

INFORMATION MANUAL

(Pursuant to Section 4(1) (b) of the RTI Act 2005)

HINDUSTAN NEWSPRINT LIMITED

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## PARTICULARS OF ORGANISATION, FUNCTIONS &amp; DUTIES

[Section 4(1) (b) (i)]

|     |  |  |
|-----|--|--|
| 1.  | Name of the Company  | Hindustan Newsprint Limited  |
| 2.  | CIN  | U21013KL1983GOI003735  |
| 3.  | Date of Incorporation  | June 06, 1983  |
| 4.  | Type of Company  | Government company   |
| 5.  | Administrative Ministry  | The Ministry of Heavy Industries and Public Enterprises  |
| 6.  | Registered Address   | News Print Nagar Mavelloor vaikom Taluk<br>Kottayam Kerala 686616<br>Ph:- +91 4829 256211-21<br>Fax:- +91 4829 251911<br>Email:- secretarial@hnlonline.com<br>Website:-www.hnlonline.com |
| 7.  | Share Capital  |  |
|     | Authorised Share Capital<br>10,00,00,000 Equity Shares of Rs.10 each | Rs.1000000000  |
|     | Paid up Share Capital<br>9,99,99,900 Equity Shares of Rs.10 each     | Rs.999999000   |
| 8.  | Shareholding Pattern   | Hindustan Paper Corporation Limited-100%   |
| 9.  | Whether Listed or not  | Unlisted   |
| 10. | Principal Business activities  | Manufacturing of Newsprint.  |

**List of Directors as on 03.09.2018 of Hindustan Newsprint Limited**

| <b>DIN</b>      | <b>Full Name</b>                         | <b>Present Residential Address</b>   | <b>Designation</b>                    | <b>Date of Appointment</b> |
|-----------------|--|--|---------------------------------------|----------------------------|
| <b>03479271</b> | <b>Shri. Shashi Kanth Jain</b>           | <b>D-1/1 HPC Housing Complex Block HC Sector III, Salt Lake Kolkata 700106 WB IN</b> | <b>Chairman Cum Managing Director</b> | <b>01/09/2015</b>          |
| <b>06970622</b> | <b>Shri. Gopala Rao Rokkam</b>           | <b>D-21, HNL Quarters, Newsprint Nagar, Kottayam-686616, Kerala</b>                  | <b>Managing Director</b>              | <b>01/12/2016</b>          |
| <b>07286839</b> | <b>Smt. Ritu Pande</b>                   | <b>M 2766, Netaji Nagar New Delhi 110023 DL IN</b>                                   | <b>Nominee Director</b>               | <b>13/12/2017</b>          |
| <b>07409285</b> | <b>Shri. Krishnapillai Radhakrishnan</b> | <b>299(416), Sithara 2 Cherianadu Alappuzha 689509 KL</b>                            | <b>Nominee Director</b>               | <b>27/04/2017</b>          |

**Annual Reports**

- [Financial Report 2016 - 17](#)

**List of Shareholders as on 04.09.2018**

| <b>Sl No</b> | <b>Name of the Shareholder</b>  | <b>Number of Equity Shares held</b>             | <b>Total Amount(Rs.)</b> |
|--------------|---|---|--------------------------|
| <b>1</b>     | <b>Hindustan Paper Corporation Limited</b>  | <b>99,999,700 Equity Shares of Rs.10/- Each</b> | <b>999997000</b>         |
| <b>2</b>     | <b>Shri. Shashi Kanth Jain,<br/>Chairman- cum- Managing<br/>Director,<br/>Hindustan Paper Corporation<br/>Limited</b> | <b>100 Equity Shares of Rs.10/- Each</b>        | <b>1000</b>              |
| <b>3</b>     | <b>Shri. Rakkam Gopala Rao,<br/>Managing Director,<br/>Hindustan Newsprint Limited</b>                                | <b>100 Equity Shares of Rs.10/- Each</b>        | <b>1000</b>              |

## **Overview**

**Hindustan Newsprint Ltd. (HNL) a Public Sector Undertaking under the administrative jurisdiction of the Department of Heavy Industries, Government of India, was incorporated as a wholly owned subsidiary of Hindustan Paper Corporation Ltd. (HPC) on June 7, 1983 with the main objective of taking over the business of Kerala Newsprint Project, a unit of Hindustan Paper Corporation Ltd.**

**HNL has an installed capacity of 100000 MT and it produces standard Newsprint and Pink Newsprint grades of 42 GSM,45 GSM and 48.8 GSM which is at par with the best available in the market. HNL is the only mill in India which produces 42 GSM of Newsprint. It has a share of about 10% of domestic newsprint production. HNL also produces writing and printing paper of Cream wove variety 54-75 GSM. The customer profile of HNL includes all the leading publishing houses in the country.**

**HNL meets a major portion of its requirement of fibrous raw materials from State Government forest sources. The Company also maintains Captive Plantations in about 2670 ha. of forest land obtained under lease from Government of Kerala.**

**HNL has also been implementing several environment-friendly technologies in manufacturing processes, significantly enhancing resource conservation. Along the lines of the global shift towards recycled fiber in paper making, HNL operates a 100 TPD state-of-the-art, energy efficient and environment friendly De-inking plant to supplement its fiber requirements, reducing its dependence on forest based virgin resources to a considerable extent.**

**HNL is equally focused on environment-friendly technologies. HNL's credentials in pollution control and in piloting environment friendly methodologies for Newsprint production have been consistently acknowledged by the Government of Kerala.**

**The Company has also been noted for its commendable performance in the areas of energy conservation and management which has received due recognition, commendation and HNL has been consistently receiving awards from the Kerala State Government**

**As a responsible and responsive corporate citizen HNL has imbibed a sound Corporate Social Responsibility Policy and has always carried on its commitment to support the initiatives for ensuring better quality of life for the community residing in the vicinity of its site.**

## **Vision and Mission**

**Vision: -** Our Vision is to be a dominant player in the Indian Pulp & Paper Industry by adopting world-class, environmental friendly technologies and the best practices.

**Mission: -** To be a major contributor to the paper industry in terms of volume as well as quality, production standard, customer services, R&D and technology upgradation.

- To ensure optimum utilization of existing assets to generate maximum internal resources for renovation, growth and expansion.
- To develop professional management culture consistent with the requirement of the industry to attract, develop and retain committed and skilled workforce with emphasis on trust and teamwork.
- To preserve the ecological balance and explore eco-friendly production process to strike a harmonious relationship between nature and industry.
- To explore and implement technological upgradation of the existing equipment for improved quality and increasing productivity and for greater cost effectiveness.
- To enlarge market channels for perennial supply of Newsprint and Writing & Printing paper and to ensure customer satisfaction through value addition and constant upgradation of quality.
- To increase utilization of unconventional raw materials and adopt recycling method to reduce dependence on forest resources for maintaining ecological balance.

**POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES**

**[Section 4(1)(b)(ii)]**

**“POWERS AND DUTIES”**

**PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY AND NORMS SET BY THE COMPANY FOR DISCHARGE OF ITS FUNCTIONS**

**[Section 4(1)(b)(iii)]**

HNL is a company managed by its Board of Directors which is chaired by the Chairman - cum- Managing Director from our Parent Company HPC. The BoD also consists of whole time Directors, Government of India nominee, Government of Kerala nominee and independent Directors. The BoD derive the powers through the Articles of Association of the Company and provisions of the Companies Act, 1956, subject to restrictions placed by the Government of India. The Board of Directors of the Company has sub-delegated certain financial and administrative powers to the Managing Director of the Company. Detailed execution of the job is done under the leadership of the Head of Departments for effective functioning of the organization. Financial concurrence is obtained in case of proposals having financial implications. Decisions which are beyond the HNL's sub-delegation of powers are placed before the Board of Directors for their approval.

**Norms [Section 4(1)(b)(iv)]**

The Company is engaged in the manufacture of Newsprint and Writing and Printing Paper. An annual as well as monthly action plan is prepared every year setting the targets. Based on demand the manufacture of Writing and Printing Paper is done intermittently.



**THE RULES, REGULATIONS, INSTRUCTIONS, MANUAL AND RECORDS HELD BY  
HNL OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGE OF  
FUNCTIONS**

**[Section 4(1)(b)(v)]**

The Company functions within the overall objectives and framework as laid down in the Memorandum and Articles of Association. The day to day activities are carried out as decided by the respective departments within their powers, and executed with the approval of the Managing Director in conformity with the decisions taken by the Board of Directors.

Each department of the Company, while discharging its functions, is guided by manuals, Policy, Rules and guidelines which are periodically reviewed and updated. The workmen are regulated by the Standing Orders of the Company. The conduct of the officers is regulated by the HPC Conduct, Discipline and Appeal Rules. In addition the Company follows the directives and guidelines issued by the government of India on various matters.

Given below is a list of the major Acts, rules, regulations, instructions , manuals and records used by HNL for discharging its functions.

- Memorandum of Association and Articles of Association.
- Companies Act, 2013 and the Rules made there under.
- MoU Norms
- DPE Guidelines.
- CVC Guidelines.
- Procurement Manual.
- Sub-delegation of powers.
- Agreement with Kerala Forest Department
- Stores Manual

**Various Acts and Rules**

- Factories Act
- Gratuity Rules
- Employees Compensation (Amendment)Act 2009

- ESI Act
- Maternity Benefit Act
- Boilers Act
- Environment Protection Act and Rules.
- Hazardous Waste Mgt.
- Bio-Medical Waste (Management .&Handling)
- Hazardous .Chemical Rules
- Gas Cylinder Rules
- Explosive Act
- Petroleum Act
- Noise Pollution Rules
- Motor Vehicle Act
- Control of Major Industrial Accident Hazard.
- Indian Electrical Act
- Public Liability Insurance .Rule
- EPF &Miscellaneous Provision .Act
- EPS Scheme
- Water (Prevention &Control of pollution )Act
- Air (Prevention &Control of pollution)Act
- Kerala Panchayat Raj Act
- Notification on DG sets
- Public Liability Insurance Act
- Radiation Safety Regulations
- Fly Ash Notification
- Batteries (Mgt. & Handling) Rules
- The Static & Mobile Pressure Vessels Rules
- Others-Health/Welfare Facilities to Local Community
- Central Excise Tariff Act, 1985
- Energy conservation Act 2000
- Indian Electricity Rules, 2003
- E-Waste (Management and Handling Rules 2011)
- OHSAS
- ISO Standards.

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**STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY HNL OR  
UNDER ITS CONTROL**

**[Section 4(1) (b) (vi) ]**

The Company maintains various statutory documents, registers, books, licenses, personal files, certificates, drawings, Accounts manual, Materials manual, ISO policy, HSE policy, Environment Policy etc. It also maintains the Memorandum of Understanding with the Government of India and Memorandum of Settlement with the Trade Unions etc. Annual reports, periodic returns filed under various statutes, Agreements, Rules and regulations pertaining to the various HR policies, Performance Appraisals etc. Documents are available either in paper form or in electronic format and are maintained under the control of the respective Heads of Department.

**THE PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH OR REPRESENTATION BY, THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF HNL'S POLICY OR IMPLEMENTATION THEREOF**

**(Section 4(1) (b) (vii))**

HNL being a subsidiary under Hindustan Paper Corporation, is engaged in the production of Newsprint and Writing Paper. The policies formulated by the company are in line with DPE guidelines and are in consultation with HPC and are in compliance with the applicable provisions of the statutes, rules and regulations. There is no arrangement for consultation with the members of the public for formulating its internal policies.

However, the suggestions, grievances and complaints of the public are dealt with appropriately by the respective forum.

**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 ADVICE, AND AS TO WHETHER MEETINGS OF THE BOARDS; COUNCILS, COMMITTEES AND OTHER BODIES ARE OPEN TO PUBLIC, OR THE MINUTES OF SUCH MEETINGS ARE ACCESSIBLE FOR PUBLIC.**

**[Section 4(1) (b) (viii) ]**

The Board of Directors of the Company is constituted as per the provisions of the Companies Act, 2013 and consists of Whole Time Directors, Government of India Nominees, Government of Kerala Nominee and Independent Directors which includes Woman Director.

The meetings of the Board of Directors and other Committees are not open to the Public nor its minutes accessible to the Public. Apart from the Board of Directors, the Company also has statutory and other committees such as

- i) The Newsprint Market Review and Pricing Committee (NMRPC) consisting of the top management and Marketing department.
- ii) The Official Language Implementation Committee (OLIC) consisting of all HOD's and chaired by the Managing Director
- iii) The Works Committee which is bi-partite with both Management and Workmen members.
- iv) The Safety committee which is also bi-partite.
- v) Grievance and Canteen committees which are bi-partite.
- vi) Tender Committee
- vii) Various committees for implementation, monitoring and management of the standards of ISO: 9001:2008, ISO 14001:2004 and BS OHSAS 18001:2007.
- viii) Committee for the implementation of 'SWACH BHARAT' mission of the Gol.

- ix) Internal Complaints Committee against sexual harassment.
- x) Condemnation –cum- Scrap Disposal committee.

**DIRECTORY OF OFFICERS AND EMPLOYEES**

[Section 4(1) (b) (ix) ]

[“Directory of Officers and Employees”](#)

**SALARY STRUCTURE OF EMPLOYEES**

[Section 4(1) (b) (x) ]

The remuneration of Officers & Supervisors is governed by the guidelines of DPE, GOI.

HNL is following the pay scales w.e.f. 1.1.2007

| <b>PAY GRADE</b> | <b>DESIGNATION</b>  | <b>PAY SCALE</b> |
|------------------|---|------------------|
| Schedule- B      | MANAGING DIRECTOR   | 75000-90000      |
| Schedule- B      | DIRECTOR  | 65000-75000      |
| E7               | GENERAL MANAGER   | 43200-66000      |
| E6               | DEPUTY GENERAL MANAGAR  | 36600-62000      |
| E5               | SENIOR MANAGER  | 32900-58000      |
| E4               | MANAGER   | 29100-54500      |
| E3               | DEPUTY MANAGER/SR.PE/SSS  | 24900-50500      |
| E2               | ASST.MANAGER/PE/SS  | 20600-46500      |
| E1               | EXECUTIVE/AE/ASS  | 16400-40500      |
| S2A              | SR.SUPERVOR (STAGNATION)  | 16400-40500      |
| S2               | SR.SUPERVISOR   | 12600-32500      |
| S1               | SUPERVISOR  | 11500-29600      |
| W9C              | CHIEF CHARGEMAN/CHIEF ASSISTANT   | 12600-32500      |
| W9B              | SENIOR CHARGEMAN/SENIOR ASSISTANT (SPL.GR.I)/SR.INSPECTOR (SPL.GR.I)                  | 12600-32500      |
| W9A              | CHARGEMAN/SR.ASSISTANT (SPL.GR.)/SR.INSPECTOR (SPL.GR)                                | 11500-29600      |
| W9               | SR.ASST.I/SR.TECHNICIAN I/SR.OPERATOR I/SR. INSPECTOR I/SR.RIGGER-CRANE OPERATOR GR.I | 10700-27600      |
| W8               | SR.ASST./SR.TECHNICIAN/SR.OPERATOR/SR.INSPECTOR/SR.RIGGER-CRANE OPERATOR              | 10000-25200      |
| W7               | ASST.I/TECHNICIAN I/OPERATOR I/INSPECTOR I/RIGGER-CRANE OPERATOR GR.I                 | 9500-24000       |
| W6               | ASST.II/TECHNICIAN II/OPERATOR II/INSPECTOR II/RIGGER-CRANE OPERATOR GR.II            | 8900-22000       |
| W5               | ASST.III/TECHNICIAN III/OPERATOR III/INSPECTOR III/RIGGER-CRANE OPERATOR GR.III       | 8500-20500       |
| W4               | CLERK TYPIST/TECHNICIAN IV/OPERATOR IV/INSPECTOR IV/RIGGER-CRANE OPERATOR GR.IV       | 8200-19800       |
| W3               | ATTENDANT GR.,I   | 7900-18100       |
| W2               | ATTENDANT GR.,II  | 7700-17200       |
| W1               | UNSKILLED WORKER  | 7500-16500       |

Remuneration of Workmen is fixed through negotiations with the Recognized Trade Unions subject to overall guidelines of DPE,GoI.

In addition all employees are eligible for Industrial DA, HRA, other allowances, PF, Gratuity, LTC etc as per the rules of the Company.

**BUDGET ALLOCATION AND EXPENDITURE**

[Section 4(1) (b) (xi) ]

| <b>CAPITAL EXPENDITURE BUDGET VIS-A-VIS ACTUAL CAPEX</b> |                |                |                |                | <b>(Rs. Crore)</b> |
|--|----------------|----------------|----------------|----------------|--------------------|
|  | <b>2014-15</b> | <b>2015-16</b> | <b>2016-17</b> | <b>2017-18</b> | <b>2018-19</b>     |
| <b>Plan Expenditure as per Capital Budget</b>            | <b>154.40</b>  | <b>105.96</b>  | <b>9.28</b>    | <b>0.00</b>    | <b>0.00</b>        |
|  |                |                |                |                |                    |
| <b>Actual Capital Expenditure</b>                        | <b>23.73</b>   | <b>11.20</b>   | <b>2.79</b>    | <b>2.55</b>    | <b>0.00</b>        |
|  |                |                |                |                |                    |



**THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES.**

**(Section 4(1) (b) (xii & xiii))**

HNL does not have any subsidy schemes / programmes for the public. However, permission/licenses is given by HNL to certain agencies to operate Banks, Schools, shops, etc. within HNL Colony for the benefit of its employees.

HNL also undertakes Corporate Social Responsibility (CSR) activities by providing drinking water to the local Panchayats. The CSR activities are available in the Annual Reports of the Company.

**DETAILS IN RESPECT OF THE INFORMATION AVAILABLE TO OR HELD BY HNL  
REDUCED IN AN ELECTRONIC FORM.**

**(Section 4(1) (b) (xiv))**

**The information relating to the Company Profile, Board of Directors and the Key Personnel, Products & Services, Annual Reports, Financial Statements, Tenders, Policies, Human Resources, Corporate Governance, , Corporate Social Responsibility, Press Releases etc. is available at HNL's website [www.hnlonline.com](http://www.hnlonline.com)**

**PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION, INCLUDING THE WORKING HOURS OF LIBRARY OR READING ROOM, IF MAINTAINED FOR PUBLIC USE.**

**(Section 4(1) (b) (xv))**

**HNL does not maintain any public Library.**

**THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS.**

➤ **Public Information Officer :**

| <b>Name</b>   | <b>Designation</b> | <b>Address &amp;contact details</b>   |
|---------------|--------------------|---|
| Smt. SIMI T S | Assistant Manager  | Hindustan Newsprint Limited<br>Newsprint Nagar P O<br>Kottayam<br>Kerala<br>686616<br><br>Phone No. : 04829-256211 (Extn. 252)<br><br>E -Mail : simi.ts@hnlonline.com |

➤ **Appellate Authority :**

| <b>Name</b>        | <b>Designation</b> | <b>Address &amp;contact details</b>  |
|--------------------|--------------------|--|
| Smt. Winifred John | DGM (CC & SD)      | Hindustan Newsprint Limited<br>Newsprint Nagar P O<br>Kottayam<br>Kerala<br>686616<br><br>Phone No. : 04829-256211 (Extn. 219)<br><br>E- Mail : winifredjohn@hnlonline.com |

**OTHER USEFUL INFORMATION:**

➤ [Apply RTI Online](#)