and accountability are as follows.

Overall management of the company rests with the Board of Directors, which is the highest decision making body of the company. Entire shares of the company are held by the Government of Kerala and the Board of Directors are to function complying with the Companies Act and other relevant statutes and rules. Under Articles of Association of the Company, certain powers can be exercised by Board of Directors only with the prior approval of the Government of Kerala. Besides, under Companies Act, certain powers are to be exercised in the general meeting only.

The Board of Directors takes decisions on strategic and policy matters, ensure regulatory compliance and review the performance of the company. Under direction and supervision of the Board Directors, day to day management of the company is done by the Managing Director who is assisted by his team who are sub delegated with designated responsibilities.

The norms set forth to discharge its functions.

The company has well defined procedures and guidelines for discharge of various functions.

- The Board of Directors has delegated power to the Managing Director who is authorized to sub delegate it to the officers of the company for proper discharge of their functions.
- In order to carry out the various functional activities assigned, in uniform manner, company is having various manual/procedures.
- While discharging its functions company has to comply with various laws, rules and regulations.

The powers and duties of the staff of the Company are derived mainly from job descriptions, manuals, terms and conditions of appointment, Code of Conduct and Delegation of Authorities enunciated by OKIH. The staff of the Company are appointed for carrying out the business operations of the Company, which are in line with the objectives specified in the Memorandum of Association of the Company.

While discharging duties and responsibilities, staff are to comply with the applicable provisions of statutes and rules and regulations framed thereunder.

The overall objectives and framework of rules and regulations of the Company is laid down in the Memorandum and Articles of Association of the Company. OKIH has well defined procedure and guidelines in the form of delegation of powers, laid down policies and guidelines, manuals, compliance of provisions of various statutes, for the smooth operations of OKIH.

OKIH is a commercial organisation and policies formulated by it relate to its internal management are formulated in compliance with the applicable provisions of the statutes, rules and regulations etc.

The members of the public, who are dealing with the Company in its business transaction have any complaints/ grievances, they can approach the concerned officers for remedy.

The meeting of the Board of Director and Committees of the Board and the Minutes Books of the Board of Directors and Committees of the Board are not open for public.

Officers Nominated under Right to Information Act, 2005

The Board has nominated the following officers under Section 5(1) read with Section 2 (C) of the Right to Information Act, 2005 (No.22 of 2005) as Public Information Officer and Appellate Authority for OKIH.

Title	Officer
Public Information Officer	: Mr. Hemanth Mohan Designation - Manager - MarCom, OKIH
Appellate Authority	: Mrs. Anju Punnath Designation - Manager - Administration, OKIH

How to submit an Application under RTI Act?

The format of application for information under Right to Information Act, 2005 is as per the Extraordinary Kerala Gazette Notification No.11259/Cdn.5/2006/GAD dated 9/5/2006 of General Administration (Co-ordination) department, Government of Kerala.

Application in writing, only from a Citizen of India, in Malayalam or English are to be submitted as hard copy in below address with requisite fees by registered post or directly to the below officer in duplicate. No RTI applications or appeals or enquiries sent by e-mail will be accepted.

**Public Information Officer,
Overseas Keralites Investment and Holding Ltd,
Norka Centre, Thycaud, Thiruvananthapuram - 695 014**

The following details are needed in any RTI Application.

- **Full name of the applicant.**
- **The address for correspondence.**
- **Declaration that the applicant is a Citizen of India.**
- **Particulars of the information requested by the applicant.**
- **Other relevant references, if any**
- **Date and signature of the applicant.**

The company will strive to provide all available information, unless the information sought for falls under any of the exempted categories of information enumerated in Section 8(1) and Section 9 of the Right to Information Act, 2005 (No.22 of 2005). Any information including commercial confidence, trade secrets or intellectual property, the disclosure of which would harm or prejudicially affect the competitive commercial interests or economic interests of the company, is exempted from disclosure under Section 8(1)(d) of RTI Act. Information pertaining to the Company incorporation and operations are to be obtained only from the competent regulator, Ministry of Corporate Affairs as provided by Section 2(f) in the Right to Information Act, 2005. Regulators can provide only the information a company is bound to furnish under law and to the extent allowed under regulations.

Mode of Payment of Fees under Right to Information Act, 2005.

For every application submitted to the Public Information Officer, OKIH, Rupees ten (Rs.10/-) as the fees to be remitted to such public authority, is to be remitted by Demand Draft or Bankers Cheque payable to "Overseas Keralites Investment and Holding Ltd, Thiruvananthapuram" and as specified by the *Kerala Right to Information (Regulation of Fee and Cost) Amendment Rules, 2006* published as SRO No.385/2006 in the Kerala Gazette Extraordinary No.893 dated 18.5.2006 and duly amended by SRO No.1074/2007 published in the Kerala Gazette Extraordinary No.2290 dated 22.12.2007 and Erratum published in the Kerala Gazette Extraordinary No.1131 dated 03.06.2008 by which the procedure for remittance of fee for providing information in the case of Public Authorities other than Government Departments is specified. Court fee stamps, Treasury Payments, Bond Papers, Payments at Post offices, etc. are not acceptable towards RTI fees. Additional fees if any required, are also to be remitted in the same manner.
