

Sub:- Implementation of Section 4-Obligations of Public Authority under RTI Act,2005

For Compliance of Section 4 of the RTI Act., the requisite disclosures relating to REC is as under:-

Question	Answer
1. Objection/purpose of Public Authority	This information can be seen on REC website www.redindia.nic. - > 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 www.redindia.nic. - > Right to Information Hand Book under RTI Act-> Particulars of Organization, Functions and Duties 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 documents.	<p>1.HR Division of REC</p> <ul style="list-style-type: none"> a) REC Services Rules b) Conduct, Discipline and Appeal Rules c) Delegation of powers d) Formation of new Policy or amendment in existing Policy/Rules are hoisted on REC intranet besides its normal circulation. The information can be seen on REC intranet under the portal of Rules and regulations <p>2 Transmission & Distribution of Division</p> <ul style="list-style-type: none"> a) Operational guidelines for various categories of schemes financed under T&D. b) Interest Rate circular and other loan policy circulars related to scheme processing, disbursement, security, repayment, terms and conditions of loan etc. c) Standard Loan Documents. d) Orders issued by CERC/SERC. <p>3. Deen Dayal Upadhyay Gram Jyoti Yojana</p> <ul style="list-style-type: none"> a) Guidelines for formulation of projects, for composite projects in States with balance un-electrified villages to be electrified. b) Guidelines for formulation of projects for electrified villages in States with 100% village electrification level c) Guidelines for formulation of projects for supplementary projects for electrified villages in project areas. d) Guidelines for procurement of goods services and amendments to REC e) Specifications and Construction Standards <p>This information can be seen on REC website www.redindia.nic. - > Right to Information Hand Book under RTI Act-> details of manual/guidelines etc</p>

	4. GENERATION-(I&II) DIVISION
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<ul style="list-style-type: none"> a) Loan Application Form (s) for private IPPs b) Loan Application Form(s) for Govt./Public Companies/SEBs
5. MONITORING DIVISION
<ul style="list-style-type: none"> a) Guidelines for monitoring of T&D schemes and generation schemes. b) REC Construction standards and specifications (in electronic form).
6. COMPANY SECRETARIAT DIVISION
<ul style="list-style-type: none"> a) Memorandum of Association and Articles of Association Annual Reports b) Loan Policy Circulars c) ISO Apex Quality Manual d) Listing Agreement e) Policy for Prevention of Frauds in REC f) Fair Practice Code of REC in terms of RBI Guidelines g) The Code of Business Conduct & Ethics for Board Members and Senior Management h) Code for Prevention of Insider Trading in REC's Equity Shares/Securities i) Delegation of Powers j) Whistle Blower Policy in REC k) Record of Shareholders Details
7. Loans & Recovery Section
<ul style="list-style-type: none"> a) Loan Policy Circulars b) Recovery Guidelines c) Prudential norms of REC d) Short Term Loan Appraisal Policy.
8. Internal Audit Division
<ul style="list-style-type: none"> a) Internal Audit Manual b) Internal Audit Programme for the year

9. Vigilance Division
<p>Vigilance Division adheres to the rules, regulations, instructions, manuals etc. being circulated /issued by the CVC and/ or Ministry of Power. The rules being circulated /issued by the CVC are available for public on its website which is also linked with REC's Web site. Further Vigilance Division also adheres to the rules, regulations, instructions contained in the REC (CDA) Rules.</p>
10 Law Division
<ul style="list-style-type: none"> a) The record held by the Law Division relates to the legal matters of the Corporation and is the custodian of the loan documents. b) The Law division adheres to the rules, regulations, and instructions of the Corporation. c) The manual is only for internal use.
11 Corporate Planning Division

Memorandum of Understanding (MoU) is signed between REC and the Ministry of Power. All the Original signed MoU are kept in CP Division for reference of Sr. Officers.
12 Decentralized Distribution Generation Division.
Ministry of Power has issued DDG Guidelines for implementation of DDG projects, preparation of DPR, Procurement guidelines etc. This information can be seen on REC website www.recindia.nic.in
13. Renewable Energy Division
<ul style="list-style-type: none"> a) Guidelines for Borrowers including application form b) Project Appraisal Guidelines/Pre-sanction Guidelines for Renewable Energy, Borrower Rating Matrix, Project Rating Matrix, Financing Norms. c) Post-sanction Guidelines for Renewable Energy Projects, Standard , documentation etc. d) Report on implementation of Renewable Energy Projects.

<p>4. Whether there is any provision to seek consultation/participation of public or its representatives for formulation of policies, if there is please provide the 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 impact by such policies.</p> <p>To decide on matters related to compensation structure and its periodic review and other services 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 compensation structure and periodic review is carried out through a process of collective bargaining and settlement with recognized trade union i.e. REC Union internal matters there is no provision to seek general consultation/participation of public or its representatives.</p>			
	<p>This information can be seen on REC website 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 public in relation to the formulation of its policy or implementation thereof as item No. 4(b)(vii)</p>			
<p>5. Use the format given below to give the information about the official documents. Also mention place where the documents are available i.e at Secretariat Level (Please mention the level in place of writing " Others")</p>	<p>1. HR Division</p> <p>The information can be obtained by addressing application to PIO (RTI), REC. Some of the documents are also uploaded on REC website.</p> <p>II Generation Division-I&II</p>			
	<table border="1"> <thead> <tr> <th>Sl. No .</th> <th>Category of the documents</th> <th>Name of the document and its introduction</th> <th>Held under control of</th> </tr> </thead> </table>	Sl. No .	Category of the documents	Name of the document and its introduction
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1.	Registers	For record maintenance	Appraising Officer(s)
2.	Government manuals	Circulated within the division amongst concerned personal	Appraising Officer(s)
3.	Files	Processing files and those pertaining to miscellaneous issues	Appraising Officer(s)
4.	Agreements	Relating to specific projects (if any)	

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 divisions, 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 sanctioned Desk. Sanction Desk is headed by DGM/CM level officers assisted by a non-executive.				
V. Deen Dayal Upadhyay Gram Jyoti Yojana Division				
The information can be obtained by addressing application to PIO (RTI), REC Some of the documents are also uploaded on REC website www.recindia.nic.in				
VI Law Division				
Sr. No.	Category of the documents	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 loan 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(RTI). Some of the documents are also uploaded on REC website www.recinida.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(RTI), REC.

X. Administration Division

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

XI. Financing Resources Division

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

XII Corporate Communication Division

All the records are maintained in the form of files and registers which kept under the control of the dealing Officers in the Division.

XIII Vigilance Division.

The rules being circulated issued by CVC are available for public on its website which is also linked to REC website. www.recindia.nic.in.

6.
Please provide information on Boards, Council and other bodies related to public authority in the given format

Board of Directors:

The Management of the Company is vested with the Board of Directors. In terms of the Articles of Association of the Company the Board of Directors can have minimum three Directors and maximum Fifteen Directors.

The Composition of the Board of Directors as on September 11, 2019 is given below:

Full Name	Designation	DIN	Date of Appointment
Shri Sanjay Malhotra	Chairman & Managing Director	00992744	09/11/2020
Shri Sanjeev Kumar Gupta	Director (Technical)	03464342	16/10/2015
Shri Ajoy Choudhury	Director (Finance)	06629871	01/06/2020
Shri Tanmay Kumar	Government Nominee Director	02574098	05/11/2020
Shri Praveen Kumar Singh	Nominee Director - PFC	03548218	18/06/2019

	<p>Committees of the Board:</p> <p>Board of Directors has the following Committees*:</p> <ol style="list-style-type: none"> 1. Audit Committee. 2. Nomination and Remuneration Committee. 3. Stakeholders Relationship Committee. 4. Risk Management Committee. 5. Corporate Social Responsibility Committee. 6. Loan Committee. 7. Executive Committee. 8. Sub-Committee for review of lending rates for Term Loans/ Short Term Loans. 9. Committee on Investment / Deployment of Surplus Funds. <p>* For details of Composition and terms of reference or functions of the above Committees, please refer to the latest Annual Report of the Company available on its website i.e. www.recindia.com.</p> <p>THE MEETINGS OF THE BOARD OF DIRECTORS AND COMMITTEES OF THE BOARD ARE NOT ACCESSIBLE FOR PUBLIC. SIMILARLY, THE AGENDA PAPERS AND MINUTES BOOKS OF THE BOARD OF DIRECTORS AND COMMITTEES OF THE BOARD ARE NOT OPEN FOR INSPECTION OF PUBLIC.</p>
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7. Please provide contract information about the public Information Officers/Assistant Public Information Officer and Departmental Appellate Authority of the Public Authority.

DEPARTMENTAL APPELLATE AUTHORITY:

Sr. No.	Name & Designation	Office Address
1	Shri R. Lakshmanan, Executive Director (PMD-COORD. SAM/IBC UNIT, IT, ADMN., ESTATE & CEO, RECPDCL)	REC Limited , REC World Headquarter, I-4, Sector 29, Gurugram, Haryana 122007

PUBLIC INFORMATION OFFICER.

Sr. No.	Name & Designation	Office Address
2	Shri Dinesh Kaushik, Deputy General Manager (Law)	REC Limited , REC World Headquarter, I-4, Sector 29, Gurugram, Haryana 122007 Email – dinesh.kaushik@recl.in

ASST. PUBLIC INFORMATION OFFICER

Sr. No.	Name & Designation	Office Address
3	Shri Amit Kumar, Deputy Officer (Law)	REC Limited , REC World Headquarter, I-4, Sector 29, Gurugram, Haryana 122007 011-24361514 (o) Email – amitkumar@recl.in

8. What is the procedure followed to take a decision for various matters.	The Board of Directors is the Apex Body to take decision which delegates certain power to Chairman and Managing Director, REC who many 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 procedure/laid down procedure/defined criteria/rules to arrive at a particular decision. What are different levels through which a decision process moves.	The Board of Directors is the Apex Body to take decision which delegates certain power to Chairman and Managing Director, REC who many 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 communicated 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.	The Board of Directors is the Apex Body to take decision which delegates certain power to Chairman and Managing Director, REC who many 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.
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 important matters on which the decision is taken by the Public Authority.	<p>HR Division</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>Transmission and Distribution Division.</p>

	Subject on which decision is to be taken : Guidelines/directions if any. Operational guidelines for various categories of schemes/policy circular defining the competent authority for its approval.
	<p>Various approvals/relaxations if required during the documentation of a project and its execution is taken by the competent authority.</p> <p>General Division</p> <p>The important matters in which the decision is taken by the Public Authority is as under:-</p> <p>a) Financing norms-Entry Appraisal Guidelines for Generation Projects. b) Fair Practice Code of REC Ltd., c) Loan Policy Circulars. d) Prevailing practice.</p> <p>The decision on important matters is taken as per the delegation of powers as issued from time to time.</p> <p>Law Division.</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 REE website www.recindia.nic.in -> 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 REE website www.recindia.nic.in -> 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 4(b)(xi)
16. The manner of execution of subsidy programmed.	The projects under DDUGJY 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 This information can be seen on REE website www.recindia.nic.in -> Right to information -> Hand book under RTI Act. -> The manner of execution of subsidy program me, including the amounts allocated and the details of beneficiaries of such programs as item No. 4(b)(xii)
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 www.recindia.nic.in -> Right to information -> Hand book under RTI Act.-> Particulars of recipients of concessions, permit of 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.	<p>This information can be seen on REC website www.recindia.nic.in -> Right to information -> Hand book under</p> <p>RTI Act.-> The norms set by it for discharging of its function as item No. 4(b) (iv).</p>

19. Please provide the details of information related to various schemes which are available in electronic format.	This information can be seen on REE website www.recindia.nic.in -> 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).
20. Means, Methods of facilitation available to public which are adopted by the department for dissemination of information.	The public may obtain information about the organization through:- a) REC website " recindia.nic.in ." b) REC Annual Report which is made available to all share- holders. c) By assessing the "May I help you" reception counter located on Ground Floor of REC's Office at Core-IV, Scope Complex, Lodi Road, New Delhi. d) Besides Corporation publishes details of financial result in leading newspapers every quarter/year and Chairman's speech every year which may be assessed.
21. With relation to training imparted to public by public authority.	The scope of training imparted by organization is generally related to employees of the corporation. Training program me are designed and conducted based on the organizational necessities and individual's requirements to enable employees discharge their responsibility successfully.
22. Such other information as may be prescribed and there after up date these publication every year.	This information related to Annual Report RTI under Section 25(3) of RTI Act for the year 2018-19 can be seen on REE website www.recindia.nic.in -> Right to information -> Hand book under RTI Act.-> Details in respect of the information available in item No. 4(b)(xvii).
23. List of items exempted (Confidential)	This information can be seen on REE website www.recindia.nic.in -> Right to information -> Hand book under RTI Act.-> Details in respect of the information available in item No. 4(b)(xviii).
24. More suo moto disclosures of Procurement/bid awards/works contracts at each stage	This information can be seen on REE website www.recindia.nic.in -> Right to information -> Hand book under RTI Act.-> Details in respect of the information available in item No. 4(b)(xix-a).
B More suo moto disclosures of PPP contracts/concession agreement, DPR O&M Manuals and other documents thereto;	This information can be seen on REE website www.recindia.nic.in -> Right to information -> Hand book under RTI Act.-> Details in respect of the information available in item No. 4(b)(xix-b).
C More suo moto This information disclosures Transfer Policy and Transfer orders for different grades/cadres of Employees;	This information can be seen on REE website www.recindia.nic.in -> Right to information -> Hand book under RTI Act.-> Details in respect of the information available in item No. 4(b)(xix-c).
D More suo moto disclosures of RTI applications/Appeals received and their responses;	This information can be seen on REE website www.recindia.nic.in -> Right to information -> Hand book under RTI Act.-> Details in respect of the information available in item No. 4(b)(xix-d).
E More suo moto disclosures of CAG & PAC paras and ATR thereon	This information can be seen on REE website www.recindia.nic.in -> Right to information -> Hand book under RTI Act.-> Details in respect of the information available in item No. 4(b)(xix-e).

F More suo moto disclosures of Discretionary/Non discretionary grants allocation to state Govt./NGOs/other institutions etc	This information can be seen on REE website www.recindia.nic.in -> Right to information -> Hand book under RTI Act.-> Details in respect of the information available in item No. 4(b)(xix-f).
G More suo moto disclosures of Details of foreign and domestic tour of CMD	This information can be seen on REE website www.recindia.nic.in -> Right to information -> Hand book under RTI Act.-> Details in respect of the information available in item No. 4(b)(xix-g).