

In accordance with Chapter-II, Section 4 (1) Sub-clause (b) of The Right to Information Act, 2005 which provides for setting out the practical regime of right to information for citizens to secure access to information under the control of public authorities, in order to promote transparency and accountability in the working of every public authority, Hindustan Paper Corporation Limited (hereinafter called HPC) places the following information for use by citizens.

Sl. No.	Topic of Manual
1	<p><b>The particulars of organization, functions and duties</b></p> <p>Please log on to our web site <a href="http://www.hindpaper.in">http://www.hindpaper.in</a></p>
2	<p><b>The powers and duties of officers and employees</b></p> <p>Powers and duties of officers and employees of the Company are delegated from time to time according to the needs for running a commercial organization. The officers and employees carry out the business operations in line with the objectives of the Company. While discharging duties and responsibilities, all employees are to comply with the applicable statutory provisions and the rules &amp; regulations framed thereunder.</p>
3	<p><b>The Procedure followed in the decision making process including channels of supervision and accountability.</b></p> <p>HPC is a multi-unit commercial organization registered and bound under the provisions of Company's Act. The procedure of decision making in HPC is in conformity with all relevant sections, rules under the purview of Presidential enactments under Company, Administrative, Labour, Civil, Criminal, Commercial, Tax Laws.</p>
4	<p><b>The Norms set by Company for the discharge of its functions</b></p> <p>HPC has well defined procedures and guidelines for discharge of its functions These are :</p> <p>A) Delegation of Powers  B) Policies &amp; Guidelines  C) Manuals  D) Guidelines of Department of Public Enterprises  E) Guidelines of Chief Vigilance Commission  F) Compliances of provisions of Statutes, etc</p> <p>The philosophy and norms on Corporate governance of HPC is guided by a strong emphasis on –</p> <ul style="list-style-type: none"> <li>- Transparency</li> <li>- Accountability</li> <li>- Integrity</li> </ul>
5	<p><b>The Rules, Regulations, Instructions, Manuals and Records held by the Company or under its control or used by its employees for discharging its functions</b></p> <p>Important internal rules, regulations, manuals and records, which are used by the employees of the company in discharge of their functions are –</p> <p><b>A) Matters pertaining to Company affairs</b></p> <p>i) Memorandum &amp; Articles of Association  ii) Presidential directives  iii) Decision of Board of Director</p> <p><b>B) Matters pertaining to Finance &amp; Accounts</b></p> <p>i) Accounting policies  ii) Accounting standards</p> <p><b>C) Matters pertaining to Commercial, Procurement, etc</b></p> <p>i) Purchase Manual</p> <p><b>D) Establishment matters</b></p> <p>i) Conduct, Discipline &amp; Appeal Rules  ii) Leave Rules  iii) Medical Attendance Rules  iv) Promotion Policies</p>

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	<ul style="list-style-type: none"> <li>v) Rules pertaining to House Building Advance, Conveyance Advance, etc</li> <li>vi) Directives regarding recruitment and promotion of SC/ST</li> <li>vii) Directives regarding recruitment of OBC/PWD/women, etc</li> <li>viii) Post Retirement Medical Benefit Scheme</li> </ul> <p><b>E) Plant Operations</b></p> <ul style="list-style-type: none"> <li>i) MOUs</li> <li>ii) Operational Manual</li> </ul> <p><b>F) Human Resources Development</b></p> <ul style="list-style-type: none"> <li>i) Training Policies</li> <li>ii) Mou Targets</li> </ul> <p><b>G) Public Relations, Publicity</b></p> <ul style="list-style-type: none"> <li>i) Advertisement Policy</li> </ul>
6	<p><b>A statement of categories of documents that are held by it or under its control</b></p> <p>HPC maintains the following categories of documents relating to its business procedures The documents being used for discharging functions in the Company are –</p> <ul style="list-style-type: none"> <li>a) Documents pertaining to incorporation <ul style="list-style-type: none"> <li>i) Memorandum and Articles of Association</li> </ul> </li> <li>b) Documents pertaining to Company Affairs <ul style="list-style-type: none"> <li>i) Government Guidelines</li> <li>ii) Presidential Directives</li> <li>iii) Statutory Registers under the Company's Act 1956</li> <li>iv) Statutory Registers under other applicable Acts and Rules &amp; Regulations</li> <li>v) Annual Reports</li> <li>vi) Annual Returns</li> <li>vii) Returns &amp; Forms filed with the Registrar of Companies, etc</li> </ul> </li> <li>c) Documents pertaining to Board Meeting &amp; General Meeting <ul style="list-style-type: none"> <li>iii) Agenda Papers</li> <li>iv) Minutes Book of meeting of Board of Directors</li> <li>v) Notice and Minutes Book of General Meetings of the Shareholders, etc</li> </ul> </li> <li>d) Documents pertaining to Accounts <ul style="list-style-type: none"> <li>i) Books of Accounts</li> <li>ii) Annual Report</li> <li>iii) Documents pertaining to payment of Income Tax. TDS, etc</li> </ul> </li> <li>e) Documents pertaining to establishment matter <ul style="list-style-type: none"> <li>i) Standing Orders</li> <li>ii) Directory of employees</li> <li>iii) Personnel Manual</li> <li>iv) Annual Performance Reports of employees</li> <li>v) Delegation of Powers</li> <li>vi) HRD Process Manual</li> </ul> </li> <li>f) Documents pertaining to Commercial <ul style="list-style-type: none"> <li>i) Purchase Manual</li> </ul> </li> </ul>
7	<p><b>7 The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formation of its policy or implementation thereof</b></p> <p>HPC being a commercial organization there is no arrangement for consultation with the members of the Public prior to formulation of its internal policies. All policies are formulated in compliance with the provisions of applicable statutes, rules and regulations.</p> <p>HPC, however, interacts with various department related Parliamentary Committees appointed from time to time by the Government.</p>
8	<p><b>Statement of boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, 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</b></p> <p>HPC appoints number of Committees from time to time to oversee the inhouse operations. The meetings of these Committees are not open and the minutes</p>

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	thereof are not accessible to the public															
9	<p>Shri M V Narasimha Rao                      Managing Director, Hindustan Newsprint Ltd (HNL)</p> <p>Shri J P Bhattacharya                      Director (Finance)</p> <p>Shri V N Sreedharan                      Chief Executive Officer, Nagaland Pulp &amp; Paper Co Ltd (NPPC)</p> <p>Shri Kallol Acharjya                      Executive Director (HR &amp; ES)</p> <p>Shri Kallol Acharjya                      Chief Executive Officer, JPML</p> <p>Shri S K Chowdhary                      General Manager (Finance)</p> <p>Shri Cherian Philip                      General Manager (Works), HNL</p> <p>Shri D D Adhikari                      Chief Executive, Nagaon Paper Mill (NPM)</p> <p>Shri Mohan Jha                      Chief Executive, Cachar Paper Mill (CPM)</p> <p>Shri Pratap Goswami                      General Manager (Works), NPM</p> <p>Shri T R Gowda                      General Manager (Operations &amp; Maintenance), CPM</p> <p>Shri H N Baruah                      General Manger (FDP &amp; ENV)</p>															
10	<p><b>The monthly remuneration received by each of the company's officials and employees including the system of compensation as provided in its regulations</b></p> <p>The remuneration of the officers of the Company is governed by the guidelines of Department of Public Enterprises, Government of India. The pay scales of officers are on Industrial DA pattern.</p> <p>The remuneration of workmen category of employees are fixed through Long Term Settlements, subject to the overall guidelines of Deptt of Public Enterprises, Gol.</p>															
11	<p><b>The Budget allocated to each of the company's agency indicating the particulars of all plans, proposed expenditures and reports on disbursements made.</b></p> <p>HPC prepares Capital Budget every year for its on-going projects as well as new projects and other schemes for its operating units and its Subsidiaries. HPC also prepares Revenue Budget for which no budgetary support has been sought from Govt. of India</p> <p>Plan outlay/expenditure of HPC for FY 2009-10, 2007-9 (RE) and budget for FY 2010-11 are as follows Rs: - cr</p> <table border="1" data-bbox="301 1374 1814 1574"> <thead> <tr> <th></th> <th>2008-09</th> <th>2009-10 (RE)</th> <th>2010-2011 (BE)</th> </tr> </thead> <tbody> <tr> <td>Plan Outlay HPC</td> <td>47.88</td> <td>43.55</td> <td>136.45</td> </tr> <tr> <td>Non-Plan</td> <td>Nil</td> <td>Nil</td> <td>Nil</td> </tr> </tbody> </table>					2008-09	2009-10 (RE)	2010-2011 (BE)	Plan Outlay HPC	47.88	43.55	136.45	Non-Plan	Nil	Nil	Nil
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12	<p><b>The manner of execution of subsidy programmes, including the amounts allocated and details of beneficiaries of such programme</b></p> <p>HPC has no subsidy programmes to offer</p>															
13	<p><b>Particulars of receipts of concessions, permits or authorization granted by the company</b></p> <p>HPC does not grant any of these</p>															
14	<p><b>Details in respect of information, available to or held by the company, reduced in an electronic form</b></p> <p>Information related to Company profile / business is available at our website</p>															

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	<a href="http://www.hindpaper.in">http://www.hindpaper.in</a>
15	<p align="center"><b>Particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use.</b></p> <p align="center">HPC does not maintain any Library for public use</p> <p align="center"><b>Name(s) designation(s) and other particulars of Public Information Officer (s)</b></p> <p align="center"><b>PUBLIC INFORMATION OFFICER</b>  <b>Hindustan Paper Corporation Limited</b>  75-C Park Street, Kolkata – 700 016</p> <p align="center"><b>Shri T K Chakrabarty</b>, Deputy General Manager (HR &amp; ES)  Phone : (033) 2229 6901/02  Fax : (033) 2249 4996  E-mail <a href="mailto:tkc@hindpaper.in">tkc@hindpaper.in</a></p> <p align="center"><b>APPELLATE AUTHORITY</b>  <b>Shri Cherian Thomas</b>  Phone : (033) 2229 6901/02  Fax : (033) 2249 4996  E-mail <a href="mailto:cherianthomas@mail.hpc.co.in">cherianthomas@mail.hpc.co.in</a></p> <p align="center"><b>ASSISTANT PUBLIC INFORMATION OFFICERS</b></p> <p align="center"><b>Nagaon Paper Mill</b>  Kagaj Nagar – 782 413, Morigaon, Asom</p> <p align="center"><b>Shri D K Borthakur</b>, Sr. Manager (HR &amp; ES)  Phone ; (03678) 245 900  Fax No. (03678) 254143  e-mail <a href="mailto:dkb@hindpaper.in">dkb@hindpaper.in</a></p> <p align="center"><b>Cachar Paper mill</b>  P.O. Panchgram – 788 802  Hailakandi, Asom</p> <p align="center"><b>Shri Ramjee</b>, Manager (HR &amp; ES)  Phone : (03845) 273 130 /  Fax No (03845) 273 130  e-mail <a href="mailto:ranjee@hindpaper.in">ranjee@hindpaper.in</a></p> <p align="center"><b>PUBLIC INFORMATION OFFICER</b>  <b>Hindustan Newsprint Ltd</b> (Subsidiary)  Newsprint Nagar – 685 616</p> <p align="center"><b>Smt. Winifred John</b>, Manager (HR &amp; ES)  Phone : (04829) 256 211  Fax No (04829) 256777  e-mail : <a href="mailto:winifred@hnlonline.com">winifred@hnlonline.com</a></p> <p align="center"><b>APPELLATE AUTHORITY</b>  <b>Shri M.A.V.Namboodiri</b>, Dy. General Manager (HR &amp; ES)  Phone : (04829) 256 211  Fax No (04829) 256777  Email : <a href="mailto:hnl@hnlonline.com">hnl@hnlonline.com</a></p> <p align="center"><b>PUBLIC INFORMATION OFFICER</b>  <b>Nagaland Pulp &amp; Paper Co. Ltd</b></p> <p align="center"><b>Shri T K Chakrabarty</b>, Deputy General Manager (HR &amp; ES)  Phone : (033) 2229 6901/02  Fax (033) 2249 4996  E-mail <a href="mailto:tkc@hindpaper.in">tkc@hindpaper.in</a></p> <p align="center"><b>APPELLATE AUTHORITY</b>  <b>Shri Kallol Acharjya</b>  Phone : (033) 2229 6901/02  Fax : (033) 2249 4996</p>

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	E-mail kallolacharjya@ <a href="mailto:kallolacharjya@hindpaper.in">hindpaper.in</a> For other details please long on to hindpaper.in Right to Information Act
16	<b>Such other information as may be prescribed</b>