

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>The particulars of organization, functions and duties</p> <p>Please log on to our web site http://www.hindpaper.in</p>
2	<p>The powers and duties of officers and employees</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 & regulations framed thereunder.</p>
3	<p>The Procedure followed in the decision making process including channels of supervision and accountability.</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>The Norms set by Company for the discharge of its functions</p> <p>HPC has well defined procedures and guidelines for discharge of its functions These are :</p> <p>A) Delegation of Powers B) Policies & 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"> - Transparency - Accountability - Integrity
5	<p>The Rules, Regulations, Instructions, Manuals and Records held by the Company or under its control or used by its employees for discharging its functions</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>A) Matters pertaining to Company affairs</p> <p>i) Memorandum & Articles of Association ii) Presidential directives iii) Decision of Board of Director</p> <p>B) Matters pertaining to Finance & Accounts</p> <p>i) Accounting policies ii) Accounting standards</p> <p>C) Matters pertaining to Commercial, Procurement, etc</p> <p>i) Purchase Manual</p> <p>D) Establishment matters</p> <p>i) Conduct, Discipline & Appeal Rules ii) Leave Rules iii) Medical Attendance Rules iv) Promotion Policies</p>

Sl. No.	Topic of Manual
	<ul style="list-style-type: none"> v) Rules pertaining to House Building Advance, Conveyance Advance, etc vi) Directives regarding recruitment and promotion of SC/ST vii) Directives regarding recruitment of OBC/PWD/women, etc viii) Post Retirement Medical Benefit Scheme <p>E) Plant Operations</p> <ul style="list-style-type: none"> i) MOUs ii) Operational Manual <p>F) Human Resources Development</p> <ul style="list-style-type: none"> i) Training Policies ii) Mou Targets <p>G) Public Relations, Publicity</p> <ul style="list-style-type: none"> i) Advertisement Policy
6	<p>A statement of categories of documents that are held by it or under its control</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"> a) Documents pertaining to incorporation <ul style="list-style-type: none"> i) Memorandum and Articles of Association b) Documents pertaining to Company Affairs <ul style="list-style-type: none"> i) Government Guidelines ii) Presidential Directives iii) Statutory Registers under the Company's Act 1956 iv) Statutory Registers under other applicable Acts and Rules & Regulations v) Annual Reports vi) Annual Returns vii) Returns & Forms filed with the Registrar of Companies, etc c) Documents pertaining to Board Meeting & General Meeting <ul style="list-style-type: none"> iii) Agenda Papers iv) Minutes Book of meeting of Board of Directors v) Notice and Minutes Book of General Meetings of the Shareholders, etc d) Documents pertaining to Accounts <ul style="list-style-type: none"> i) Books of Accounts ii) Annual Report iii) Documents pertaining to payment of Income Tax. TDS, etc e) Documents pertaining to establishment matter <ul style="list-style-type: none"> i) Standing Orders ii) Directory of employees iii) Personnel Manual iv) Annual Performance Reports of employees v) Delegation of Powers vi) HRD Process Manual f) Documents pertaining to Commercial <ul style="list-style-type: none"> i) Purchase Manual
7	<p>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</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>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</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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	http://www.hindpaper.in
15	<p align="center">Particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use.</p> <p align="center">HPC does not maintain any Library for public use</p> <p align="center">Name(s) designation(s) and other particulars of Public Information Officer (s)</p> <p align="center">PUBLIC INFORMATION OFFICER Hindustan Paper Corporation Limited 75-C Park Street, Kolkata – 700 016</p> <p align="center">Shri T K Chakrabarty, Deputy General Manager (HR & ES) Phone : (033) 2229 6901/02 Fax : (033) 2249 4996 E-mail tkc@hindpaper.in</p> <p align="center">APPELLATE AUTHORITY Shri Cherian Thomas Phone : (033) 2229 6901/02 Fax : (033) 2249 4996 E-mail cherianthomas@mail.hpc.co.in</p> <p align="center">ASSISTANT PUBLIC INFORMATION OFFICERS</p> <p align="center">Nagaon Paper Mill Kagaj Nagar – 782 413, Morigaon, Asom Shri D K Borthakur, Sr. Manager (HR & ES) Phone ; (03678) 245 900 Fax No. (03678) 254143 e-mail dkb@hindpaper.in</p> <p align="center">Cachar Paper mill P.O. Panchgram – 788 802 Hailakandi, Asom Shri Ramjee, Manager (HR & ES) Phone : (03845) 273 130 / Fax No (03845) 273 130 e-mail ranjee@hindpaper.in</p> <p align="center">PUBLIC INFORMATION OFFICER Hindustan Newsprint Ltd (Subsidiary) Newsprint Nagar – 685 616 Smt. Winifred John, Manager (HR & ES) Phone : (04829) 256 211 Fax No (04829) 256777 e-mail : winifred@hnlonline.com</p> <p align="center">APPELLATE AUTHORITY Shri M.A.V.Namboodiri, Dy. General Manager (HR & ES) Phone : (04829) 256 211 Fax No (04829) 256777 Email : hnl@hnlonline.com</p> <p align="center">PUBLIC INFORMATION OFFICER Nagaland Pulp & Paper Co. Ltd Shri T K Chakrabarty, Deputy General Manager (HR & ES) Phone : (033) 2229 6901/02 Fax (033) 2249 4996 E-mail tkc@hindpaper.in</p> <p align="center">APPELLATE AUTHORITY Shri Kallol Acharjya Phone : (033) 2229 6901/02 Fax : (033) 2249 4996</p>

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	E-mail kallolacharjya@ hindpaper.in For other details please long on to hindpaper.in Right to Information Act
16	Such other information as may be prescribed