

**HARYANA FOREST DEVELOPMENT CORPORATION LTD.
(A Government of Haryana Undertaking)**

Publication of Documents under Right to Information Act

(i) The particulars of its organization, functions and duties:

Organization:

The Haryana Forest Development Corporation Limited was incorporated on 7th December, 1989 under the Companies Act, 1956, as a wholly owned Government Company with the main purpose of assuring reasonable prices to the farmers for their standing trees and other forest produce and also to ensure the welfare of farming community and development of forest based industries.

The management of the Company is vested in the Board having not less than two and not more than 12 Directors. The Managing Director is responsible for conduct or management of the business of the Company subject to the control and supervision of the Board of Directors. The Managing Director is authorized by the Board of Directors to exercise such powers or discretion in relation to the affairs of the Company as are specifically delegated to him by the Board of Directors. The Managing Director, an officer of Indian Forest Service in the rank of Principal Chief Conservator of Forests, is the Chief Executive of the Company. The organizational chart of the Company is given at **Annexure-I**.

Function and duties:

The main objectives of the Corporation as per Memorandum and Articles of Association are as under:

1. To assure reasonable prices to the farmers for their standing trees and other forest produce.
2. To generate employment opportunities in rural areas.
3. To increase financial status of farming and labour community.
4. To promote development of forest based and allied industries.
5. To stabilize timber and fuelwood prices in open market.
6. To protect the forest producer from exploitation of the middlemen and safeguard the interest of the consumers by undertaking proper and scientific exploitation of the forest resources of the State and if necessary outside it, in order to obtain maximum financial return thereof.
7. To transfer related technology to farmers.
8. Tree felling and wood extraction from Government forests earmarked to the Haryana Forest Development Corporation Limited, development of forests and raising plantations.

Besides the above, there are 45 other objectives ancillary or incidental to the attainment of the main objectives of the Company and also 10 other objects as mentioned in **Memorandum & Articles of Association**.

(ii) The powers and duties of its officers and employees

The Managing Director is the Chief Executive of the Company and subject to the provisions of the Act and these articles shall be entitled to the management of the whole of the affairs of the Company and he shall exercise his powers as Managing Director subject to the superintendence, control and direction of the Board of Directors of the Company. The post of Managing Director is in the Rank of Principal Chief Conservator of Forests. The posts of Chief General Managers are in the rank of Conservator of Forests. The General Managers are in the rank of Assistant Conservator of Forests. The Managers are in the rank of Range Forest Officers/Deputy Ranger. The Deputy Managers are in the rank of Forester. The Assistant Managers are in the rank of Forest Guard. The officers and officials are on deputation to HFDC from Haryana Forest Department. The Corporation follows rules, regulations, manuals as followed in Haryana Forest Department. The powers of Managing Director are same as that of PCCF in Forest Department. The Chief General Managers have equivalent powers as that of Conservators of Forests and General Managers have equivalent powers as that of Divisional Forest Officers in Forest Department. The duties assigned to various officials are given at **Annexure-II**. The detailed powers and duties are mentioned in **Haryana Forest Manual Volume-II**.

(iii) The procedure followed in the decision making process, including channels of supervision and accountability

The Managing Director is the Chief Executive of the Corporation. He is assisted by two Chief General Managers, officers of Indian Forest Service in the rank of Conservator of Forests and seven General Managers, officers of Haryana Forest Services in the rank of Assistant Conservator of Forests (one in the head office and six in the field offices). The General Managers are assisted by Managers (Forest Rangers/Dy. Ranger), Dy. Managers (Foresters) and Assistant Managers (Forest Guards).

(iv) The norms set by it for the discharge of its functions

The functions of the organization are discharged as per norms set by Indian Companies Act, 1956. The functions are discharged in accordance with objectives/articles mentioned in Memorandum of Association and Articles of Association. The norms set under **Haryana Forest Manual Volume-II, Technical Notes** of Haryana Forest Department are also followed in the Corporation besides various instructions/guidelines/standing orders/court orders received from the State Government of Haryana from time to time. The service of officers/employees is governed by **Service Byelaws of HFDC**, Haryana Civil Service Rules and other rules applicable for Haryana Government Employees. The financial functions are discharged in accordance with Haryana Financial Rules and instructions of the State Government from time to time.

(v) The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions

The following category of regulations, instructions, manuals and records are held by the Corporation:

Acts:

- Companies Acts 1956
- Indian Forest Act 1927
- Forest (Conservation) Act 1980
- Wildlife (Protection) Act 1972
- The Factories Act 1948/Haryana Factory Code
- Indian Contract Act 1872
- Service Tax Ready Reckoner
- EPF Act 1952
- ESI Act 1948
- RTI Act 2005

Rules:

- Haryana Civil Service Rules
- Haryana Financial Rules
- Service Byelaws of HFDC

Manuals:

- Safety Manual of HFDC
- Haryana Forest Manual Volume-II
- Technical Notes of Forest Department
- Working Plans of Forest Divisions
- Books related to forestry, wildlife, environment

Schedule of Rates:

- Schedule of Rates – Haryana Forest Department
- Haryana PWD Schedule of Rate
- Delhi Schedule of Rates

Records:

- Records related to employees: Establishment Branch
- Records related to sale/purchase of forestry materials: Forest Working Branch
- Records related to financial matters: Account Branch
- Records related to company secretary: Secretarial Branch
- Records related to information technology: IT Branch
- Records related to store articles: Store Branch
- Miscellaneous records not covered above: Miscellaneous Branch

(vi) A statement of the categories of documents that are held by it or under its control

- Records related to employees: Establishment Branch
- Records related to sale/purchase of forestry materials: Forest Working Branch
- Records related to financial matters: Account Branch
- Records related to company secretary: Secretarial Branch
- Records related to information technology: IT Branch
- Records related to store articles: Store Branch
- Miscellaneous records not covered above: Miscellaneous Branch

The records are kept in various branches and case register is maintained in every branch where files with numbers are mentioned.

(vii) 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 administration thereof

Directors from the specified categories of public are nominated by the State Government as non-official Directors in the main apex body of the Board of Directors. The policy decisions are taken by Board of Directors.

(viii) A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advise, 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 for public

The management of the Company is vested in the Board having not less than two and not more than 12 Directors. The Managing Director is authorized by the Board to sub-delegate such of his powers as he may think fit to other officers of the Company subordinate to him under intimation of the Board.

The important decisions are taken by the Board in its meeting conducted as per the Companies Act, 1956. The Board may, whenever it considers necessary, establish either generally or for a particular purpose or for any specified area or areas committees for supervision. The constitution, functions and duties and the terms of office of such committees shall be determined by the Board from time to time. The minutes of Board meetings are not accessible to the public. However, those decisions which are not exempted under Section 8 of the RTI Act 2005 are accessible to the public.

The management may constitute Committees from time to time for various purposes. The proceedings of such Committees are accessible to the public subject Section 8 of RTI Act 2005.

(ix) A directory of its officers and employees
The Directory of officers and employees of the Corporation is given at <u>Annexure-III</u> .
(x) The monthly remuneration received by each of its officers and employees, including the system of compensation as provide in its regulations
The officers and employees of the Corporation are paid remuneration in accordance with pay scales and other allowances as applicable to various category of officers and employees of State Government from time to time. The details of monthly remuneration received by the officers and employees are given at <u>Annexure-IV</u> .
(xi) The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditure and reports on disbursements made
The Corporation prepares its Budget Plan for various categories of activities and makes disbursements as per requirement under each activity. There is annual variation in turnover and profit of the Corporation. The financial figures have been shown under <u>Financial Highlights</u> .
(xii) The manner of execute on of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes
Haryana Forest Development Corporation is a Company of Government of Haryana. The Corporation does not execute any subsidy programme. It fixes support price for ensuring reasonable price of forest produce for farmers/tree growers. But provides financial assistance for various forestry activities run by Haryana Forest Department. The Corporation facilitates farmers/tree growers for participation in workshops/seminars related to agroforestry. The Corporation executes its activities for profit.
(xiii) Particulars of recipients of concessions, permits or authorizations granted by it
No concessions, permits or authorizations are granted by the Corporation.
(xiv) Details in respect of the information, available to or held by it, reduced in an electronic form
The following information is available in electronic form on the website of the Corporation i.e. www.hfdc.gov.in :

- Main Objectives
- Memorandum & Articles of Association
- Service Byelaws
- Safety Manual
- Annual Reports
- Activity Reports
- Corporate Social Responsibility Policy
- Purchase Price
- Financial Highlights
- Remuneration of Officers/Employees
- Directory of Officers/Employees
- Schedule of Rates for Forestry Activities
- Technical Notes of Forest Department
- Haryana Forest Manual Volume-II
- Bidding Documents/Notices
- Auction Notices
- Details of Field Offices

(xv) 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

The particulars of facilities available to citizens for obtaining information will be available on the website of the Corporation i.e. www.hfdc.gov.in. The Corporation is not having library at present for public use. If library facility is created in future, the details will be put on the website.

(xvi) The names, designations and other particulars of the Public Information Officers

The names, designations and other particulars of the Public Information Officers and First Appellate Authority under Right to Information Act, 2005 are given at [Annexure-V](#).

(xvii) Such other information as may be prescribed

Information regarding activities/purchase price/auction notice/tender notice etc. of the Corporation is published from time to time. Information regarding modification in the above is disseminated by the Company through notice board, newspapers, public announcements, media broadcast, the internet or any other mean etc. to the public.