

HINDUSTAN/SAMBHAR SALTS LIMITED

Corporate Office,
G-229, Sitapura Industrial Area
Jaipur-302022
OFFICE ORDER

No. 27(P&A)/2005 869-875

Dated 29.05.2019

Sub: Restructuring of team to respond and provide information under RTI Act

With a view to respond to the RTI applications promptly and effectively team handling the responsibility is restructured as following:

Team Structure:

(a) Corporate Office :

- (i) First Appellant Authority : Sh Sandeep K Tak, General Manager (F&A)
(ii) PIO : Sh. B.P. Pathy, AGM (P&A)
(iii) APIO : Sh. Vikas Yadav, CS

(b) HSL, KOD Unit :

- (i) APIO : Sh. G.K. Parmar, AM (P&A/Legal)

(c) HSL, Mandi Unit :

- (i) APIO : Sh. Abhimanu Sharma, Mgr. (P&A/Legal)

(d) SSL, SBR :

- (i) APIO : Sh. Shariq Mhd. Khan, AM (P&A)

The centralised team of PIO and First Appellant Authority at the Corporate Office Jaipur is for both the companies. On receipt of an RTI application received in any of the unit, the APIO of the unit shall immediately collect the information/documents and will send the same together with the draft reply to the PIO Corporate Office, Jaipur within not more than a week. The PIO will go through the draft and may direct APIO to provide the information after changes in the draft, if necessary.

In case where an RTI application is received at corporate office, Jaipur depending upon the information sought, he will immediately seek the same from the respective units APIOs. The APIO of the unit shall immediately collect the information/documents and will send the same together with the draft reply to the PIO Corporate Office, Jaipur within not more than a week. The PIO will go through the draft and may direct APIO to provide the information after changes in the draft, if necessary.

APIO at Corporate Office, Jaipur will ensure that all RTI applications received at Corporate Office including the RTI received online are properly entered in a defined register and put up the PIO at the earliest for processing. He will also ensure that fees received along with RTI application are timely processed to the F&A department for credit. He will also ensure that periodic returns both physical as well as online for both the companies are filed within the time frame.

This issue with the approval of the competent authority.

Bay
AGM (P&A) o/c

Copy to:-

1. Shri Sandeep Tak, General Manager (F&A), Corporate Office, Jaipur
2. Shri B. P. Pathy, Add. General Manager (P&A), Corporate Office, Jaipur
3. OSD to CMD, Corporate Office, Jaipur
4. Shri Vikas Yadav, CS, Corporate Office, Jaipur
5. Shri Abhimanyu Sharma, Manager (P&A / Legal), Mandi
6. Shri Shariq Mhd. Khan, AM (P&A), Sambhar
7. Shri G.K. Parmar, AM (P&A/Legal), Kharaghoda