

HINDUSTAN CABLES LIMITED

Powers and Duties of Officers and Employees (II) & Procedure followed in the decision making process (III)

HCL is a commercial organization. The powers of company officials are well defined at all levels in the organization. The duties are assigned from time to time.

IV. Norms set by company for the discharge of its functions (IV)

- Zeal to excel and Zest for Change.
- Integrity and fairness in all matters.
- Respect for Dignity and Potential of Individual.
- Strict adherence to Commitments.
- Ensure Speed of response.
- Foster Learning, Creativity and Team-Work.
- Loyalty and Pride in Company.
- Transparency in operation.

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

HCL has formulated the rules for conduct of business documents that are listed below:

- Article of Association and Memorandum of Association.
- Personnel Policy.
- Conduct, Discipline and Appeal Rules.
- Purchase Policy.

VI. Statement of the categories of documents that are held by it or under its control.

Company holds the Commercial and Technical operations of the Company and data relating thereto.

VII. Particulars of any arrangement that exists for consultation with, or reorientation by the members of public in relation to formulation of its policy or implementation thereof.

HCL has interface with various Parliamentary Committees.

VIII. 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.

HCL has constituted many committees within directions/ guidelines depending upon the need and circumstances.

XI. Budget allocated to each of company's agency, indicating the particulars of all plans, proposed expenditure and reports on disbursements made.

XII. Manner of execution of subsidy programmes, including the amounts allocated and details of beneficiaries of such programmes.

Not applicable.

XIII. Particulars of recipients of concessions, permits or authorization granted by the Company

Not applicable.

XIV. Details in respect of Information, available to or held by the company, reduced in an Electronic form

Information related to Company profile / business is available in its existing system of recording.

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

Company does not maintain any public library.

XVII. Other useful information

- Procedure for seeking information from HCL.
- Application for seeking information.
- Application for inspection of records.
- Appeal to the appellate committee in HCL.

For all aforementioned points, please refer to the “Download Proforma for Obtaining Information” in the RTI Page.