

# राष्ट्रीय हथकरघा विकास निगम लिमिटेड,

(भारत सरकार का उपक्रम, वस्त्र मंत्रालय)

ए-2 से ए -5, उद्योग मार्ग, सेक्टर -2, नॉएडा -201301

No.: NHDC/HRM/25-26/03

Date: 07 April 2025

## ORDER


### Subject: Reconstitution of RTI Processing Organisation

In accordance with the provisions of Section 5(1) of the Right to Information (RTI) Act and with the approval of the **Competent Authority**, the Corporation's RTI processing organisation is hereby reconstituted with immediate effect.

Accordingly, officials have been designated the roles & responsibilities which are as follows: -

1. **Central Public Information Officer (CPIO)**. The Company Secretary (CS) shall be the CPIO once the permanent post is filled. Till such time, **Shri PL Singhal**, Manager (Commercial) will serve as the **CPIO** for NHDC.
2. **Assistant Public Information Officers (APIO)**. All applications under the RTI Act would be received by CPIO and subsequently marked to the respective departmental officers, who will be designated as **APIO**.
3. The respective APIOs will prepare replies/ information, which would be submitted to the CPIO for review, signature and onward transmission to the applicant.
4. **Departmental APIO**. The following officers are designated as APIOs:
  - a) Shri Ashok Gupta, Sr. Manager (IT), for IT matters.
  - b) Shri Amit Kumar, Manager (F&A), for Finance & Accounts matters.
  - c) Shri Jitendra Tolambiya, Manager (Commercial), for Commercial matters.
  - d) Shri Gaurav Tripathi, Assistant Manager (HR), for HR matters.
  - e) For applications seeking information regarding the work area of **CS**, these would be handled by the individual designated to undertake CS duties.
5. **Appellate Authority**. Shri Jitendra V. Purohit, DGM (F&A), would function as the Appellate Authority.
6. **Transparency Officer (TO)**. Shri Ashok Gupta, Sr. Manager (IT) would continue to serve as the Transparency Officer. Copies of all RTI replies will be forwarded to the TO for information and record-keeping to facilitate the preparation and filing of mandatory statutory reports/ returns.
7. This order is issued with the approval of the Competent Authority and comes into force with immediate effect.

For & on behalf of NHDC Ltd.

  
Dy. Manager (HR)

**Copy to:** - 1. MD Office  
2. ED (Finance)  
3. CVO Office  
4. DGM(Comm.)  
5. All Regional Offices