

**हिन्दुस्तान ऑर्गेनिक केमिकल्स लिमिटेड**  
**HINDUSTAN ORGANIC CHEMICALS LIMITED**  
**(भारत सरकार का उद्यम A GOVERNMENT OF INDIA ENTERPRISE)**

मा.सं HR/स्था ESTT/2026/

दिनांक DATE: 13.05.2026

Sub: Designating of Transparency Officer, Constitution of Transparency Committee and Expert Committee for Third-Party Transparency Audit under RTI Act, 2005

1. Mr. B. Balachandran, Chief General Manager (Mat/Mktg/HR/BD) is hereby designated as the Transparency Officer for Third-Party Transparency Audit under RTI Act, 2005.

He shall be responsible for the following:

- Ensuring timely and comprehensive **suo motu disclosure** of information under Section 4 of the RTI Act, 2005.
- Co-ordinating with the Central Public Information Officer (CPIO) and other concerned officers for effective RTI compliance.
- Monitoring implementation of proactive disclosures and ensuring that records are regularly updated on the public portal.
- Acting as the nodal officer for the Third-Party Transparency Audit and related activities.

2. A Transparency Committee is constituted with the following members :

1. Mr. Jitender Malik, Chief Manager (HR/Fin/MSS) & CPIO
2. Mr. Abhilash R., Chief Manager (HR)
3. Mrs. Naseema A. P., Chief Manager (Systems)
4. Mr. Ramesh O., Chief Manager (HR/OL) & PIO
5. Mr. Subramonian H., Company Secretary

The Committee shall function in an advisory capacity and provide recommendations to the Transparency Officer for improving the quality, accessibility and completeness of proactive disclosures.


3. An Expert Committee of RTI functionaries for Third-Party Transparency Audit and related compliance is constituted with the following members:

1. Mr. Jitender Malik, Chief Manager (HR/Fin/MSS) & CPIO.
2. Mr. Ramesh O., Chief Manager (HR/OL) & PIO.
3. Mr. B. Balachandran, Chief General Manager (Mat/Mktg/HR/BD) & Transparency Officer.
4. Mr. M. J. Jagadeesh, ED & UIC & First Appellate Authority.

The Committee shall assist in data compilation, verification of disclosures, preparation of self-appraisal inputs and co-ordination during the Third-Party Transparency Audit process.

**यह सक्षम प्राधिकारी के अनुमोदन से जारी किया जाता है।**

This is issued with the approval of the Competent Authority.

  
मुख्य प्रबंधक (मानव संसाधन) CHIEF MANAGER (HR)

सेवा में To:

संबंधित अधिकारी  
The Officers Concerned

उचित माध्यम से  
Through Proper Channel

प्रतिलिपि

Copy to: ईडी एंड यूआईसी ED & UIC  
सभी विभागाध्यक्ष All HODs  
सभी विभाग / अनुभाग All Departments / Sections

सीसी CC: सीएमडी CMD / डी (एफ) D (F) / सीवीओ CVO