

## **Solicitation Request for Hon. Advisor (Non-Remuneration) – Voluntary Engagement**

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Government of Maharashtra, Maharashtra Institute for Transformation - MITRA,  
**MITRA Advisor Experts (Voluntary, Non-Remunerative)**

### **1. Purpose and Scope:**

- a. This policy shall serve as a guiding framework for departments and MITRA in identifying, onboarding, managing, and disengaging advisors contributing to state transformation initiatives.
- b. It aims to establish a structured framework for engaging eminent business professionals, entrepreneurs, and retired senior government officials (Secretary rank and above) to serve as **Honorary Advisors to MITRA**.
- c. The objective is to enable strategic inputs for policy formulation, investment promotion, and program implementation to help Maharashtra achieve its One Trillion Dollar economy goal.

### **2. Focus Sectors:**

#### **📌 Key Focus:**

#### **Technology and Industry Insights:**

- **Inclusion of Chief Executive Officers (CEOs) from leading IT companies to provide strategic technological direction and practical industry perspectives.**
- **Economic and Policy Expertise, Experts from renowned economic think tanks and GDP-focused research institutions will be invited to contribute data-driven insights for robust policy formulation.**
- **Professionals with demonstrated expertise in key sectors such as Agriculture, Tourism, and Infrastructure will be considered to ensure well-rounded and inclusive development planning.**
- **Senior government officials with a proven track record of public sector leadership.**
- **Business leaders and entrepreneurs who have successfully led large-scale companies, especially in the identified focus sectors, will be engaged to bring real-world business acumen and strategic foresight.**

#### **Screening Committee:**

- i. A screening committee shall be constituted to shortlist the candidates after due verification of the eligibility, background, and integrity.
- ii. The screening committee shall include representatives from MITRA and independent sector experts nominated by the Government of Maharashtra.
  - **CEO MITRA**
  - **ACS (planning)**
  - **PS (IT)**

- **Secretary (Industries)**
- **Joint CEO (MITRA)**
- **Director, Initiatives (MITRA)**
- **Director, Admin and Human Resources (MITRA)**

### **3. Roles and Responsibilities:**

- a. Assist in the development of state-level guidelines to attract private capital investments.
- b. Participate in brainstorming sessions, round tables, and virtual discussions.
- c. Review and recommend improvements for government schemes.
- d. Mentor youth development, innovation, and entrepreneurship programs.
- e. Contribute to white papers, sectoral audits, and policy briefs.
- f. Support in emerging sectors by helping frame new state policies.
- g. Help in the mobilization of private capital for the Maha STRIDE project
- h. Support in the design and review of cross-sector research and impact studies as needed.

### **4. Entitlements and Reimbursements:**

- a. Advisors are not entitled to sitting fees or honorarium
- b. Travel Reimbursement: Advisors will be reimbursed for travel expenses incurred for official assignments and meetings by MITRA as per the Level 14 Travel Grade applicable to Secretaries of the Government of Maharashtra.
- c. Reimbursement will cover:
  - i. **Travel Allowances:**
    - Economy class airfare or equivalent
    - Rail travel (AC I/II tier)
    - Local travel (cab/taxi fares)
    - Toll and parking charges
    - Accommodation (where necessary), capped as per Level 14 guidelines
  - ii. **Daily Allowances:**
    - **Per diem allowance** (meals and incidentals) may be reimbursed for overnight travel or multi-day assignments, in line with Level 14 rates.
    - No allowance shall be given for virtual participation or personal meetings.
- d. An annual certificate of appreciation and recognition will be issued for support in translating advisory inputs into implementable solutions.
  - i. Opportunity to be acknowledged in relevant policy reports, white papers, or program outcomes they contribute to.

### **5. Code of Conduct:**

All advisors must sign **an annual Conflict of Interest & Non-Disclosure Agreement (NDA)** clearly stating:

They do not hold executive/board positions in companies directly engaged in commercial activity related to MITRA's focus areas. Advisors will therefore be required to **disclose annually**:

- Directorships or advisory roles in private/public entities.
- While conflict of interest declarations rely on self-disclosure, the organization reserves the right to conduct third-party verification or audits as deemed necessary to ensure transparency and compliance."

## 6. Oversight and Governance

### a. Governance:

- i. A dedicated Advisory Secretariat within MITRA will serve as the nodal unit for:
  - Scheduling advisory sessions.
  - Coordinating with departments on sector-specific matters.
  - Facilitating reimbursements and communication.

### b. Oversight:

- c. MITRA will maintain a **central registry of advisors**.
- d. Advisors must participate in **quarterly review and advisory meetings**.
- e. MITRA shall reserve the right to set up an **Ethics Review Committee to review the conduct of the advisors**.
- f. Coordination shall be facilitated through the department-level Advisory Cell.

## 7. Exit Policy

- i. A former Advisor may apply or be nominated again subject to approval by the CEO, MITRA.
- ii. Advisors withdrawn on disciplinary grounds will not be eligible for re-engagement.
- iii. They can withdraw by giving a notice of 7 days.

## Annexure I

### Qualification Criteria (Tentative)

Criteria	Requirement	Remarks
Technology and Industry Insights	Inclusion of Chief Executive Officers (CEOs) from leading IT companies	To provide strategic technological direction and practical industry perspectives
Economic and Policy Expertise	Experts from renowned economic think tanks and GDP-focused research institutions	Contribution of data-driven insights for robust policy formulation
Sectoral Expertise	Professionals with demonstrated expertise in Agriculture, Tourism, and Infrastructure	To ensure well-rounded and inclusive development planning
Public Sector Leadership	Senior government officials with a proven track record	Preference to those with public governance experience
Business Leadership	Business leaders and entrepreneurs who have led large-scale companies	Especially those with experience in the identified focus sectors to bring strategic foresight

**\*Note: Interested Volunteers kindly share the profile in the below mentioned link**

**[https://docs.google.com/forms/d/1hElR0pzgf-3vVSOowpWZ21VqR2zN9-bZgq\\_HnYdUyuY/edit](https://docs.google.com/forms/d/1hElR0pzgf-3vVSOowpWZ21VqR2zN9-bZgq_HnYdUyuY/edit)**