



हिन्दुस्तान ऑर्गेनिक केमिकल्स लिमिटेड
HINDUSTAN ORGANIC CHEMICALS LIMITED
(भारत सरकार का उद्यम A Govt. of India Enterprise)

एच आर HR / 2026/ 62 .

दिनांक Date: 05.05.2026

परिपत्र CIRCULAR

विषय:- सूचना के अधिकार अधिनियम पर संवेदीकरण कार्यक्रम
SUB:- SENSITIZATION PROGRAMME ON RIGHT TO INFORMATION ACT

सामान्य जन और एचओसीएल के अधिकारियों के बीच सूचना के अधिकार अधिनियम के बारे में जागरूकता फैलाने के लिए संवेदीकरण कार्यक्रम आयोजित करने का निर्णय लिया गया है। ये सत्र आधे दिन के होंगे।

It has been decided to conduct Sensitization programmes on RTI Act for getting awareness among General Public and Officers of HOCL. The sessions will be conducted on half day basis.

सामान्य जन के लिए सत्र 06.05.2026 (बुधवार) को दोपहर 2:00 बजे से शाम 5:00 बजे तक हमारे प्रशिक्षण केंद्र में आयोजित किया जाएगा। श्री रमेश ओ, मुख्य प्रबंधक (एचआर/ओएल) सत्र का संचालन करेंगे।

For General Public, the session will be conducted on 06.05.2026 (Wednesday) from 02.00 PM to 05.00 PM at our Training Centre. Sri. Ramesh O, Chief Manager (HR/OL) will handle the session.

अधिकारियों के लिए सत्र 07.05.2026 (गुरुवार) को सुबह 10:00 बजे से दोपहर 1:00 बजे तक हमारे सम्मेलन कक्ष में आयोजित किया जाएगा। श्री रमेश ओ, मुख्य प्रबंधक (एचआर/ओएल) और श्री जितेंद्र मलिक, मुख्य प्रबंधक (एमएसएस/वित्त/एचआर) संयुक्त रूप से सत्र का संचालन करेंगे।

For Officers, the session will be conducted on 07.05.2026 (Thursday) from 10.00 AM to 01.00 PM at our Conference Hall. Sri. Ramesh O, Chief Manager (HR/OL) and Sri. Jitender Malik, Chief Manager (MSS/Fin/HR) will handle the sessions together.



(अभिलाष आर ABHILASH R)

मुख्य प्रबंधक (एच आर) CHIEF MANAGER (HR)

सेवा में To:

सभी विभागाध्यक्ष All HODs
सभी विभाग/अनुभाग All Departments/Sections
सभी सूचना पट्ट All Notice Boards

प्रतिलिपि CC: कार्यपालक निदेशक एवं इकाई प्रभारी ED & UIC

Training Programme on Right to Information (RTI) Act – 2005

Date: 07.05.2026

A training and awareness programme on the Right to Information (RTI) Act, 2005 was conducted for the regular employees of Hindustan Organic Chemicals Limited (HOCL) with the objective of enhancing understanding of the Act and promoting transparency and accountability in the functioning of the organization. The RTI Act, enacted on 15 June 2005, empowers citizens to access information held by public authorities and mandates proactive disclosure to strengthen good governance practices.



The programme was conducted by Shri Jitender Malik, Central Public Information Officer (CPIO), HOCL, and Shri Ramesh O, Public Information Officer (PIO), HOCL, Kochi. The officers were apprised of the key provisions of the RTI Act, including the roles and responsibilities of the Transparency Officer, CPIO, PIO, and Deemed PIOs. Special emphasis was laid on the duties of Deemed PIOs for effective discharge of official responsibilities and adherence to prescribed timelines for providing information to RTI applicants.

During the session, Shri Jitender Malik highlighted the specific obligations of government employees under the RTI Act and underscored the importance of proactively publishing relevant organizational information on the company's official website. Detailed discussions were held on the mandatory requirement of suo-motu disclosure under Section 4(1) of the Act, explaining how proactive dissemination of information can reduce the number of RTI applications and foster a culture of transparency and accountability within the organization.



Shri Ramesh O, through a comprehensive PowerPoint presentation, elaborated on the types of information required to be disclosed, addressing both the rationale and the methodology for such disclosures. The programme also covered commonly sought information under RTI, significant case laws, and important rulings of the Central Information Commission, Hon'ble High Courts, and the Hon'ble Supreme Court. An interactive session concluded the programme, during which participants raised queries based on their practical experiences with RTI matters, leading to meaningful discussions and clarifications.