

**Sub: Implementation of Section 4 – Obligations of Public Authority under RTI Act, 2005.**

**For compliance of Section 4 of the RTI Act, the requisite information relating to REC is as under:**

Sr. No.	Questions	Answers
1	Objection/purpose of Public Authority	This information can be seen on REC website <a href="http://www.recindia.nic.in">www.recindia.nic.in</a> → Right to Information → Hand Book under RTI Act → Particulars of Organisation, Functions and Duties as item No. 4 (b)(i).
2	Please provide details of the powers and duties of officers and employees of the organization.	This information can be seen on REC website <a href="http://www.recindia.nic.in">www.recindia.nic.in</a> → Right to Information → Hand Book under RTI Act → The Powers and duties of its officers and employees as item No. 4 (b)(ii).
3	Please provide the list of rules, regulations, instructions, manual and records, held by public authority or under its control or used by its employees for discharging functions as per the following format. This format has to be filled for each type of document.	<p><b>I. <u>HR Division of REC</u></b></p> <p>The documents held by REC or under its control for use by its employees for discharging functions are as follows:</p> <ol style="list-style-type: none"> <li>a) Service Rules</li> <li>b) Conduct, Discipline and Appeal Rules</li> <li>c) Delegation of Powers</li> <li>d) Other HR rules and policies.</li> </ol> <p><b>II. <u>Loan and Recovery (Finance Division)</u></b></p> <p>The road map/policy guidelines for action to be taken on default is available in loan Division of Corporate Office.</p> <p><b>III. <u>Transmission &amp; Distribution Division</u></b></p> <ol style="list-style-type: none"> <li>a) Operational guidelines for various categories of schemes financed by T&amp;D Division.</li> <li>b) Guidelines for appraisal and financing of various schemes under T&amp;D.</li> <li>c) Interest rate circulars and other loan policy circulars related to scheme processing, disbursement, security, repayment, terms and conditions of loan etc. It is a policy circular.</li> <li>d) Standard loan documents.</li> </ol> <p>The guidelines/circulars help the borrowing utilities and REC officers in formulating the schemes, appraising, loan documentation, disbursements and repayments etc.</p> <p>This information can be seen on REC website <a href="http://www.recindia.nic.in">www.recindia.nic.in</a> → Right to Information → Hand Book under RTI Act and can also be obtained by addressing an application to PIO, REC, New Delhi.</p> <p><b>IV. <u>Rajiv Gandhi Gramin Vidyutikaran Yojana Division</u></b></p>

Guidelines on RGGVY are available in the Division at Corporate Office as well as in concerned Project Offices of REC.

The documents are available on REC website [www.recindia.nic.in](http://www.recindia.nic.in)

#### **V. Generation Division-I and II**

- a) Financing norms – Entity Appraisal and Project Appraisal Guidelines for Generation Projects.
- b) Circulars issued by Generation Division from time to time. These circulars enlist the grade of public sector borrowers and permissible exposure limit norms.

#### **VI. Vigilance Division**

Vigilance Division adheres to rules, regulations, instructions, manuals etc. being circulated/issued by CVC and/or Ministry of Power. The Rules being circulated/issued by CVC are available for public on its website which is also linked with REC Website. Further, it also adheres to rules, regulations, instructions contained in REC disciplinary rules.

#### **VII. Law Division**

Standard format of loan documentation formats are available with the Project Offices of the Corporation and also with the Law Division.

#### **VIII. Corporate Planning Division**

Memorandum of Understanding which are signed between REC and Ministry of Power are kept in the Division.

#### **IX. Company Secretariat Division**

- a) Memorandum of Association and Articles of Association.
- b) Annual Reports
- c) Loan Policy Circulars
- d) Listing Agreement ( for wholesale Debt Market).
- e) RBI Notification as applicable to NBFCs.
- f) SEBI Guidelines.
- g) ISO Apex Quality Manual.
- h) Updates from the Ministry of Company Affairs.
- i) Listing Agreement (Capital Market)
- j) Policy for prevention of frauds in REC.
- k) Fair Practice Code of REC in terms of RBI Guidelines.
- l) Code of Business Conduct and Ethics for Board Members and Senior Management.
- m) Code for Prevention of Insider Trading in REC's Equity Shares.
- n) Prudential norms of REC.

		<p style="text-align: center;"><b>X. <u>Decentralised Distributed Generation Division</u></b></p> <p>The following guidelines of DDG Schemes under RGGVY are followed by DDG Division:</p> <ul style="list-style-type: none"> <li>a) Guidelines for village electrification through Decentralised Distributed Generation (DDG) under Rajiv Gandhi Gramin Vidyutikaran Yojana in the XI Plan. Scheme of Rural Electricity Infrastructure and Household Electrification.</li> <li>b) Format for preparation of detailed Project Report (DPR).</li> <li>c) Guidelines for Procurement of Goods and Services for Implementation of Rural Electrification Project for DDG under RGGVY.</li> </ul> <p>This information can be seen on REC website <a href="http://www.recindia.nic.in">www.recindia.nic.in</a></p> <p style="text-align: center;"><b>XI. <u>Administration Division</u></b></p> <p>The procurement guidelines are with the Division.</p> <p style="text-align: center;"><b>XII. <u>Finance – Resources Division</u></b></p> <p>The documents relating to policies are as under:</p> <ul style="list-style-type: none"> <li>a) Borrowing Programme</li> <li>b) Derivatives Policy</li> </ul> <p>The records which are available in the Division are as under:</p> <ul style="list-style-type: none"> <li>a) Minutes of Investment Committee.</li> <li>b) Minutes of Borrowing for commercial papers.</li> <li>c) Minutes of Borrowing for Forex.</li> <li>d) Minutes of Committee for Borrowing from Banks for term loans.</li> </ul> <p>The above mentioned information can be obtained by addressing application to PIO (RT), REC. Some of the documents are also uploaded on REC website <a href="http://www.recindia.nic.in">www.recindia.nic.in</a>.</p>
4	<p>Whether there is any provision to seek consultation/participation of public or its representatives for formulation of policies. If there is, please provide details of such policies.</p>	<p>The HR Policies are generally framed keeping in mind the requirements of organization and expectations and aspirations of the employees who are eventually impacted by such policies.</p> <p>To decide on matters related to compensation structure and its periodic review and other service conditions, necessary provisions exist for consulting both formally and informally with employees’ associations such as REC Officers’ Association and REC Employees’ Union.</p> <p>With regard to non-executives, the process of determination of</p>

compensation structure and periodic review is carried out through a process of collective bargaining and settlement with recognized trade union i.e. REC Employees' Union.

However, for internal matters there is no provision to seek general consultation/participation of public or its representatives.

This information can be seen on REC website [www.recindia.nic.in](http://www.recindia.nic.in) → Right to Information → Hand Book under RTI Act → The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof as item No. 4 (b)(vii).

5 Use the format given below to give the information about the official documents. Also mention the place where the documents are available i.e. at Secretariat Level, Directorate Level, others ( Please mention the level in place of writing " Others").

**I. HR Division**

The information can be obtained by addressing application to PIO (RT), REC. Some of the documents are also uploaded on REC website.

**II. Generation Division – I & II**

Sr. No.	Category of the document	Name of the document and its introduction	Held under control of
1	Registers	For record maintenance	Appraising Officer(s).
2	Government Manuals	Circulated within the division amongst concerned personnel.	Appraising Officer(s).
3	Files	Processing files and those pertaining to miscellaneous issues.	Appraising Officer(s).
4	Agreements	Relating to specific projects (if any).	Appraising Officer(s).

**III. Loan and Recovery – Finance**

As the post sanction activities are carried out in Loan and Recovery Section as per the Loan Policy Circulars issued from time to time. The execution of agreements etc. are dealt by the concerned operations division, generation division, Project Offices etc. of the Corporation.

**IV. Transmission and Distribution Division**

Each project file finance by REC consisting of request of the borrower, appraisal note of Project Office and Corporate Office, approval of competent authority and sanction letter with terms and conditions issued is kept in record in T&D Department with

the sanctioned desk. Sanction desk is headed by DGM/CM level officer assisted by a non-executive.

**V. Rajiv Gandhi Gramin Vidyutikaran Yojana Division**

The information can be obtained by addressing application to PIO (RT), REC. Some of the documents are also uploaded on REC website [www.recindia.nic.in](http://www.recindia.nic.in).

**VI. Law Division**

Sr. No.	Category of the document	Name of the document and its introduction	Procedure to obtain the document	Held under control of
1	Financing and security documents relating to funding of power projects	Documents relating to funding of loans to State sector and private sector borrowers	Law Division is the custodian of the documents and hence after execution the original documents are retained in the law Division.	Law Division
2	Memorandum of Understanding	MOU with various electricity Boards/ Companies of State Government	Original/copy is retained.	Law Division

**VII. Decentralised Distributed Division.**

The information can be obtained by addressing application to PIO (RT), REC. Some of the documents are also uploaded on REC website [www.recindia.nic.in](http://www.recindia.nic.in).

**VIII. Corporate Planning Division**

All the original signed MOU are kept in the CP Division for reference of Senior Officers.

**IX. Company Secretariat Division.**

The information can be obtained by addressing application to PIO (RT), REC.

**X. Administration Division**

The information can be obtained by addressing application to

		<p>PIO (RT), REC.</p> <p><b>XI. Finance Resources Division</b></p> <p>The information can be obtained by addressing application to PIO (RT), REC. Some of the documents are also uploaded on REC website <a href="http://www.recindia.nic.in">www.recindia.nic.in</a>.</p> <p><b>XII. Corporate Communication Division</b></p> <p>All the records are maintained in the form of files and registers which are kept under the control of the dealing officers in the Division.</p> <p><b>XIII. Vigilance Division.</b></p> <p>The rules being circulated issued by CVC are available for public on its website which is also linked to REC website <a href="http://www.recindia.nic.in">www.recindia.nic.in</a>.</p>
6	Please provide information on Boards, Councils and other bodies related to public authority in the given format.	<p><b><u>Board of Directors (As on 19.05.2011).</u></b></p> <ol style="list-style-type: none"> <li>a) Shri Hari Das Khunteta, CMD</li> <li>b) Shri Hari Das Khunteta, Director (Finance)</li> <li>c) Shri P.J. Thakkar, Director (Technical)</li> <li>d) Shri Devender Singh, Government Nominee Director.</li> <li>e) Shri R.K. Jain, Government Nominee Director.</li> </ol> <p><b><u>Board Committee (As on 19.05.2011)</u></b></p> <ol style="list-style-type: none"> <li><b>1. <u>Audit Committee:</u></b> <ol style="list-style-type: none"> <li>a) Shri Devender Singh, Government Nominee Director</li> <li>b) Shri Rakesh Jain, Government Nominee Director</li> <li>c) Shri P.J. Thakkar, Director (Technical), REC.</li> </ol> </li> <li><b>2. <u>Shareholders Investors Grievance Committee</u></b> <ol style="list-style-type: none"> <li>a) Shri Devender Singh, Government Nominee Director – Chairman.</li> <li>b) Shri Hari Das Khunteta, Director (Finance) – Member</li> <li>c) Shri P.J. Thakkar, Director (Technical) – Member.</li> </ol> </li> <li><b>3. <u>Sub-Committee for Review of Lending Rates of Short-Term Loans and Term Loans.</u></b> <ol style="list-style-type: none"> <li>a) Shri Hari Das Khunteta, CMD - Chairman</li> <li>b) Shri Hari Das Khunteta Director(Finance) – Member</li> <li>c) Shri P.J. Thakkar, – Director (Technical) – Member.</li> </ol> </li> <li><b>4. <u>Sub-Committee for Borrowing other than Debentures.</u></b> <ol style="list-style-type: none"> <li>a) Shri Hari Das Khunteta, CMD, Chairman.</li> <li>b) Shri Hari Das Khunteta Director(Finance) – Member</li> <li>c) Shri P.J. Thakkar – Director (Technical) – Member.</li> </ol> </li> </ol>

**5. Loan Committee**

- a) CMD
- b) Director (Finance)
- c) Director (Technical)
- d) One Nominee Director of Government  
(with quorum of three Directors including CMD and one Government Nominee Director).

**6. Remuneration Committee**

**(being reconstituted shortly)**

**7. Committee of Directors**

(being reconstituted shortly)

**HR Sub-Committee**

(being reconstituted shortly)

**8. Sub-Committee for Equity Investment by REC in Power Projects.**

**(being reconstituted shortly)**

**Note: The Composition of Audit Committee, Remuneration Committee, Committee of Directors, HR Sub-Committee is due for re-constitution, as the tenure of the following Independent Directors has come to an end on 19.12.2010.**

- a) Shri Venugopal N. Dhoot
- b) Dr. M. Govinda Rao
- c) Shri P.R. Balasubramanian

**9. Other Committee (As on 19.12.2010)**

**In-house Screening Committee:**

- a) ED(T&D) – Member
- b) General Manager – In-charge of concerned Division – Member
- c) General Manager (Finance) – Resources – Member.

In the absence of ED (T&D), Shri Puneet Kumar Goel, ED will function as Member of the Screening Committee.

**10. Executive Committee**

- a) CMD
- b) Director (Finance)
- c) Director (Technical), and
- d) ED (T&D).

		<p><b>11. Investment Committee.</b></p> <p>a) GM (Treasury Management) – Member  b) DGM (Loan/Claim) – Member  c) Officer-in-Charge of Banking/Bond – Member.</p> <p><b>12. Share Transfer Committee:</b></p> <p>a) Company Secretary &amp; GM – Member.  b) GM (Finance) – Resources – Member.</p> <p><b>13. Committee to formulate a “Policy on Investment in Equity/PE Fund/Joint Ventures”.</b></p> <p>a) ED (F&amp;A)  b) GM (Finance) – Resources.  c) GM (GGeneration)-I</p> <p>GM (Finance) – (Resources) – Convenor the Committee.</p> <p>The public can not participate in the meetings. The minutes of the meetings are prepared.</p>
7	Please provide contact information about the Public Information Officers/ Assistant Public Information Officer and Departmental Appellate Authority of the Public Authority.	<p><b>a) Departmental Appellate Authority</b>  Shri B.P. Yadav,  Executive Director  Rural Electrification Corporation Limited  Core-IV, SCOPE Complex, 7, Lodhi Road  New Delhi – 110 003.  Phone: (office) – 011 – 4309 1507  (fax) - 011 – 2436 5394)</p> <p><b>b) Departmental Public Information Officer &amp; Transparency Officer:</b>  Shri R.K. Mittal,  General Manager (Law)  Rural Electrification Corporation Limited  Core-IV, SCOPE Complex, 7, Lodhi Road  New Delhi – 110 003.  Phone: (office) – 011 – 4309 1545  011 - 2436 9071</p> <p><b>c) Departmental Assistant Public Information Officer.</b>  Shri Ajay Kumar  Chief Manager (Law)  Rural Electrification Corporation Limited  Core-IV, SCOPE Complex, 7, Lodhi Road  New Delhi – 110 003.  Phone: (office) – 011 – 4309 1648</p>

8	What is the procedure followed to take a decision for various matters.	The Board of the Directors is the Apex Body to take decisions which delegates certain powers to Chairman and Managing Director, REC who may further sub- delegate the powers at execution level. The subject matter is accordingly put up for decision of the concerned competent authority as per delegation of powers.
9	What are the documented procedures/ laid down procedures/ defined criteria/rules to arrive at a particular decision. What are different levels through which a decision process moves.	The Board of the Directors is the Apex Body to take decisions which delegates power to Chairman and Managing Director, REC who may further sub- delegate the powers at execution level. While arriving at a decision, rational analysis is done leading to generation of alternatives and the decision is taken by the competent authority after evaluating all the alternatives and making a choice which best suit the requirements of the Corporation.
10	What are the arrangements to communicate the decision to the public.	All the important official communications i.e. tenders, notices, interest rates etc. is posted on the website of the company i.e. "recindia.nic.in".
11	Who are the officers at various levels whose opinion are sought for the process of decision making.	<p>The Board of the Directors is the Apex Body to take decisions which delegates power to Chairman and Managing Director, REC to who may further sub- delegate the powers at execution level. The subject matter is accordingly put up for decision of the concerned competent authority as per delegation of powers.</p> <p>This information can be seen on REC website <a href="http://www.recindia.nic.in">www.recindia.nic.in</a> → Right to Information → Hand Book under RTI Act → The procedure followed in the decision making process, including channels of supervision and accountability as item No. 4(b)(iii).</p>
12	Who is the final authority who vets the decision.	The delegation of powers provides the competent authority against each of the works/tasks and hence he/she is empowered to take a decision on the subject matter. Financial/Legal vetting is done before taking the decision.
13	Please provide information separately in the format for the important matters on which the decision is taken by the Public Authority.	<p><b><u>HR Division</u></b></p> <p>The delegation of powers provides the competent authority against each of the works/tasks who is empowered to take a decision in the subject matter. The guidelines governing the subject matter are taken into due consideration while deciding on the issues.</p> <p><b><u>Transmission and Distribution Division</u></b></p> <p>Subject on which decision is to be taken: Guidelines/directions if any.</p> <p>Operational guidelines for various categories of schemes/policy circular defining the competent authority for its approval.</p>

		<p>Various approvals/relaxations if required during the documentation of a projects and its execution is taken by the competent authority.</p> <p><b><u>Generation Division I &amp; II</u></b></p> <p>The important matters in which the decision is taken by the Public Authority is as under:</p> <ul style="list-style-type: none"> <li>a) Financing Norms – Entity Appraisal and Project Appraisal Guidelines for Generation Projects.</li> <li>b) Fair Practices Code of REC Ltd.</li> <li>c) Loan Policy Circulars</li> <li>d) Prevailing practices</li> </ul> <p>The decision on important matters is taken as per the delegation of powers as issued from time to time.</p> <p><b><u>Law Division</u></b></p> <p>As per delegation of powers the decision is taken by the delegated authority.</p>
14	Directory of Officers and Employees	This information can be seen on REC website <a href="http://www.recindia.nic.in">www.recindia.nic.in</a> → Right to Information → Hand Book under RTI Act → A directory of officers and employees as item No. 4 (b)(ix).
15	Please provide information about the details of the budget for different activities in the given format.	This information can be seen on REC website <a href="http://www.recindia.nic.in">www.recindia.nic.in</a> → Right to Information → Hand Book under RTI Act → The budget allocated to each of its agency, including the particulars of all plans, proposed expenditures and reports on disbursements made as item No. 4(b)(xi).
16	The manner of execution of subsidy programmes.	<p>The projects under RGGVY which involve subsidy are located in Ministry of Power, sanctioned by Monitoring Committee, Government of India and projects are implemented by the respective implementing agencies.</p> <p>This information can be seen on REC website <a href="http://www.recindia.nic.in">www.recindia.nic.in</a> → Right to Information → Hand Book under RTI Act → The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes as item No. 4(b)(xii).</p>
17	Particulars of Recipients of concessions, permission or authorization granted by it. Please provide the information as per given format.	This information can be seen on REC website <a href="http://www.recindia.nic.in">www.recindia.nic.in</a> → Right to Information → Hand Book under RTI Act → Particulars of Recipients of concessions, permits or authorization granted by it as item No. 4(b)(xiii).
18	Please provide the details of the Norms/Standards set by the Department for execution of various activities/programmes.	This information can be seen on REC website <a href="http://www.recindia.nic.in">www.recindia.nic.in</a> → Right to Information → Hand Book under RTI Act → The norms set by it for discharge of its function as item No. 4 (b)(iv).

19	Please provide the details of information related to various schemes which are available in electronic format.	This information can be seen on REC website <a href="http://www.recindia.nic.in">www.recindia.nic.in</a> → Right to Information → Hand Book under RTI Act → Details in respect of the information available to or held reduced in an electronic form The norms set by it as item No. 4 (b)(xiv).
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20	Means, Methods of facilitation available to public which are adopted by the department for dissemination of information.	<p>The public may obtain information about the organisation through:</p> <ul style="list-style-type: none"> <li>a) REC website “recindia.nic.in”</li> <li>b) REC Annual Report which is made available to all shareholders.</li> <li>c) By assessing the “May I help you” reception counter located on Ground floor of REC’s Office at Core-0IV, Scope Complex, Lodhi Road, New Delhi.</li> <li>d) Besides, Corporation publishes details of financial results in leading newspapers every quarter/year and Chairman’s speech every year which may be assessed.</li> </ul>
21	With relation to training imparted to public by public authority.	<p>The scope of training imparted by organization is generally related to employees of the corporation. Training programmes are designed and conducted based on the organizational necessities and individual’s requirements to enable employees discharge their responsibility successfully.</p>