

## **1. Particulars of organization [Section 4(1)(b)(i)]**

### **(i) Constitution of the organization**

- a. To carry on the business of planning, designing, development, maintenance, operation of mass transit and other urban transport, last mile connectivity and people mover system of all types, itself or in association with other undertaking(s) or agencies or companies, through any contract, special purpose vehicle or otherwise.
- b. Constructing, facilitating construction, taking over, leasing, either on its own or otherwise.
- c. Building new transit routes of any mode or a combination of modes, with all infrastructural facilities.
- d. To design, construct, undertake civil works, procure, install systems, rolling stock, tracks, signalling and telecommunication systems, automatic fare collection systems and other systems/facilities required for a successful metro links and other means of rapid transport and to test, commission, operate and maintain these systems, etc.

### **(ii) Brief History and background for its establishment**

- HMRTC was incorporated on 24.03.2012 and its registered office is situated at C-3, HSVP Office Complex, Sector-6, Panchkula, Haryana. Initially HMRTC was a Joint venture of State Government, HSVP (earlier called HUDA) and HSIIDC with following equity contribution:

–State Government	51%
–HSVP	29%
–HSIIDC	20%

- The Board of HMRTC in its 26<sup>th</sup> meeting held on 20.12.2017 decided the revised equity contribution, which is as under:

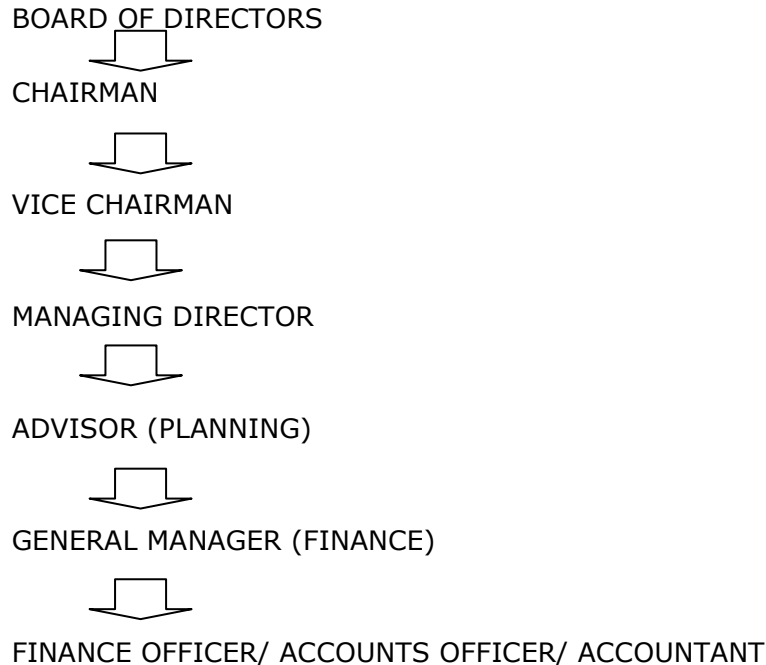
–State Government	51%
–HSVP	20%
–HSIIDC	19%
–GMDA	10%

## **2. Power and duties of officers/Employees [Section 4(1)(b)(ii)]**

HMRTC is a Government Company registered under the provisions of the Companies Act, 2013. The powers and duties of its Directors and conduct of its business is regulated by the provisions of the Companies Act, 2013, the Memorandum and Articles of Association of the Company and other enactment under various laws. The highest decision making authority in the Company is the Board of Directors. However, the Board of Directors has delegated the powers to the Managing Director, except a few, for conducting day-to-day affairs of the Company. The Managing Director is supported by Advisor (Planning) and other Officers and staff of the Company.

3. **Procedures followed in the decision-making process, including channels of supervision and accountability [Section 4(1)(b)(iii)]**

The decisions making process in the Company involves the following Channel:



Overall management of the Company vests with the Board of Directors of the Company, the highest decision making body within the Company. All the powers vests with the Board. For smooth working of the Company Board has delegated powers to the Chairman, Managing Director. However, the day-to-day management of the Company is entrusted with the Managing Director who is supported by the Advisor (Planning) and other Officers and staff of the Company.

4. **Norms for discharge of functions [Section 4(1)(b)(iv)]**

HMRTC functions primarily under the Companies Act, 2013 and conducts its business under the objects specified in memorandum and article of association. Other rules are followed as prescribed by the State Government from time to time.

5. **The rules, regulations, instructions, manuals and records, held by HMRTC or under its control or used by its employees for discharging its functions. [Section 4(1)(b)(v)]**

Office orders, Instructions, Directions, etc. issued by various departments of Government of Haryana for functioning in various fields as per the Law/Rules made for discharge of duties are followed in the company.

6. **A statement of the categories of documents that are held by the company or under its control [Section 4(1)(b)(vi)]**

For discharging various functions, employees of the Company use various manuals, circulars and Govt. instructions issued from time to time. Some of the important documents are :-

- Memorandum & Articles of Association of the Company
- Annual Reports of the Company
- Govt. instructions issued by the State Govt. from time to time
- Detailed Project Reports (DPR) of projects
- Techno Feasibility Studies (TFS) of projects
- Record files

**7. The particulars of any existing arrangement for consultation with, or representation by, the members of the public in relation to the formulation of policy or implementation thereof [section 4(1)(b)(vii)]**

No formal arrangement is in place for consultation with, or representation by the members of the public in relation to the formulation of its policies or implementation thereof. The names, designations and particulars such as addresses, phone, fax nos. and e-mail, etc. of the Public Information Officers (PIO) in HMRTC at Panchkula is available on website.

**8. A statement on 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 to the public [Section 4(1)(b)(viii)]**

The Company is a Public Limited Company, wholly owned by Government of Haryana. Various committees as per requirement of the Company are formed with the approval of the Board of Directors.

As per notification No.7/11/2011-2TCP dated 25.09.2017, Board of Directors consist of:

S.No	Particulars	
1.	Chief Secretary, Government of Haryana	Chairman
2.	Financial Commissioner & Principal Secretary, T& C Planning Department	Director
3.	Financial Commissioner Principal Secretary, Industries & Commerce Department	Director
4.	Principal Secretary (Finance), Government of Haryana	Director
5.	Director General, Haryana Town & Country Planning Department	Director

6.	Principal Secretary Govt of Haryana, Transport Department	Director
7.	Principal Secretary Govt of Haryana, Urban Local Bodies	Director
8.	Finance Commissioner Principal Secretary, Govt. of Haryana Public Works Department	Director
9.	Chief Executive Officer, Gurugram Metropolitan Development Authority	Director
10.	Managing Director, Haryana State Industrial & Infrastructure Development Company Ltd	Director
11.	Chief Administrator, HUDA	Director

Agenda and Minutes of all the Board Meetings are made accessible on the website of HMRTC under the head Board meetings under RTI.

9. **A directory of its officers and employees [Section 4(1)(b)(ix)]**

List of Board of Directors of the Company is available on the website of the Company. The list of key officers designated as First Appellate Authority, State Public Information Officer with their email address and contact numbers is available on website for reference.

10. **The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations. [Section 4(1)(b)(x)]**

S.No	Name of post	Appointment	Remuneration
1.	Managing Director	Chief Administrator, HSVP	-
2.	Advisor (Planning)	On deputation from HSVP	Rs. 1,73,480/- per month
3.	General Manager (Finance)	Through contact basis	Rs. 1,00,000/- per month
4.	Finance Officer	Through outsourcing basis	Consolidated amount of Rs.1,24,200/- per month plus GST paid to PK Bhasin & Associates.
5.	Accounts Officer	Through outsourcing basis	
6.	Accountant	Through outsourcing basis	
7.	PA/Advisor (Planning)	Through contact basis	Rs. 25,468/ per month
8.	Data Entry Operator	Through contact basis	Rs. 18,363/ per month
9.	Company Secretary	Retainership Basis	Rs.7500 /-plus GST per month

11. **The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made. [Section 4(1)(b)(xi)]**

Not applicable.

**12. The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes. [Section 4(1)(b)(xii)]**

Not applicable.

**13. Particulars of recipients of concessions, permits or authorization granted by it. [Section 4(1)(b)(xiii)]**

Not applicable.

**14. Details in respect of the information, available or held by it, reduced in an electronic form. [Section 4(1)(b)(xiv)]**

All the details and reports of the metro projects implemented/under consideration in Haryana are available on the website under the head 'Projects' and can be downloaded/seen from there.

**15. The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use. [Section 4(1)(b)(xv)]**

HMRTC is maintaining a website **www.hmrtc.org.in**. Interested people can visit this website for desired information. If the required information is not available in the website they can ask for the information. The contact numbers and email address of the respective officers are available on website.

Interested people can also send letters or e-mail to the Company seeking the desired available information.

No library is being maintained by the Company for the purpose.

**16. The names, designations and other particulars of the Public Information Officers. [Section 4(1)(b)(xvi)]**

In terms of Section 5 (1) of the Right to Information Act, 2005 the Company has designated the following officers as Appellate Authority, State Public Information Officer:

FIRST APPELLATE AUTHORITY	Sh. Nadim Akhtar, Advisor(Planning) Email -adphmrtc1@gmail.com
State Public Information Officer	Ms. Archana, Finance Officer Email -fohmrtc@gmail.com

**17. Other information Prescribed [Section 4(1)(b)(xvii)]**