

Right to Information Act (Citizen Charter)

1.	<ul style="list-style-type: none">• The particulars of its organization.• Functions and duties.	Annexure-I Annexure-II
2.	The norms set by it for the discharge of its functions	Annexure-III
3.	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;	Annexure-IV
4.	A statement of the categories of documents that are held by it or under its control;	Annexure-II Annexure-III Annexure-IV
5.	Details in respect of the information, available to or held by it, reduced in an electronic form;	Annexure-II
6.	The names, designations and other particulars of the Public Information Officers;	Annexure-V

Annexure-V

Information Officers & Appellate Authority under Right to Information Act, 2005

Central Public information Officer (CPIO)	Smt. Alka Dhir (Tel: 011 24619593)
ACPIO-I (For Admin Matters)	Smt. Sunita Rani (Tel: 011 24619593)
ACPIO-II (For Technical Matters)	Shri Sidharth Sagar (Tel: 011 24619593)
First Appellate Authority	Smt. Ruby Kaushal Member-Secretary, HCC (Tel: 24619593)