

A FRAMEWORK FOR TRANSPARENCY AUDIT

The RTI Act under section 4 provides a comprehensive framework for promoting openness in the functioning of the public authorities.

While Section 4(1) (a) provides a general guideline for record management, so that the information could be easily stored and retained, the sub-sections b,c and d of Section 4 relate to the organizational objects and functions. Sub-sections (b), (c) and (d) of Section 4 of the RTI Act and other related information can be grouped under six categories; namely, 1-organisation and function, 2- Budget and programmes, 3- Publicity and public interface, 4-E. governance, 5-Information as prescribed and 6. Information disclosed on own initiative.

1. Organisation and Function

S.No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
1.1	Particulars of its organisation, functions and duties [Section 4(1)(b)(i)]	(i) Name and address of the Organization : Hindustan Fluorocarbons Limited 303, 3 rd Floor, Babukhan Estate Basheerbagh, HYDERABAD-500001 Telangana (State)	Fully met
		(ii) Head of the organization: Managing Director	Fully met
		(iii) Vision, Mission and Key objectives To run the organization at full designed capacity and achieve the objects by continuously following up with the staff. The organization is a first of its kind in India to manufacture a versatile engineering plastic PTFE with a cutting edge know-how technology from Atochem, France. The key objectives are to turn around the company.	Fully met

		(iv) Function and duties Looking after total organization for smooth functioning of all departments and interacting with the concerned Ministry from time to time on the day to day operations of the organization.	Fully met
		(v) Organization Chart Enclosed below	Fully met
		(vi) Any other details-the genesis, inception, formation of the department and the HoDs from time to time as well as the committees/ Commissions constituted from time to time have been dealt as per the technical / administrative designed structure of the organization, the organization has been structured into departments for smooth functioning such as Production / Mechanical /Quality Control / Electrical / Instrumentation / Civil / Stores / Security / Secretarial/ Administrative / Security / Finance / Marketing and Materials. Each department has its HOD to maintain. Also the Committees are being formed as as per the internal / ministry requirement.	Fully met
1.2	Power and duties of its officers and employees [Section 4(1) (b)(ii)]	(i) Powers and duties of officers (administrative, financial and judicial) The Powers and duties of Officers (Admin, Financial and Judicial) to look after administrative works of personnel department / security department / medical department and legal. For Finance department preparation of bills of pay, contingent expenses, maintenance pay bill	Fully met

		expenditure, quarterly expenditure, Income tax returns etc.;	
		(ii) Power and duties of other employees Other employees have to follow the instructions of their HODs.	Fully met
		(iii) Rules/ orders under which powers and duty are derived and For Board Level powers are conferred as per the Delegation of Powers by the Board. For below Board Level powers are conferred as per the CDA rules. For workman category the powers are conferred as per certified Standing Orders.	Fully met
		(iv) Exercised As per the Delegation of Powers approved by the Board, CDA Rules and standing Certified Orders, the powers are exercised.	Fully met
		(v) Work allocation The work will be allotted by the HODs	Fully met
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	(i) Process of decision making Identify key decision making points Process of decision making is by the Departmental HODs.	Fully met
		(ii) Final decision making authority The Final decision making authority rests with Managing Director and Board.	Fully met
		(iii) Related provisions, acts, rules etc. The Factories Act, 1947, The AP Factories Rules and Provisions 1950, etc.;	Fully met
		(iv) Time limit for taking a decisions, if any As per the laid down rules.	Fully met
		(v) Channel of supervision and accountability From MD to HODs and from HODs to Sectional Incharges from Sectional	Fully met

		Workman.	
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	(i) Nature of functions/ services offered As per the advice of HODs will be the nature of functions in the departments.	Fully met
		(ii) Norms/ standards for functions/ service delivery As per laid down rules.	Fully met
		(iii) Process by which these services can be accessed As per the work allotment and job responsibilities.	Fully met
		(iv) Time-limit for achieving the targets As per set out targets.	Fully met
		(v) Process of redress of grievances The grievances will be redressed upon receipt of any complaint by forming a committee or by going through the grievance by the Admin Dept. under the framed guidelines / orders / Rules.	Fully met
1.5	Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]	(i) Title and nature of the record/ manual /instruction. CDA rules and Certified Standing Orders. As per the Process Manuals and Safety Manuals the work will be carried out.	Fully met
		(ii) List of Rules, regulations, instructions manuals and records. 1. CDA Rules 2. Certified Standing Orders 3. Process Manuals 4. Safety Manuals 5. Maintenance Manuals. 6. Emergency Site Plan manual	Fully met

		(iii) Acts/ Rules manuals etc. Factories Act 1948, AP Factory Rules 1950, Provident Fund Act, Minimum Wages Act 948, Shops and Establishment Act 1988 etc.;	Fully met
		(iv) Transfer policy and transfer orders Based on the requirement employee will be internally transferred with a transfer order.	Fully met
1.6	Categories of documents held by the authority under its control [Section 4(1)(b)(vi)]	(i) Categories of documents The documents / papers related to the section will be handled by the HOD.	Fully met
		(ii) Custodian of documents/categories HODs	Fully met
1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]	(i) Name of Boards, Council, Committee etc.	Not applicable.
		(ii) Composition	Not applicable
		(iii) Dates from which constituted	Not applicable
		(iv) Term/ Tenure	Not applicable
		(v) Powers and functions	Not applicable
		(vi) Whether their meetings are open to the public?	Not applicable
		(vii) Whether the minutes of the meetings are open to the public?	Not applicable
		(viii) Place where the minutes if open to the public are available?	Not applicable
1.8	Directory of officers and employees [Section 4(1)(b)(ix)]	(i) Name and designation Enclosed herewith.	Fully met

		Office Tel: 040-23237125 / 23297160 / 23240047/23210363 Office Emails: hiflon@hotmail.com ; hiflonpurchase@gmail.com ; hiflonmarketing@hotmail.com Factory: hiflonworks@gmail.com	
1.9	Monthly Remuneration received by officers & employees including system of compensation [Section 4(1) (b) (x)]	(i) List of employees with Gross monthly remuneration Gross monthly salary: Rs.71 Lac for permanent employees and Rs.7 Lac for daily labourers	Fully met
		(ii) System of compensation as provided in its regulations As per Govt. regulations from time to time.	Fully met
1.10	Name, designation and other particulars of CPIO and FAA as the organization do not have PIOs [Section 4(1) (b) (xvi)]	(i) Name and designation of the public information officer (PIO), Assistant Public Information (s) & Appellate Authority Mr G Krishna Prasad Chief Manager (Marketing) & Central Public Information Officer Mobile No.9885206028 Email Id: hiflonmarketing@hotmail.com Mr. G .V Ramana Chief Manager (Mechanical) & First Appellate Authority Mobile Number:9908080860 Email Id: gorripatyramana@gmail.com	Fully met
1.11	No. Of employees against whom Disciplinary action has been proposed/ taken (Section 4(2))	No. of employees against whom disciplinary action has been	
		(i) Pending for Minor penalty or major penalty proceedings : NIL (ii) Finalized for Minor penalty or major penalty proceedings : NIL	

	advance understanding of RTI (Section 26)	(ii) Efforts to encourage public authority to participate in these programmes	Fully met
		(iii) Training of CPIO/APIO	Partially met
		(iv) Update & publish guidelines on RTI by the Public Authorities concerned	Fully met
1.13	Transfer policy and transfer orders [F No. 1/6/2011- IR dt. 15.4.2013]		Not applicable

DEPARTMENT WISE STRENGTHS ON 21st AUG 2018

S.No	Name of the Employee	T.No.	Designation
I	<u>PRODUCTION DEPARTMENT</u>		
	<u>OFFICERS</u>		
01	S RAVI BABU	107	CHIEF MGR
02	PVVSU MURTHY	182	MGR
03	BSR RAJU	206	AM
04	C RAGHAVENDER REDDY	259	OFFICER
05	MSRC MURTHY	260	OFFICER
06	V LAKSHMI PRASAD	274	ENGINEER
07	K CHINTANNA	275	ENGINEER
08	P ANIL KUMAR	276	ENGINEER
09	A RAVINDRA BABU	292	OFFICER
10	G SHANKAR REDDY	294	OFFICER
11	N SUBBA REDDY	296	OFFICER
12	N SAI SUDHAKAR	265	OFFICER
13	P B K REDDY	234	OFFICER
14	A G SASTRY	236	OFFICER
15	A RANADHEER REDDY	291	OFFICER
	<u>NON-OFFICERS</u>		
01	K CHANDRA MOULI	1178	Sr.ASST.
02	C SHANKAR	1148	HELPER
03	N CHANDER	1150	HELPER
04	N JEEVLA	1151	HELPER
05	P SATHYANARAYANA	1153	HELPER
06	N PAKEERA	1190	HELPER
07	N YADAGIRI	1208	HELPER
08	V MEGYA	1210	HELPER
09	B SATHAIAH	1212	HELPER
10	N KIMYA	1226	HELPER
11	K BALAKRSIHNA	1227	HELPER
12	T VITTALIAH	1228	HELPER

	<u>OFFICERS</u>		
01	P MAESHWARA	64	CHIEF MGR
02	K V CHARY	226	OFFICER (ADCS)
03	A VENKATESWARA GOUD	300	OFFICER (QPC)
04	T SRINIVASA RAO	301	OFFICER (QPC)
05	S SATYANARAYANA GOUD	254	OFFICER (PRODN)

S.No	Name of the Employee	T.No.	Designation
	<u>QUALITY CONTROL</u>		
	<u>NON-OFFICERS</u>		
01	V GOPALA RAO	1112	LAB CHEMIST
02	N CHANDAR	1209	HELPER
03	P MALLAIAH	1229	HELPER
III	<u>MECHANICAL DEPARTMENT</u>		
	<u>OFFICERS</u>		
01	G V RAMANA	88	CHIEF MGR
02	R DAMLE	105	CHIEF MGR
03	S SRINIVAS REDDY	179	MGR
04	AJIT M DIVAKARAN	261	DY MGR
05	T SRINIVASULU REDDY	214	ASST MGR
06	A PREM KUMAR	243	OFFICER
07	G GIRISH BABU	255	OFFICER
08	N V SUBBAIAH	257	OFFICER
09	MANOJ NARAYANA	273	ENGINEER
10	B GURUVA REDDY	282	OFFICER
11	A KISHAN	288	OFFICER
12	V KISHAN	290	OFFICER
	<u>NON-OFFICERS</u>		
01	O NAGABUSHANAM	1166	AF-CARP
02	P NARAYANA	1117	AF-BOILER
03	SHANKARAI AH	1069	AF
04	B GOPAL	1194	AF
05	K ANAND REDDY	1221	AF
06	P MUTHYALU	1155	HELPER

08	N MOTHIYA	1231	HELPER
09	P DURGAIAH	1232	HELPER
IV	<u>INSTRUMENTATION DEPT.</u>		
	<u>OFFICERS</u>		
01	SANJAY MAHAGOANKAR	127	CHIEF MGR
02	B MAHADEV	215	OFFICER
03	R V SUBBA RAJU	238	OFFICER
04	B KRISHNA REDDY	298	OFFICER
	<u>NON-OFFICER</u>		
01	P MALLAIAH	1154	HELPER

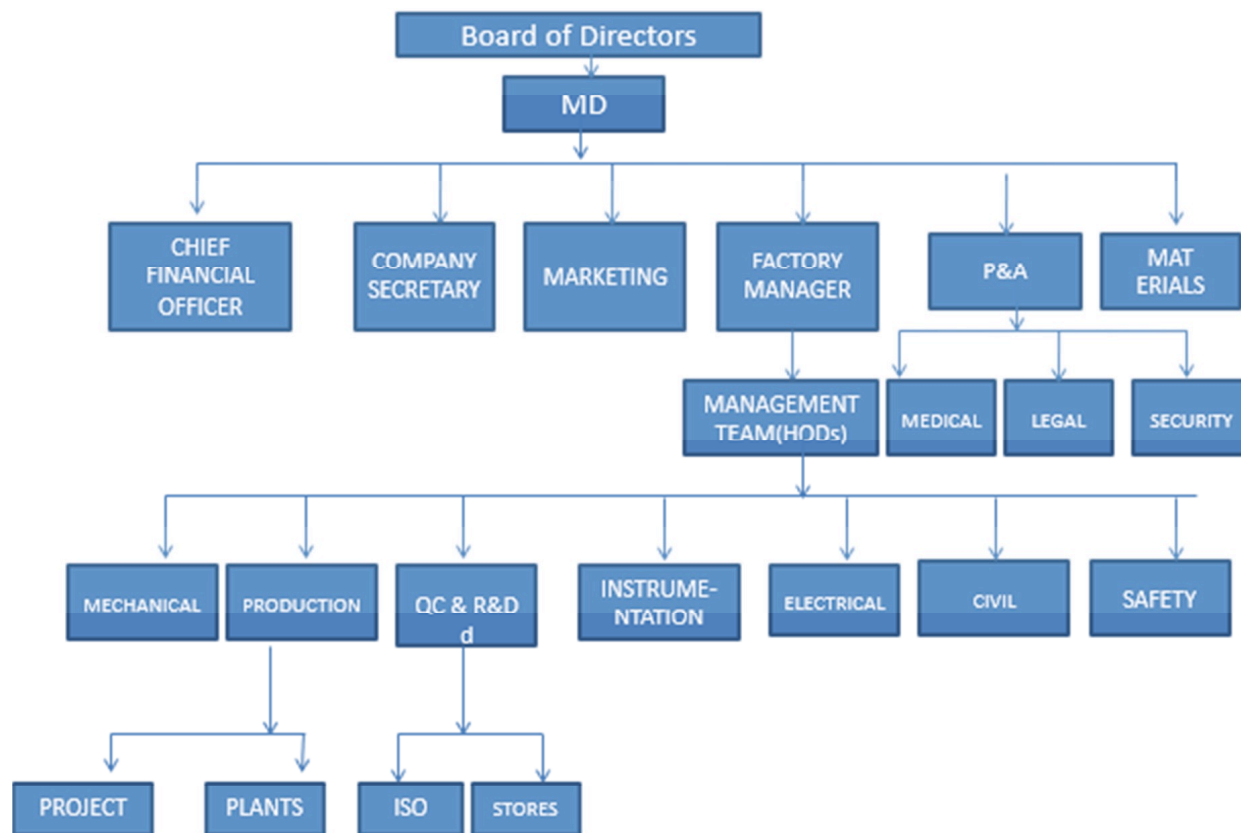
S.No	Name of the Employee	T.No.	Designation
V	<u>STORES DEPT</u>		
	<u>OFFICERS</u>		
01	K VISHWESWARA RAO	189	MANAGER
	<u>NON-OFFICERS</u>		
01	R PURUSHOTHAM	1018	Sr.ASST
02	S SUDERSHAN	1184	Sr. ASST
03	P MALLESH	1156	HELPER
04	R HARIYA	1159	HELPER
VI	<u>SECURITY</u>		
	<u>OFFICERS</u>		
01	S NARAYAN REDDY	299	OFFICER
VII	<u>SAFETY & FIRE DEPT</u>		
	<u>OFFICERS</u>		
01	AWADESH SHAH	186	MGR
02	S MUNI KUMAR	220	OFFICER
03	C MOHAN RAO	264	OFFICER
	<u>NON-OFFICERS</u>		
01	P MALLAIAH	1145	AF
02	G VENKANNA	1165	AF
03	N SOMLA	1143	HELPER
04	N MEGGYA	1149	HELPER
VIII	<u>P & A DEPARTMENT</u>		

02	M CHANDRAKALADHAR	253	AM (P&A)
03	M ANJIAH	285	OFFICER-LIAISON
04	SHAIK ZILANI	271	ENGINEER (EDP)
IX	<u>FINANCE DEPT</u>		
	<u>OFFICERS</u>		
01	DNVS RAJU	303	CHIEF MGR
02	SMT M V NAGA LAXMI	280	AM
03	M LAXMIPATHI RAJU	279	OFFICER
04	N NARSING RAO	281	OFFICER
05	D K GIRIDHAR	289	OFFICER
X	<u>MARKETING DEPT</u>		
	<u>OFFICERS</u>		
01	G KRISHNA PRASAD	102	CHIEF MGR
02	MVL PRASAD	252	AM

S.No	Name of the Employee	T.No.	Designation
XI	<u>MATERIALS DEPT</u>		
	<u>OFFICERS</u>		
01	D NAGESH	303	CHIEF MGR
02	B VISHWANATHAM	224	AM
XII	<u>SECRETARIAL DEPT</u>		
	<u>OFFICERS</u>		
01	SMT K RAJANI	262	COMPANY SECY
02	SMT G C VIJAYALAXMI	218	AM
XIII	<u>MEDICAL DEPT (OHC)</u>		
	<u>OFFICERS</u>		
	<u>NON-OFFICERS</u>		
01	KVVSN MURTHY	1241	MALE NURSE
02	R RAMU	1242	MALE NURSE
03	MABHUSUBHANI PATHAN	1245	MALE NURSE
XIV	<u>CIVIL DEPARTMENT</u>		
01	A HANUMANTHA RAO	207	AM

	<u>OFFICERS</u>		
01	KRN TAGORE	192	MANAGER
02	V SUDHAKAR REDDY	216	OFFICER
03	B BALSINGH	217	OFFICER
04	N MANIKYA REDDY	248	OFFICER
05	P JAMES	250	OFFICER
06	M PRABHAKAR REDDY	251	OFFICER
	<u>NON-OFFICERS</u>		
01	MOHANSING ADE	1182	AF
02	R RAGHURAM	1218	AF
03	K GALAIAH	1225	HELPER
04	V KISHAN	1234	HELPER

AM = ASST. MANAGER, AF = ASST. FOREMAN, DM = DY MANAGER



2. Budget and Program

S.No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
2.1	Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]	(i) Total Budget for the public authority	Partially met
		(ii) Budget for each agency and plan & programmes	Not Applicable
		(iii) Proposed expenditures	Not Applicable
		(iv) Revised budget for each agency, if any	Not Applicable
		(v) Report on disbursements made and place where the related reports are available	Not Applicable
2.2	Foreign and domestic tours (F.No. 1/8/2012- IR dt. 11.9.2012)	(i) Budget	Not Applicable
		(ii) Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the heads of the Department. a) Places visited b) The period of visit c) The number of members in the official delegation d) Expenditure on the visit	Not Applicable
		(iii) Information related to procurements a) Notice/tender enquires, and corrigenda if any thereon, b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured, c) The works contracts concluded - in any such combination of the above-and d) The rate /rates and the total amount at which such procurement or works contract is to be executed.	Not Applicable

	of subsidy program [Section 4(i)(b)(xii)]	(ii) Objective of the programme	Not Applicable
		(iii) Procedure to avail benefits	Not Applicable
		(iv) Duration of the programme/ scheme	Not Applicable
		(v) Physical and financial targets of the programme	Not Applicable
		(vi) Nature/ scale of subsidy /amount allotted	Not Applicable
		(vii) Eligibility criteria for grant of subsidy	Not Applicable
		(viii) Details of beneficiaries of subsidy programme (number, profile etc.)	Not Applicable
2.4	Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]	(i) Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions	Not Applicable
		(ii) Annual accounts of all legal entities who are provided grants by public authorities	Not Applicable
2.5	Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4(1) (b) (xiii)]	(i) Concessions, permits or authorizations granted by public authority	Not Applicable
		(ii) For each concessions, permit or authorization granted a) Eligibility criteria b) Procedure for getting the concession/ grant and/ or permits of authorizations c) Name and address of the recipients given concessions/ permits or authorisations d) Date of award of concessions /permits of authorizations	Not Applicable
2.6	`CAG & PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament.	Fully met

3. Publicity Band Public interface

S.No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
3.1	Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation there of [Section 4(1)(b)(vii)] [F No 1/6/2011-IR dt. 15.04.2013]	Arrangement for consultations with or representation by the members of the public (i) Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	Not Applicable
		(ii) Arrangements for consultation with or representation by a) Members of the public in policy formulation/ policy implementation b) Day & time allotted for visitors c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants	Not Applicable
		Public- private partnerships (PPP) (i) Details of Special Purpose Vehicle (SPV), if any	Not Applicable
		(ii) Detailed project reports (DPRs)	Not Applicable
		(iii) Concession agreements.	Not Applicable
		(iv) Operation and maintenance manuals	Not Applicable
		(v) Other documents generated as part of the implementation of the PPP	Not Applicable
		(vi) Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government	Not Applicable
		(vii) Information relating to outputs and outcomes	Not Applicable
		(viii) The process of the selection of the private sector party (concessionaire etc.)	Not Applicable
(ix) All payment made under the PPP project	Not Applicable		

	policies / decisions, which affect public, informed to them [Section 4(1) (c)]	announcing decisions which affect public to make the process more interactive; (i) Policy decisions/ legislations taken in the previous one year	
		(ii) Outline the Public consultation process	Not Applicable
		(iii) Outline the arrangement for consultation before formulation of policy	Not Applicable
3.3	Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]	Use of the most effective means of communication (i) Internet (website) (ii) Emails (iii) Postal / courier communication	Fully met
3.4	Form of accessibility of information manual/ handbook [Section 4(1)(b)]	Information manual/handbook available in (i) Electronic format	Fully met
		(ii) Printed format	Fully met
3.5	Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]	List of materials available (i) Free of cost – Product brochure	Fully met
		Visit website for other information of the organization. www.hfl.co.in	Fully met

4. E.Governance

S.No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
4.1	Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]	(i) English	Fully met
		(ii) Vernacular/ Local Language	Not applicable
4.2	When was the information Manual/Handbook last updated? [F No. 1/6/2011-IR dt 15.4.2013]	Last date of Annual updation : As and when required Please visit : www.hfl.co.in/Investors/Annualreports	Fully met
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	(i) Details of information available in electronic form Please visit : www.hfl.co.in	Fully met
		(ii) Name/ title of the document/record/ other information	Not applicable
		(iii) Location where available	Not applicable
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	(i) Name & location of the faculty	Not applicable
		(ii) Details of information made available	Not applicable
		(iii) Working hours of the facility : (iv) Factory: 8.30 AM to 4.30 PM Office : 10.00 AM to 5.30 PM	Fully met
		(v) Contact person & contact details (Phone, fax email) At Factory: Mr Sanjay Mahagoanker, Chief Manager (Inst) & Factory Incharge, Mobile No.9491879563 At Head Office: Mr R Veeranna, Assistant Manager (Personnel & Admin), Contact No. 9490674672	Fully met

4.5	Such other information as may be prescribed under section 4(i) (b)(xvii)	(i)	Grievance redressal mechanism Mr G. Krishna Prasad, Chief Manager (mktg) pertaining to grievances of pensioners, customers. Mrs C Rajani, Company Secretary pertaining to investors regarding share transfers and corporate matters etc.	Fully met
		(ii)	Details of applications received under RTI and information provided Quarterly and annual RTI reports are being uploaded in RTI portal regularly.	Fully met
		(iii)	List of completed schemes/ projects/ Programmes	Not applicable
		(iv)	List of schemes/ projects/ programme underway	Not applicable
		(v)	Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	Fully met
		(vi)	Annual Report	Fully met
		(vii)	Frequently Asked Question (FAQs)	Fully met
		(viii)	Any other information such as	Fully met
			a) Citizen's Charter	Fully met
			b) Result Framework Document (RFD)	Fully met
			c) Six monthly reports on the	Fully met
	d) Performance against the benchmarks set in the Citizen's Charter	Fully met		
4.6	Receipt & Disposal of RTI applications & appeals [F.No 1/6/2011-IR dt. 15.04.2013]	(i)	Details of applications received and disposed	Fully met
		(ii)	Details of appeals received and orders issued	Fully met
4.7	Replies to questions asked in the parliament [Section 4(1)(d)(2)]	Details of questions asked and replies given		Fully met

S. No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
5.1	Such other information as may be prescribed [F.No. 1/2/2016-IR dt. 17.8.2016, F No. 1/6/2011-IR dt. 15.4.2013]	(i) Name & details of (a) Current CPIOs & FFA : CPIO : Mr. G Krishna Prasad. FAA : Mr. G .V. Ramana b) Earlier CPIO & FAAs from 1.1.2015 CPIO: Mr. G Krishna Prasad. FAA: Mr. A. Venu, Chief Manager (Production)	Fully met
		(ii) Details of third party audit of voluntary disclosure (a) Dates of audit carried out (b) Report of the audit carried out	Not applicable.
		(iii) Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD (a) Date of appointment (b) Name & Designation of the officers	-
		(iv) Consultancy committee of key stake holders for advice on suo-motu disclosure (a) Dates from which constituted (b) Name & Designation of the officers	Not applicable
		(v) Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI (a) Dates from which constituted (b) Name & Designation of the Officers	Not applicable

6. Information Disclosed on own Initiative

S.No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
6.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	The information required to be made public and will be uploaded on company's website: www.hfl.co.in	Partially met
6.2	Guidelines for Indian Government Websites (GIGW) is followed (released in February, 2009 and included in the Central Secretariat Manual of Office Procedures (CSMOP) by Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievance and Pensions, Govt. Of India)	(i) Whether STQC certification obtained and its validity. (ii) Does the website show the certificate on the Website?	Not applicable
