

HINDUSTAN PAPER CORPORATION LIMITED

PROACTIVE DISCLOSURES UNDER RIGHT TO INFORMATION ACT, 2005

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PROACTIVE DISCLOSURES UNDER RIGHT TO INFORMATION ACT, 2005

The following details are furnished in compliance with Chapter II of Sec.4 (1) (b) of the Right to Information Act, 2005.

I. Particulars of Organization, Functions and Duties

Hindustan Paper Corporation Ltd is established by the Government of India during early eighties to produce Newsprint and Printing & writing Paper using Bagasse, sugarcane residue, as primary raw material. The Company commenced production in the year 1970. The affairs of the Company are governed by Board of Directors.

Address of HPC Ltd - Corporate Office :

HINDUSTAN PAPER CORPORATION LIMITED,
75C, PARK STREET,
9th FLOOR,
KOLKATA- 700016

Address of HPC - Factory:

CAHAR PAPER MILL,
Panchgram,
District: Hailakandi,
State: Assam
Pin : 788 802

NAGAON PAPER MILL,
KagajNagar
JagiRoad,
District: Morigaon,
State: Assam
Pin : 782 413

Further details are available at HPC's website www.hindpaper.in

II. Powers and duties of Officers and Employees

The powers are delegated to the officers of the Company to the extent required for achieving the objectives of the company. The powers and duties are subject to change, depending on the requirement.

III. Procedure followed in the decision making process, including channels of supervision and accountability.

Board of Directors derive the powers through the Articles of Association of the Company and provisions of the Companies Act, 1956, subject to restrictions placed by the Government of India. The Board of Directors of the Company has sub-delegated certain financial and administrative powers to Chairman/Managing Director, who in turn sub-delegated certain financial and administrative powers to Functional Directors and Officers for effective

functioning of the organization. The decisions are taken by the Chairman/Managing Director/ Functional Directors/Officers, within the powers delegated to them. The Chairman/Managing Director/Functional Directors/Officers are accountable for the decisions taken by them.

IV. Norms set by the Company for discharge of its functions

The Company is engaged in the manufacture of Printing & Writing Paper. An annual action plan is prepared every year setting the targets.

V. Rules, Regulations, Instructions, Manuals and Records held by TNPL or under its control or used by its employees for discharging its functions

HPC has formulated the rules for conduct of business in the Company.

VI. A statement of categories of documents that are held by TNPL or under its control

HPC holds the commercial and technical documents regarding the business and operations of the Company and data relating to its employees

VII. Particulars of any arrangements that exists for consultation with, or representation by, the members of the Public in relation to the formulation of its policy or implementation thereof

HPC is a Government of India enterprise. Policies are formulated by its Board of Directors. Hence, there is no arrangement for consultation with the members of the public prior to formulation of its internal policies. Its entire policies are formulated in compliance with the provisions of all applicable statutes, Rules and Regulations, etc.

VIII. A statement of the 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 the public

Subject to applicable statutory provisions, the affairs of the Company are managed and administered directly by a duly constituted Board of Directors. Apart from the Board of Directors, for the smooth and efficient functioning of the Company, other Committees/ Bodies, etc (like the Tender Committee, Inventory Committee, etc.,) are constituted from time to time by the Company at various levels, for the purpose of assisting and/or providing advice to the Board as also to the Officers at decision-making levels, as the case may be. The deliberations of the Board and of such committees or bodies, howsoever designated, are not open to the public and the minutes and/or recommendations of such committees / bodies are not accessible to the Public. Provided further that the proceedings of the Board shall not be made public or disclosed except with the specific prior permission of the Board or Committee appointed for this purpose.

IX. Directory of its Officers and Employees

The information required under serial no IX related to Directory of Officers and Employees are made available in the link “Directory” as on 31.03.2016

All the regular employees are eligible for DA,HRA,other allowances,LTC,PF, Gratuity, etc. as per rules of the Company.

XI CORPORATE SOCIAL RESPONSIBILITY

HPC is committed to being a socially responsible corporate citizen.

The CSR policy aims to promote Economic, Social, Environmental and Cultural growth of the community at large in an equitable and sustainable manner.

The Company's goal is to protect and nourish the interests of all its stakeholders and contribute to sustainable development. Ethics, values and transparency will underpin all its interactions within the community in which it operates. All its activities will sub serve Social aspirations and the Nation's needs and will be carried out with integrity, honesty, dignity and decorum.

XII Particulars of recipients of concessions, permits or authorizations granted by HPC Ltd.

As such no concessions, permits of authorization are granted by HPC to any of the agencies. However, permission/ licenses is given by HPC to certain agencies to operate Banks, Schools, shops, etc. within HPC Colony for the benefit of its employees.

XIII Details in respect of the information, available to or held by HPC Ltd, reduced in an electronic form

Please visit HPC website www.hindpaper.in

XIV Particulars of facilities available to citizens for obtaining information, including the working hours of library or reading room, if maintained for public use.

HPC does not maintain any public Library.

XV Names, Designations and other particulars of Public Information Officers and Appellate Authorities :

Designation under the Act	Designation	Address
Public Information Officer	Deputy Manager (Legal)	Hindustan Paper Corporation Limited 75-C, Park Street, Near Park Plaza Building, Kolkata-700016, West Bengal
Appellate Authority	Deputy General Manager (Marketing)	Hindustan Paper Corporation Limited 75-C, Park Street, Near Park Plaza Building, Kolkata-700016, West Bengal

UNIT- I

Designation under the Act	Designation	Address
Assistant Public Information Officer	Executive (HR &ES)	CAHAR PAPER MILL, Panchgram, District: Hailakandi, State: Assam Pin : 788 802

UNIT- II

Designation under the Act	Designation	Address
Assistant Public Information Officer	Executive (HR &ES)	NAGAON PAPER MILL, KagajNagar JagiRoad, District: Morigaon, State: Assam Pin : 782 413

HINDUSTAN PAPER CORPORATION LIMITED

THE RIGHT TO INFORMATION (REGULATION OF FEE AND COST) RULES, 2005

List of Fee Structure

1. What is the effective date for the Right to Information (Regulation of Fee and Cost) Rules, 2005?
The Rules shall come into force on the date of its publication in the Official Gazette.
2. Whether any amount is to be given along with the application for information U/S 6 (1) of the RTI Act?
Yes, the request for information under Section 6 (1) of the RTI Act, shall be accompanied by an application fee of Rs. 10/- (Rupees Ten only).
3. What is the rate of application fee to be accompanied along with the request for information U/S 7 (1) of the RTI Act?
The information under Section 7 (1) of the RTI Act, shall be charged in the following rates:
 - a. Rs. 2/- (Rupees two only) for each page (In A-4 or A-3 size paper) created or copied;
 - b. Actual charge or cost price of a copy in larger size paper;
 - c. Actual cost or price for samples or models; and
 - d. For inspection of records, no fee for the first hour; and a fee of Rs. 5/- (Rupees Five only) for each subsequent hour (or fraction thereof)
4. What is the rate of application fee to be accompanied along with the request for information U/S 7 (5) of the RTI Act?
 - a. The information under Section 7 (5) of the RTI Act, shall be charged in the following rates:
 - b. Rs. 50/- (Rupees Fifty only) per diskette or floppy if the information is provided in diskette or floppy;
 - c. If information is provided in printed form at the price fixed for such publication or Rs. 2/- (Rupees Two only) per page of photocopy for extracts from the publication.
 - d. So much of postal charge involved in supply of information that exceeds fifty rupees, as per notification dated 31st July, 2012 Department of Personnel and Training.
5. Whether any fee can be collected from the persons categorized as below poverty line?
No. In case the request for information is given by a person belongs the category below poverty line, then in such case the information shall be given free of cost.
6. How the application fee can be paid by the person seeking information?
The application fee may be remitted by way of cash against proper receipt or by Money Order/ DD/ Bankers Cheque or IPO.

INSTRUCTIONS TO APPLICANTS

An application under RTI Act, 2005 should contain the following:

1. Name and address of the applicant for communication.
2. Nature of request should be specific.
3. Application fee can be remitted by way of cash against proper receipt or by Money Order/Bankers Cheque/DD/IPO, made payable to the Accounts Officer, Hindustan Paper Corporation Ltd.

Persons living below poverty line are exempted from payment of application fee of Rs. 10/- if they produce BPL Certificate issued by the Competent Authority.

RIGHT TO APPEAL

If the applicant is not satisfied with the reply/information provided by the Public Information Officer, Applicant can file the First Appeal before the First Appellate Authority, against the decision of the Public Information Officer.

The name and address of the First Appellate Authority is as under:

Sh. B.B. Gupta, Appellate Authority, Hindustan paper Corporation Limited, 75C Park Street, Kolkata- 700016

The Applicant still have a right to Second Appeal before the Central Information Commissioner, Central Information Commission, New Delhi the applicant can file an Appeal before the information Commissioner against the decision of Appellate Authority. The address of Central Information Commissioner is as under:

Central Information Commissioner, IIInd Floor, V-Wing, August Kranti Bhawan, Bhikaji Gama Place, New Delhi.

For further information/details visit website of Central Information Commission:
www.cic.gov.in

