

HINDUSTAN COPPER LIMITED

1. Organization and functions :

1.1 Name and address of the organization :

Hindustan Copper Limited (HCL), a public sector undertaking under the administrative control of the Ministry of Mines, was incorporated on 9th November 1967. It has the distinction of being the nation's only vertically integrated copper producing company as it manufactures copper right from the stage of mining to beneficiation, smelting, refining and casting of refined copper metal into downstream saleable products.

The Company markets copper cathodes, copper wire bar, continuous cast copper rod and by-products, such as anode slime (containing gold, silver, etc.), copper sulphate and sulphuric acid. In normal practice, more than 90% of the sales revenue is generated from cathode and continuous cast copper rods. In concluded financial year 2016-17, as per provisional estimates, the Company has earned a net profit of Rs 61.94 crore against a sales turnover of Rs 1216.94 crore. HCL's mines and plants are spread across five operating Units, one each in the States of Rajasthan, Madhya Pradesh, Jharkhand, Maharashtra and Gujarat as named below:

Address of all plants :

- **Indian Copper Complex**

P.O. Ghatsila

Dist. – Singhbhum(E), Jharkhand

Phone – (06585) 225-768/492/873/869 400

Fax – (06585) 225-806

Telephonic Code – HINDCOPPER, GHATSILA

E-Mail – hcl_icc@hindustancopper.com

- **Khetri Copper Complex**

Dist. – Jhunjhunu

Rajasthan – 333 504

Phone – (01593) 220-001/305/059

Fax – (01593) 220-002/038

Telephonic Code – COPPER, KHETRINAGAR

E-Mail – hcl_kcc@hindustancopper.com

● **Malanjkhand Copper Project**

P.O.- Malanjkhand

Dist. – Balaghat

Madhya Pradesh

Ph.- (07637) 257-072/042/040/032/016

Fax – (07637) 257038 / 032

Telephonic Code – HINDCOPPER, BALAGHAT

E-Mail – hcl_mcp@hindustancopper.com

● **Taloja Copper Project**

P.O. – Taloja P.B.No. 23

Dist. – Raigad

Maharashtra – 410 208

Phone – (022) 2741-2738/2740-2679

Fax – (022) 2741-2468

Telephonic Code – HINDCOPPER PANVEL 410 206

E-Mail – hcl_tcp@hindustancopper.com

● **Gujarat Copper Project**

P.O. – Jhagadia

Dist. – Bharuch

Gujarat – 393110

Phone (02645) 226750

Fax – (02645) 226751

E-Mail – hcl_gcp@hindustancopper.com

1.2 Head of the organization :

1. **Shri Santosh Sharma** : (Chairman-cum-Managing Director)
2. **Shri N. K. Singh** : (Joint Secretary ,Ministry of Mines)
3. **Shri Alok Chandra** : (Economic Adviser, Ministry of Mines)
4. **Shri Anupam Anand** : (Director (Personnel), Hindustan Copper Limited)
5. **Shri S K bhattacharya** : (Director (Mining))
6. **Shri Sukhen Kumar Bandyopadhyay** : (Director (Finance))
7. **Ms. Simantini Jena** : (Advocate)
8. **Shri Hemant Mehtani** : (Industrialist)
9. **Shri Dileep Raj Singh Chaudhary** : (Retired IAS Officer)
10. **Shri Subhash Sharma** : (Academician)

1.3 Vision and mission :

Vision :

To strive to be a leading metal mining company and maximize total shareholder return by sustainably finding, developing, and mining copper ore and such other geologically associated minerals.

Mission :

- To achieve sustainable growth in business through optimum & efficient use of existing resources and assets.
- To achieve rapid expansion of mining capacity through expansion of existing mines, re-opening of closed mines and green field projects.
- Detailed exploration of existing mines and new mining leases to expand mining capacity.
- To enhance the value of the Company by focusing on performance improvement.
- To assimilate state-of-the art technology in exploration, mining and beneficiation of ores for competitive advantage.
- To strive for continuous improvement in productivity and energy to bring at par with the best internationally.
- To continue innovation through research & development.

1.4. Functions and Duties :

Proposals for effective & smooth functioning of the Company including Investment decisions are initiated/mooted by the Executives of respective functional Areas for approval of the competent Authority, who accord approvals within their approved delegation of Powers. There exist standard norms of operation established over the past practices and experience, which are being followed. Besides in certain areas manuals have been formulated to be followed for routine nature of work.

1.5 .Organizational chart : No such information provided on website.

1.6 . Any other details - the genesis ,inceptions, formation of the department and the HoDs from time to time as well as the committees/ commissions constitutes from time to time have been dealt :
(Partially given in website) please refers to announcement section.

1.7. powers and duties of its officers and employees :

1.7(1) powers and duties of officers(administrative,financial and judicial) :

Subject to the provisions of the Companies Act, 1956 & the directives/Instructions issued by the Government from time to time and the provisions contained in the Memorandum & Articles of Association of the Company, the business of the Company is being managed by the Board of Directors of the Company, who issues guide lines & formulate policies for smooth functioning of the business. All the powers are vested with and exercised by the Board excepting those which are specifically to be exercised by the share holders of the Company in General Body meetings. However, for day-to-day operations, the C M D / Functional Directors are delegated with adequate powers. The functional Directors are, in-turn, supported by professional executives and Chiefs of Operating Units in discharging responsibilities of their respective functional Area. (management philosophy)

1.7 (2) power and duties of other employees : (partially information is provided) please refer to 1.7(1) and some work manual are also been introduced for various duties

- **Guidelines issued from the Office of Department of Public Enterprises & other Government Agencies**

1.7(3)
which powers
exercised :

- **Instructions / Directives issued from time to time by Administrative Ministry**
- **Provisions as contained in the Memorandum & Articles of Association of the Company**
- **Provisions of The Companies Act, 1956 and other Economic Laws / Enactment of Central / State Governments**

Rules/ orders under
and duty are derived and

All the powers are vested with and exercised by the Board excepting those which are specifically to be exercised by the share holders of the Company in General Body meetings. However, for day-to-day operations, the C M D / Functional Directors are delegated with adequate powers.

1.7(3) . work allocation: no such information is given.

1.8 Procedure followed in decision making process

1.8(1). process of decision making identify key decision making points:

Subject to the provisions of the Companies Act, 2013 & the directives/Instructions issued by the Government from time to time and the provisions contained in the Memorandum & Articles of Association of the Company, the business of the Company is being managed by the Board of Directors of the Company, who issues guide lines & formulate policies for smooth functioning of the business. All the powers are vested with and exercised by the Board excepting those, which are specifically to be exercised by the share holders of the Company in General Body meetings. However, for day-to-day operations the C M D / Functional Directors are delegated with adequate powers. The functional Directors are, in-turn, supported by professional executives and Chiefs of Operating Units in discharging responsibilities of their respective functional Area.(mentioned in decision making process) (RTI Segment).

1.8(2). Final decision making authority : HCL is PSU organization so the final where taken by hon.chairman-cum-managing director **sri santosh sharma**.All the powers are vested with and exercised by the Board excepting those, which are specifically to be exercised by the share holders of the Company in General Body meetings.However, for day-to-day operations, the C M D / Functional Directors are delegated with adequate powers.and at unit level unit head is empowered. (as mentioned in our website)

1.8(3). Related provisions, acts rules etc : Rules and provisions are mentioned in our website in **R.t. I** segment.(**enclosed annexere 1**).

1.8(4). Time limits for taking a decision, if any : with in 3 days max.

1.8 (5) Channel of supervision and accountability : company is subjected to multi layered accountability framework and are required to comply with :

1. parliamentary accountability.
2. MoU System
3. Performance review by administrative.
4. CAG audit
5. Compliance with central vigilance commission requirements
6. Right to information act,etc

1.9. Norms for discharging of functions : Proposals for effective & smooth functioning of the Company including Investment decisions are initiated/mooted by the Executives of respective functional Areas for approval of the competent Authority, who accord approvals within their approved delegation of Powers. There exist standard norms of operation established over the past practices and experience, which are being followed. Besides in certain areas manuals have been formulated to be followed for routine nature of work.

2.0 . Rules, regulations instructions manual and records for discharging functions :

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|---|
| • Guidelines issued from the Office of Department of Public Enterprises & other Government Agencies |
| • Instructions / Directives issued from time to time by Administrative Ministry |
| • Provisions as contained in the Memorandum & Articles of Association of the Company |
| • Provisions of The Companies Act, 1956 and other Economic Laws / Enactment of Central / State Governments |

Not much information is available in website.

2.1 Categories of documents held by the authority under its control :

2.1(1) . categories of documents:

VI.1	Company Assets
VI.2	Liabilities
VI.3	Balance Sheet 2004-05
VI.4	Quarterly Working Results (1st,聽 2nd,聽 3rd,聽 4th)
VI.5	Third Party Agreements
VI.6	Work Orders (Value over Rs. 5 Lakh)
VI.7	Tender Notices (Press &/or Open)
VI.8	Material Enquiry from Units (Value over Rs. 2 Lakhs)
VI.8.1	Material Enquiry from KCC Unit (Value over Rs. 2 Lakh)
VI.8.2	Material Enquiry from MCP Unit (Value over Rs. 2 Lakh)
VI.8.3	Material Enquiry from ICC Unit (Value over Rs. 2 Lakh)
VI.8.4	Material Enquiry from TCP Unit (Value over Rs. 2 Lakh)
VI.8.5	Material Enquiry from Head Office (Value over Rs. 2 Lakh)

2.1(2) Custodian of documents/categories : HODs and Section Incharge

2.2. Board, council committees and other board constituted as part of the public authority

1. Board of directors (as per comp. Act 1956)
2. citizen charters.
3. Public Information Officers (P I O).
4. Appellate Authority.
5. Internal complaint committees on sexual harassment of women at workplace.

❖ Minutes of meetings are open to public : NOT MENTIONED

❖ Meetings are open to public : NOT MENTIONED

2.3. Directory of officers and employees :

Head Office				
Name	Designation	Responsibility Area	Phone	Email id
Mr. Dilip Kumar Mahajan	ED	Materials & Contracts	033-2290039	dkmahajan@hindustancopper.com
Mr. Deb Kumar Choudhury	ED	Mines	033-2238222	choudhary_dk@hindustancopper.com
Mr. Chattar Singh Singhi	GM & CS	Company Affairs	033-2283267	singhi_cs@hindustancopper.com
Mr. Naresh Kumar	GM	Human Resource	033-2283222	nkumar@hindustancopper.com
Mr. Vivek Tripathi	GM	Finance	033-2283222	vivek_tripathi@hindustancopper.com
Mr. Smarajit Dey	GM	Marketing	033-2283222	dey_s@hindustancopper.com
Mr. Vinay Kumar Singh	DGM	Projects	033-2283222	vinay_ks@hindustancopper.com
Mr. Sitendu Dash	AGM	Systems & CISO	033-2283222	sitendu_d@hindustancopper.com
Mr. Vivek Gupta	AGM	TA to CMD	033-2283229	vivek_g@hindustancopper.com
Mr. Ramananda Adhikari	AGM	TA to CMD	033-2283222	ramananda_a@hindustancopper.com

Unit Offices

Name	Designation	Responsibility Area	Phone	Email id
Mr. Onkar Nath Tiwary	ED	MCP Unit	07637-25704	tiwari_on@hindustancopper.com
Mr. Raj Kumar Sah	ED	KCC Unit	01593-22000	rajkumarsah@hindustancopper.com
Mr. Umesh Kumar	GM	TCP Unit	022-2741182	kumar_u@hindustancopper.com
Mr. Sanjay Kumar Singh	DGM	ICC Unit	06585-22576	singh_sk@hindustancopper.com
Mr. Shyam Sunder Sethi	DGM	GCP Unit	02645-22674	shyam_ss@hindustancopper.com

Sales & Other Offices

Name	Designation	Responsibility Area	Phone	Email id
Mr. Smarajit Dey	GM	Sales Northern Region	011-2244318	dey_s@hindustancopper.com
Mr. Sameer Verma	AGM	Sales Western Region	022-2741265	verma_s@hindustancopper.com
Mr. Jim Amalraj	Chief Manager	Sales Southern Region	080-2656334	jim_a@hindustancopper.com

2.4 Monthly remuneration received by officers and employees :**Scale of Pay for Executives**

Status	Scale of Pay	Employee Count as on 1st April' 18
E11	200000-3%-370000	1
E10	180000-3%-340000	2
E9	150000-3%-300000	4
E8	120000-3%-280000	5
E7	100000-3%-260000	26
E6	90000-3%-240000	76
E5	80000-3%-220000	75

E4	70000-3%-200000	80
E3	60000-3%-180000	56
E2	50000-3%-160000	117
E1	40000-3%-140000	122
E0	30000-3%-120000	41

Scale of Pay for Non-Executives

Technical Category			Other Category		
Status	Scale of Pay	Employee Count as of 1st April' 18	Status	Scale of Pay	Employee
T10	18480-3%-45400	809	C6	18380-3%-40120	9
T9	18380-3%-40120	39	C5	18280-3%-38670	37
T8	18280-3%-38670	354	C4	18180-3%-37310	55
T7	18180-3%-37310	257	C3	17880-3%-34620	6
T6	18080-3%-35960	95	C2	16650-3%-30370	7
T5	17880-3%-34620	98	C1	15920-3%-29050	6
T4	17680-3%-33120	47			
T3	17380-3%-31810	68			
T2	16550-3%-30370	5			
T1	15920-3%-29050	11			

Further disclosure of remuneration earned by each individual need not be made in accordance with clause 8 (1) j

3.0. Names , Designation and other particulars of public information officers:

(XVI) Chief Public Information Officer at Unit / Office

CPIO Officer

Name & Email Id.	Units	StdCode	Phone	Fax	Postal Address
Mr. Brajesh kumar	ICC	-	95700955 56	-	Indian Copper Complex, P O Ghatsila, Dist. East Singhbhum, Jharkhand - 832103

3.1 No. Of employees againts who, disciplinary action has been proposed taken : Not mentioned in website.

3.1(1) **Pending for minor penalty and major penalty :** 1

3.1(2) **Finalised for minor penalty and major penalty proceedings** : NOT applicable

3.2 **Programmes to advances understanding RTI** : As it mentioned in annual report as well as in website.

3.3 **Transfer policies and transfer orders** : As per requirements in ICC premises.