

Information Under Section 4(1)(B) of RTI Act, 2005

THE INFORMATION IN RESPECT OF HARYANA STATE ELECTRONICS DEVELOPMENT CORPORATION (HARTRON), IS GIVEN HERE UNDER		
Article under 4(1)(b)	Requirement under the Act	Disclosure
i.	The particulars of its organization, functions & duties	The Corporation has its Corporate office at SCO. 111-113, Sector-17-B, Chandigarh and having 3 field offices at Panchkula, Ambala Cantt. & Gurugram. The activities/ functions of the Corporation are available on the website.
ii.	The powers & duties of its officers and employees	The powers and duties of Officers and officials / employees are decided by the Board of Directors/MD/ Controlling officers and in terms of service rules and regulations.
iii.	The procedure followed in the decision-making process, including channels of supervision and accountability.	Different powers have been delegated by the Board of Directors/MD, HARTRON to its officers at various levels for performing their duties. In order to exercise supervision and fix responsibility, various control/ accountable measures are adopted.
iv.	The norms set by it for the discharge of its functions.	Norms, as decided by the Board of Directors/MD, HARTRON are the guiding principles for discharging its various functions.
v.	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions	For discharging various functions, employees of the Corporation use various notifications, circulars and other instructions issued to them from time to time by State Govt./ Board/ MD.
vi.	A statement of the categories of documents that are held by it or under its control	Documents as required under the law, rules and regulations are held by the Corporation.
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 implementation thereof	The State Govt. of Haryana holds 100% equity of the Corporation. The Corporation is implementing policy of Department of Information Technology, Electronics & Communication, Haryana.
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 advice, 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 Corporation is a State Govt. undertaking. Various committees as per requirement of the Corporation are formed with the approval of the Board of Directors/MD. Public is not entitled to participate in the Board meetings /Committees and minutes are not accessible to public.
ix.	A directory of its officers and employees	List of Board of Directors of the Corporation is available on the website of the Corporation. Any



		person interested in seeking the information about any other employee/officer can approach the Corporation in this regard. Information about all the officers is available on website hereunder as per Annexure-I.
x.	The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations	Remuneration of Officers/employees is fixed as per the Service rules & regulations and are available on website hereunder as per Annexure-II.
xi.	The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made	Not applicable to HARTRON as budget is arranged internally.
xii.	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes	Not applicable to HARTRON.
xiii.	Particulars of recipients of concessions, permits or authorisations granted by it	Not applicable to HARTRON.
xiv.	Details in respect of the information, available or held by it, reduced in an electronic form	The information reduced in an electronic form is available on the Corporation's website.
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	Any citizen can visit Head Office/Branch offices of the Corporation for obtaining information regarding facilities/services provided by the Corporation in any working day during the working hours. Further, the citizens can also access Corporation's website <a href="http://www.hartron.org.in">www.hartron.org.in</a> for getting the available information. The public can also approach State Public Information Officers/ State Assistant Public Information Officers for obtaining information.
xvi.	The names, designations and other particulars of the Public Information Officers	Available under Annexure-III.