

**INFORMATION ON THE HUTTI GOLD MINES COMPANY LIMITED IN
ACCORDANCE WITH RIGHT TO INFORMATION ACT 2005**

- I. Particulars of Organisation, Functions and Duties
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I. Particulars of Organisation, Functions and Duties :

Incorporated: During the year 1947.

Mining Activities: Production of Gold.

Paid up capital: 98% of shares are owned by the Govt. And other Govt Organisation.

The Hutti Gold Mines Company Limited is an ancient mine which exists during the period of Ashoka. After the Independence the mine was established during the year 1947 as Hyderabad Gold Mines under the control of Nizam's Government. Now the Hutti Gold Mines Company Limited is a Public sector undertaking controlled by the Government of Karnataka. Situated at Hutti, Lingsugur Taluk, Raichur District Karnataka State. The company's corporate office is situated in Bangalore and operates two units - Hutti Gold Unit (HGU) in Raichur Dist. and the other Chitradurga Gold Unit with a mine at Ajjanhalli Tumkur Dist. The operations of gold mining are temporarily suspended and at Chitrdurga diversified activities into wind farm.

The Hutti Gold Mines Company Limited is a fully integrated mine with capacity, the annual target for the FY-2023-24 to produce 7,51,000 MT. The Hutti Gold Mines Company Limited currently process the ore from Hutti mine and two satellite mines at Uti open cast mine and Heera-Buddinni exploratory under mine. The Hutti Gold Mines Company Limited has unique distinction of being the only producer of primary gold in the country. The Hutti Gold Mines Company Limited has been active in exploration development exploitation of gold deposits occurring in Karnataka. The major expansion including the extended the capacities of the Metallurgical Plants (SAG & Ball Mill Plant) construction work were completed and production started from June 2010 and also the company has got National Safety Award for the year 2013 and 2014 on 17th August 2017.

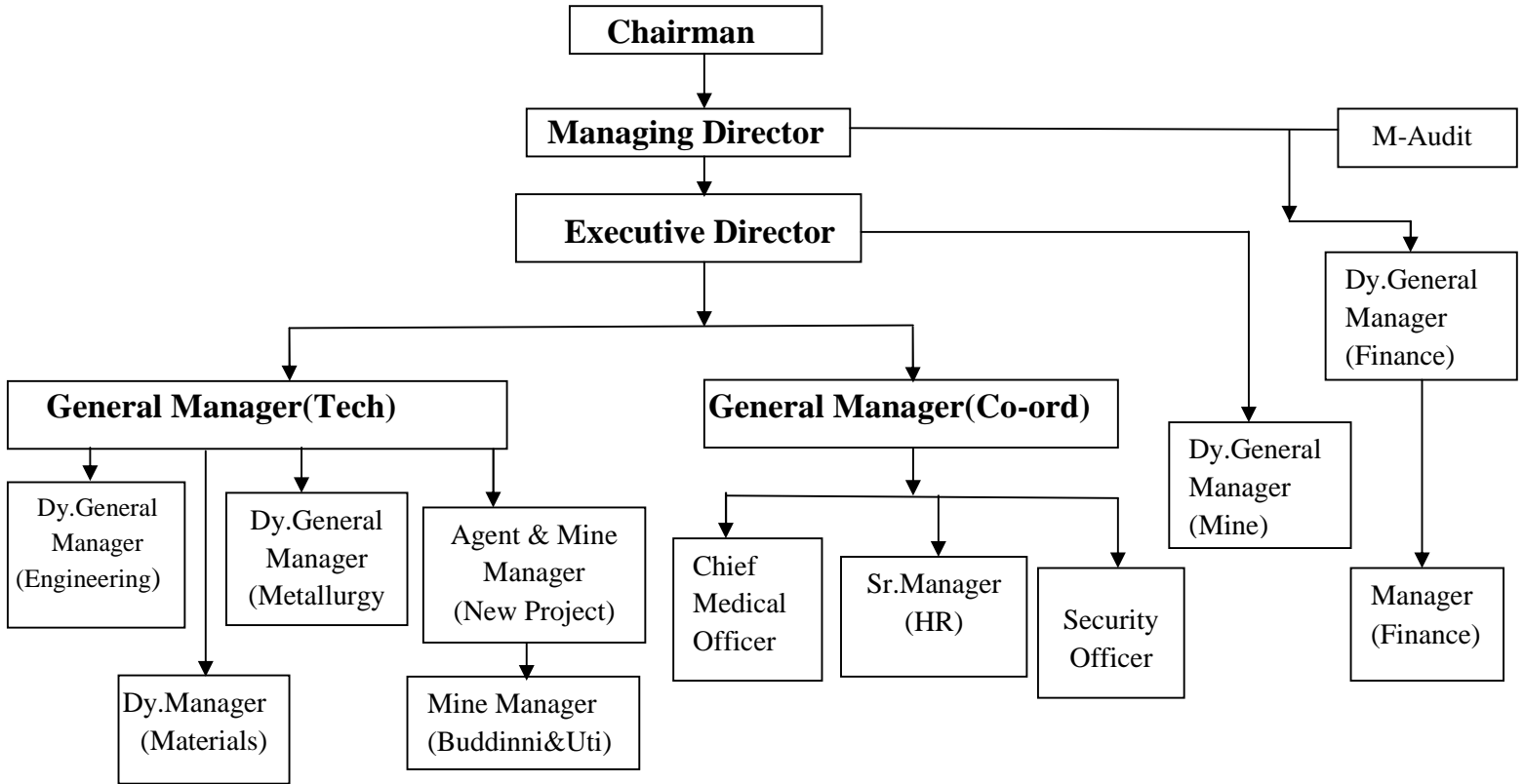
II. Powers and duties of The Hutti Gold Mines Company Limited Officers and employees:

The Hutti Gold Mines Company Limited is a Public Sector undertaking the control of Govt of Karnataka. The powers of the company officials are well defined at all levels in the organisation. The duties are assigned to the Officers and Employees as required for achieving the objective of the company. The powers and duties are subject to change depending on the requirement.

III. Procedure followed in the decision making process , including channels of supervision and accountability.

The Hutti Gold Mines Company Limited is a Public sector undertaking under the control of Government of Karnataka has well defined system of decision making with adequate channels of supervision and accountability. The proposal requiring decisions of any nature initiated at Executive Director level through the General Manager (Co-ord.). The proposals having financial implications are routed by I/c Manager (F & A) through the General Manager (Co-ord.)/Executive Director to the Managing Director. In the case of major policy decisions are being put up to the Managing Director, who will put up to the board for approval. An organisational chart of HGML is appended.

ORGANISATION CHART



IV. Norms set by HGML for discharge of its functions**VISION**

The Corporate Vision is to become one of the most vibrant, self reliant, financially viable and steady growth oriented mining Corporate. The Corporate mission will be:

- Improve productivity and profitability;
- Provide Financial Stability on long term;
- Register steady growth in terms of percentage of capacity utilization, production, income and overall profitability;
- Provide safe working condition in the Mine;
- Introduction of modern and effective management control systems;
- Give more importance to the Mine development apart from achieving day to day production target;
- Promote harmonious and cordial industrial relationship;
- Promote Human Resource Development;
- Promote welfare and community development in Hutti Town;
- Have environment friendly and healthy mining and production process;
- Have good health and well being of workers staff and employees

MISSION

The company is mainly engaged in mining of gold at Hutti and New Projects to develop HGML industries on sound lines by exploration the existing gold deposits and developing new gold deposits located in various parts of in Karnataka adoption of appropriate cost effective measures, introduction of new modern technologically in order to maximize indigenous production of gold. With the implementation of modernization and expansion programmes at Hutti, the corporate mission is aimed at making the company as a self reliant financially viable and increase the production. An annual action plan is prepared every year setting the Annual targets.

Production details for the year 2022-23

Sl.No		Total
1	Gold (Kgs)	1411.425 Kg

V. Rules and regulations, instructions, manuals and records held by HGML or under its control or used by HGML employees for discharging its functions.

Important Internal Rules, Regulations, Manual and Records which are used by the employees and Officers of the company in discharge of their functions are given below;

A) Matter pertaining to company affairs

- a. Memorandum and Articles of Association
- b. Govt. Guidelines
- c. Directives issued by the State Govt. from time to time
- d. Conduct rules for officers and standing orders to the staff and employees
- e. Decisions of the Board of the Directors from time to time as contained the minutes book.
- f. General Power of Attorney issued in favour of officer of the company

B) Matter pertaining to Finance and accounts.

- a. Accounting Policies as disclosed in the Annual Report from time to time.
- b. Mandatory Accounting Standards issued by ICAI. Accept to the extent of necessary disclosures by way of notes to accounts and accounting policies have been made in the annual report from time to time.

C) Matter pertaining to works contract etc.

- a. As per the KTPP Act 2000

D) Establishment matter pertaining to HGML employees

- a. HGML Rules conduct discipline appeal (Standing Orders) for employees
- b. Leave Rules
- c. Recruitment/Promotion Policies
- d. Voluntary Retirement Rules
- e. Rules pertaining to House building advance
- f. Directives issued by the Government, regarding recruitment and promotion of SC/ST
- g. Directives issued by the Government, regarding OBC, Physical Handicapped etc.
- h. TA/DA Rules.

E) PLANT OPERATION

Not applicable

F) HUMAN RESOURCES AND COMMUNITY DEVELOPMENT

TRAINING

The Company organizes periodically training programmes like in-house, residential and non-residential, multi-skill development etc, to employees and officers. Worker education classes for staff and workers are being organized on a regular basis. Merit awards are given to the children of employees excelling in examinations.

G) PUBLIC RELATIONS

i) Liaison Officer keeps contacts

VI. Statement of the categories of documents that are held by HGML or under its control

Various categories of documents that are being held by the company or under its control for given below;

- a. Documents pertaining to incorporation
- b. Documents pertaining to Board of Directors meeting and General Body meeting.
- c. Documents pertaining to accounts
- d. Documents pertaining to contracts
- e. Documents pertaining to Plant operations
- f. Documents pertaining to Projects
- g. Documents pertaining to Establish matter
- h. Documents pertaining to operation of community development and other welfare schemes
- i. Documents pertaining to Legal matters,
- j. Memorandum of understanding with the Unions
- k. Licences

VII. 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 HGML holds Annual General Body Meeting every year with its share holders to ascertain their views on the major policy issues. The public can leave their suggestions, observations and their comments on the HGML website

VIII. Statement of the Boards, Councils, Committees and other Bodies consisting of two or more persons constituted as HGML'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 the Public, or the minutes of such meetings are accessible for public.

The HGML is a State Government undertaking the statement of Boards, Councils, meetings of Board etc are accessible to the public.

IX. Directory of HGML's officers and employees

The number of Officers & employees in various categories as on is furnished below.

Officers	Staff & Employees	Total
126	3552	3678

IX Directory of HGML Officers and Employees

Sl.No	Name	Designation	Office
1	Sri Sanjay .B. Shettnavar, I.A.S	Managing Director	080-25710501
2	Sri Prakash	Executive Director	08537-275025
3	Sri Hanmanthappa	General Manager(Co-ord)	08537-275740
4	Sri Ravi kumar.T	General Manager(Tech)	08537-275035
5	Sri Arunav Ghosh	Dy.General Manager(Mine)	08537-276250
6	Smt Vidhathri.U	Dy.General Manager(Metallurgy)	08537-275028
7	Sri Safiyulla Khan	Dy.General Manager(Engg)	08537-275035
8	Dr.Vasanth kumar.Y Hudedamani	Chief Medical Officer	08537-275049
9	Sri P.Suresh	I/c Dy.General Manager(New Project)	08537-275035
10	Sri Yamanurappa. B	Sr.Manager(HR)	08537-275041
11	Sri Prabhunath M.P.	Manager(Finance &Accounts)	08537-275027
12	Sri Ramesh.H	Dy.Manager(HR) & PS to MD	08537-275022
13	L.T.Col.Dastagir Saheb M.Dafedar	Chief Security Officer	08537-275016
14	Sri Shivakumar	Dy Manager(EDP)	08537-275463

X. Monthly remuneration received by each of HGML Officers and Employees, including the system of compensation as provided in its regulations.

PAYSCALE AND ALLOWANCES:

EXECUTIVES

Grade	Scale
E - 1 Jr. Engineer /Jr. Officer Gr.II	Rs.41800-1100-48400-1250-54650-1450-61900-1650-71800.
E - 2 Asst. Engineer /Jr. Officer Gr.I	Rs.45100-1100-48400-1250-54650-1450-61900-1650-71800-1900-77500.
E - 3 Officer / Engineer	Rs.47300-1100-48400-1250-54650-1450-61900-1650-71800-1900-83200.
E - 4 Sr. Engineer / Sr. Officer	Rs.53400-1250-54650-1450-61900-1650-71800-1900-83200-2200-94200.
E - 5 Dy. Manager	Rs.61900-1650-71800-1900-83200-2200-96400-2500-108900.
E - 6 Manager	Rs.70150-1650-71800-1900-83200-2200-96400-2500-111400-2800-119800.
E - 7 Sr. Manager	Rs.81300-1900-83200-2200-96400-2500-111400-2800-128200.
E - 8 Dy. General Manager	Rs.96400-2500-111400-2800-128200-3100-137500.
E - 9 General Manager	Rs.106400-2500-111400-2800-128200-3100-143700.
E - 10 Executive Director	Rs.111400-2800-128200-3100-149900.

NON EXECUTIVES (Wage Revision is under process)

Grade	Scale
G-12	16000-3%-30770
G-11	17490-3%-32660
G-10	18570-3%-34650
G-9	19710-3%-36770
G-8	20920-3%-42660
G-7	22200-3%-43940
G-6	23560-3%-45260
G-5	25000-3%-48020
G-4	26560-3%-50960
G-3	28150-3%-54070
G-2	29000-3%-57380
G-1	29870-3%-62720

In addition to above Dearness Allowance, Accommodation in Company Quarters on nominal rent or House rent allowance, Leave as per rule, Leave Travel Concession, Free medical treatment / reimbursement, Bonus/Ex-gratia, subsidized canteen facilities, Provident Fund, Productivity incentives, etc are also given as per company's rules.

XI. The budget allocated to each of HGML's agencies indicating the particulars of all plans, proposed expenditures and report on disbursement made.

The HGML prepares capital budget for investment, decisions which are cleared by the Board. The project / items figuring in the approved budget allocation to be allowed to be committed during a given year. The performance against the same is monitored. Sanction accorded for the projects/items with specific allocation for commitment and expenditure during the given year. The projections are made in advance prior to the commencement of the year.

XII. The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.

Not applicable.

XIII. Particulars of recipients of concessions, permits or authorisations granted by HGML

HGML does not grant any concession permits or authorizations.

XIV. Details in respect of the information, available to or held by HGML, reduced in an electronic form.

Data related to all manufacturing functions like material management, stock, sales R & D, Finance, HR etc. are available in Electronic Form. Access to this data has been provided on need basis to employees

XV. Particulars of facilities available to citizens for obtaining information, including the working hours of a Library or a reading room, if maintained for public use.

HGML Does not maintain a Public Library.

XVI. Name, designation and other particulars of the Public Information Officers

Name and Address	Designation	Authority under RTI Act
Sri Prakash, The Hutti Gold Mines Company Limited, HUTTI-584115, Taluk: Lingasguru, Dist:Raichur, Karnataka State.	Executive Director, Appellate Authority	All Appeals Under the Act
Sri Arunav Ghosh The Hutti Gold Mines Company Limited, Hutti-584115. Taluk: Lingasugur, Dist: Raichur, Karnataka State.	Dy.General Manager (Mine)	Public Information Officer (PIO)

Sri Safiyulla Khan The Hutti Gold Mines Company Limited, Hutti-584115. Taluk: Lingasugur, Dist: Raichur, Karnataka State.	Dy.General Manager (Engg)	Public Information Officer (PIO)
Dr.Vasanthkumar.Y.Hudedamani The Hutti Gold Mines Company Limited, Hutti-584115, Taluk:Lingsugur, Dist:Raichur, Karnataka State.	Chief Medical Officer	Public Information Officer (PIO)
Smt Vidhathri.U, The Hutti Gold Mines Company Limited, Hutti-584115, Taluk:Lingsugur, Dist:Raichur, Karnataka State.	Dy.General Manager(Met)	Public Information Officer (PIO)
Sri P.Suresh, The Hutti Gold Mines Company Limited, Hutti-584115, Taluk:Lingsugur, Dist:Raichur, Karnataka State.	I/c Dy.General Manager (New Project)	Public Information Officer (PIO)
Sri M.P Prabhunath, The Hutti Gold Mines Company Limited, Hutti-584115, Taluk:Lingsugur, Dist:Raichur, Karnataka State.	Manager(F&A)	Public Information Officer (PIO)
Sri M.Jagan Mohan The Hutti Gold Mines Company Limited, Hutti-584115, Taluk:Lingsugur, Dist:Raichur, Karnataka State.	Manager(HR)	Public Information Officer (PIO)
Dr. Sanjeev Kumar Solankar, The Hutti Gold Mines Company Limited, Hutti-584115, Taluk:Lingsugur, Dist:Raichur, Karnataka State.	Manager(Exploration)	Public Information Officer (PIO)
Sri Gurubasayya.S.Swami, The Hutti Gold Mines Company Limited, Registered Office, 3 rd Floor, KHB Complex, NGV, Koramangala, Bengaluru- 560047, Karnataka State.	Sr.Manager	Public Information Officer (PIO)
Smt M.D Ashraf, The Hutti Gold Mines Company Limited, Hutti-584115, Taluk:Lingsugur, Dist:Raichur, Karnataka State.	Dy.Manager(EDP) Materials	Public Information Officer(APIO)
Sri. Gurubasayya S Swamy Chitradurga Wind Farm, Post box No.4, Chitradurga – 577501, State: Karnataka.	Sr.Manager	Public Information Officer (PIO), Chitradurga Unit

XVII. Other Useful Information

- a. **Procedure for seeking of information and inspection of Records**
- b. **Format for seeking information (FORM A)**
- c. **Format for inspection of records (FORM B)**
- d. **Format for Appeal to Appellate Authority (FORM C)**

Procedure for seeking of information and inspection of Records. Under the Right to Information Act 2005 (Here in after 'Act')

1. Appointment of the Assistant Public Information Officer (APIO)/ Public Information Officer (PIO)/ Central Public Information Officer (CPIO):
 - 1.1 Public Information Officer (PIO) have been designated in HGML to receive the request for seeking information.
 - 1.2 Any Indian citizen who is seeking information or inspection of records under provisions of this Act Can file an application in Form-A or Form-B as the case may be to the concerned PIO. These forms are available free of cost or the requester can take print of the same from the HGML website or write the letter in the same format.
 - 1.3 Requester shall not make a request for information or inspection of records which are exempted from disclosure under sections 8 and 9 of the Act.
 - 1.4 Requester shall mention in application whether the information sought for concerns the life or liberty of a person.
 - 1.5 The Reply shall be either collected by requester or shall be forwarded to requester either through post or courier, at the address given in the application form.
 - 1.6 Request which are not addressed to PIO or not specifying the exact information required Shall not be responded.

2. Recourse in case requester is not satisfied with response or lack of it from PIO.

- 2.1 In case the requester fails to get a response from the PIO within stipulated time of the submission of application or is aggrieved by the response received within the prescribed period, he may prefer an appeal to the Appellate Authority within 30 days , for review. In case appeal is allowed, the information shall be supplied to the applicant by the Appellate Authority.

3. Time Schedule

PIO will send the response to requester within the period as specified under the Act.

4. Fee for Seeking Information

- 4.1 Each application for seeking information/inspection of records shall be accompanied by an application fee of Rs.10/- by way of Cash / DD / Bankers Cheque payable to M/s. Hutti Gold Mines Limited, Hutti.

- 4.2 Fee for providing information/inspection of record will be as follows:
- a. Rs. 2/- for each page (in A-4 size), created or copied
 - b. Actual charge or cost price of a copy in larger size paper
 - c. Actual cost or price for samples or models; and
 - d. Inspection of records; No fee for first hour; A fee of Rs. 5/- for each subsequent hour or fraction thereof, thereafter;
 - e. Rs. 50/- per diskette or floppy containing information;
 - f. Information in printed form; price fixed for publication or Rs.2/- per page of photocopy for extracts from the publication.
 - g. Cost as determined by PIO for furnishing information as per section 7(3) (a) of the Act.
- 4.3 Request shall be accepted only when it is related to PIO under the Act and is accompanied by the requisite fee as specified above at 4.1 above.
- 4.4 Requester, upon getting notice from PIO, shall deposit the additional fee / cost requested in connection with the processing of the request. The PIO shall not be responsible for delays occurred on account of the late receipt of additional payments from the requester.
- 4.5 Cash payments shall be made to the Accounts Officer, HGML, at Hutti against proper receipt, during normal working hours, personally by the requester or his representative and copy of such receipt be accompanied with the application.
- 4.6 In case the mode of payment is through Demand Draft or Banker's Cheque, the same shall be issued in favour of HGML, Hutti.
- 4.7 Application along with the money receipt towards cash payment or the Demand Draft or Banker's cheque shall be accepted by PIO.
- 4.8 Requester shall not enclose any currency note(s) along with the application, delivered Through post / courier. It is against provisions of the Act and also the rules governing postal services.
- 4.9 Requester shall not deposit fee in excess of what is prescribed. Any extra money deposited with the public authority could be claimed by the requester latest within 30 days from date of furnishing of reply by PIO. In any case, such extra amount shall not be considered against any other request for information.
- 4.10 In case required, PIO shall inform the requester about additional fee / cost to be deposited by him towards furnishing of information or inspection of records. Such additional fee shall be deposited by the requester, as applicable, promptly, prior to release of information/inspection of documents.

- 4.11 Requester who is below poverty line need not pay any fee. He will have to, however, show the ration card applicable to person below poverty line and submit a copy of same along with application. Such ration card must carry his name as recipient of benefits applicable to persons below poverty line.

Form – A
Application

Under Section 6 (1) of the Right to Information Act, 2005

Date:

To,
Public Information Officer,
HGML.

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Dear Sir/ Madam,

1. I am a citizen of India. Please furnish the following information to me at my address:

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2. To the best of my knowledge, (the above desired information does not relate to Section 8 & 9 of the Act, which are exempted from disclosure.

3. Whether the information sought concern the life and liberty of a person?
(Yes / No)

(Please tick any one)

4. Details of the fee paid:

4.1 Mode: Cash/DD/Bankers Cheque No. Date:
Amount..... Drawn in favour of M/s. HGML, Hutti.

Signature of the applicant

Name.....

Address

.....

.....

E-mail14.....

Form – B

Application for Inspection of Records

Under Section 6 (1) of the Right to Information Act, 2005

Date:

To,

Public Information Officer,

HGML.

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Dear Sir/ Madam,

1. I am a citizen of India. Particulars of Records to be inspected:

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2. To the best of my knowledge, (the above desired information does not relate to Section 8 & 9 of the Act, which are exempted from disclosure.

3. Whether the information sought concern the life and liberty of a person?
(Yes / No)

(Please tick any one)

4. Details of the fee paid:

4.1 Mode: Cash/DD/Bankers Cheque No. Date:
Amount..... Drawn in favour of M/s. HGML, Hutti.

Ref: DD / Bankers Cheque No Date
..... Drawn in favour of M/s. HGML, Hutti.

4.2 Receipt No Date

4.3 Amount Rs. Date:

Signature of the applicant

Name.....

Address

.....

.....

e-mail15.....

Form – C

Appeal to the Appellate Authority in HGML

Under Section 19 of the Right to Information Act, 2005

Date:

To,

The Appellate Authority,

HGML..... Division / Complex

1. Date of submission of the request (copy of the request to be attached)
2. Registration number, if available with applicant
3. Date of reply, if any, received from Public Information Officer (Copy of the reply to be attached)
4. Name:
Particulars of Public Information Officer / Address
5. Brief facts leading to appeal (Please tick any one)
 - a) No response received
 - b) Aggrieved by the response
6. Reasons, if any, for appeal being filed after prescribed period of 30 days from date of receipt of reply from the above Public Information Officer (in case of delay only)
7. The relief sought
8. Copies of Documents relied upon by the applicant
9. Particulars of the applicant / appellant

Signature of the applicant

Name.....

Address

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