

**Information U/s-4(1)(b) under RTI Act,2005**

1	The particulars of the Corporation, functions and duties.	<p><b>a) Particulars of the Organization:</b>  Haryana Kaushal Rozgar Nigam Limited has been incorporated under the Companies Act, 2013 on 13th October, 2021. It has been set up with the objective of providing contractual manpower to all Government entities in Haryana in a transparent, robust and equitable manner. It will act as the authorized agency for providing contractual manpower in Haryana.  Haryana Kaushal Rozgar Nigam, in the process of providing contractual manpower, will focus on :</p> <ul style="list-style-type: none"> <li>• Uplifting socio-economically disadvantaged candidates</li> <li>• Facilitating timely payment of salary and benefits to deployed manpower</li> <li>• Ensuring adherence to the State Reservation policy</li> </ul> <p>The Headquarter of the organization is at Panchkula, as per details given below:</p> <ul style="list-style-type: none"> <li>• Office Address : Haryana Kaushal Rozgar Nigam Limited, Sainik Pariwar Bhawan Building, Near ISKCON Temple, Plot No.-101, Sector-12, Panchkula.</li> <li>• HKRNL, Plot No.C-16, Sector-6, Panchkula-134109.</li> <li>• Telephone No.0172-5001144</li> <li>• Email:hkrn.gov@gmail.com</li> </ul> <p><b>b) Functions and Duties:</b>  As per Memorandum of Association (MoA) describing functions and duties of the Corporation attached as Annexure-A.</p>
2	The powers of duties of Corporation's officers and employees.	List attached as Annexure-B
3	The procedure followed in the decision making process, including channels of supervision and accountability.	Organisation Structure enclosed as Annexure-C.
4	The norms set by the Corporation for the discharge of its functions.	Efforts are made to deal with the cases as expeditiously as possible in accordance with the rules, regulations and other instructions issued from time to time
5	The rules ,regulations ,instructions, manuals and records held by the Corporation or under its control are used by its employees for discharging its functions.	i) Memorandum of Association – Annexure-A ii) Article of Association- Annexure-D iii) The Deployment of Contractual Persons Policy, 2022 or its amendments issued from time to time- Annexure-E & F iv) HKRNL & HKRNL Private and Overseas Division- Annexure-G
6	A statement of the categories of documents that are held by the Corporation or under its control.	Memorandum of Association, Article of Association, Deployment of Contractual Persons Policy, 2022 or its amendments, Employees Data & Record, Annual Accounts, Minutes of BOD meeting.
7	The particulars of any arrangement that exist for consultation with, or representation by , the members of the public in relation to the formulation of Corporation 's policy or implementation thereof.	NA
8	A statement of boards, councils, committees and other bodies consisting of two or more persons constituted as Corporation 's part or for the purpose of its advice, and as to whether meetings of those boards ,councils ,committees and other bodies are open to public, or the minutes of such meetings are accessible for public.	<p><b>a) Board of Directors:</b>  In term of the Article of Association of the Haryana Kaushal Rozgar Nigam Ltd, the Board will comprise of not less than 5 (Five) Directors and not more than 15 (fifteen) Directors, comprising of the following:-</p> <ul style="list-style-type: none"> <li>i) Chief Secretary, Government of Haryana</li> <li>ii) Administrative Secretary to Government of Haryana, Skill Development and Industrial Training Department</li> <li>iii) Administrative Secretary to Government of Haryana, Development and Panchayat Department</li> <li>iv) Administrative Secretary to Government of Haryana, Department of Urban Local Bodies</li> <li>v) Administrative Secretary to Government of Haryana, Finance Department</li> <li>vi) Principal Secretary to Government of Haryana, General Administration Department</li> </ul>

		<p>vii) Administrative Secretary to Government of Haryana, Employment Department</p> <p>viii) Director General, Skill Development and Industrial Training Department, Government of Haryana</p> <p>ix) Chief Executive Officer to be appointed by the State Government.</p> <p>List of presently, Directors at the Board of the Corporation is enclosed as Annexure-H.</p> <p><b>b) Executive Committee.</b></p> <p>As per the Article of Association (AoA), the Company shall have an Executive Committee (EC), headed by Additional Chief Secretary, Skill Development and Industrial Training Department, and Chief Executive Officer (CEO) as the Member-Secretary. Three more official members will be nominated to the committee by the Board of Directors. The committee will meet at least quarterly to take decisions including those beyond the authority of the CEO, on the functioning of the Company. The scope of the Executive Committee will be determined by the Board of Directors.</p> <p>List of at present, the members of the Executive Committee of the HKRN is enclosed as Annexure-H</p> <p><b>c) Prevention of Sexual Harassment Committee-</b> Order is enclosed as Annexure-I.</p>									
9	A directory of its officers and employees.	List enclosed as Annexure-J									
10	The monthly remuneration received by each of the Corporation 's officers and employees, including the system of compensation as provided in its regulations.	List enclosed as Annexure-K									
11	The budget allocated to each of the Corporation agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made.	-									
12	The manner of execution of subsidy programmes, including amounts the allocated and the details of beneficiaries of such programmes.	Not applicable									
13	Particulars of concessions, permits or authorizations granted by the organization.	NA									
14	Details in respect of the information, available to or held by the Corporation , reduced in an electronic form.	Corporation website i.e. <a href="https://hkrm1.itiharyana.gov.in/">https://hkrm1.itiharyana.gov.in/</a>									
15	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 citizens can obtain information from the Corporation through correspondence, SIC Online RTI portal- <a href="http://rtiharyana.gov.in">rtiharyana.gov.in</a> and through e-mail: <a href="mailto:hkrm.gov@gmail.com">hkrm.gov@gmail.com</a> . The fee chargeable for any information would be as per the Right to Information (regulation of fee and cost) rules 2005 or its amendment issued from time to time.									
16	The names ,designations and other particulars of the public information officers.	<table border="1"> <thead> <tr> <th>Sr. No.</th> <th>Name &amp; Designation</th> <th>Designated as</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Smt. Ambika Patyal, GM/Admn.</td> <td>First Appellate Authority (FAA) (Email id:<a href="mailto:gmadmn.hkrm1@gmail.com">gmadmn.hkrm1@gmail.com</a>)</td> </tr> <tr> <td>2.</td> <td>Smt. Shallu, RTI/Misc. Supdt.</td> <td>State Public Information Officer (SPIO) (Email id:<a href="mailto:supdthkrm1@gmail.com">supdthkrm1@gmail.com</a>)</td> </tr> </tbody> </table>	Sr. No.	Name & Designation	Designated as	1.	Smt. Ambika Patyal, GM/Admn.	First Appellate Authority (FAA) (Email id: <a href="mailto:gmadmn.hkrm1@gmail.com">gmadmn.hkrm1@gmail.com</a> )	2.	Smt. Shallu, RTI/Misc. Supdt.	State Public Information Officer (SPIO) (Email id: <a href="mailto:supdthkrm1@gmail.com">supdthkrm1@gmail.com</a> )
Sr. No.	Name & Designation	Designated as									
1.	Smt. Ambika Patyal, GM/Admn.	First Appellate Authority (FAA) (Email id: <a href="mailto:gmadmn.hkrm1@gmail.com">gmadmn.hkrm1@gmail.com</a> )									
2.	Smt. Shallu, RTI/Misc. Supdt.	State Public Information Officer (SPIO) (Email id: <a href="mailto:supdthkrm1@gmail.com">supdthkrm1@gmail.com</a> )									
17	Such other information as may be prescribed	Nil									

The information provided will be updated every year as per the provisions of RTI Act,2005 Under Section-4(1)(b).