Items to disclosed under Section 4 (1)(b)

(i) The particulars of its organization ,functions and duties;

Himachal Pradesh Infrastructure Development Board has been establish for furtherance the purpose of Himachal Pradesh Infrastructure Development Act. 2001 and to provide for framework for participation by persons other than the State Government and Government agencies in financing, construction, maintenance and operation of infrastructure projects and to raise resources on behalf of the State Government for infrastructure projects development.

The Board consist:-

(a) the Chief Secretary to the Government shall be the Chairperson;

(b) the Finance Secretary or any State Government Officer of other equivalent rank shall be the Chief Executive Officer, to be appointed by the State Government, by notification;(c) not exceeding ten other members, which shall include Secretaries to Government in the Departments of Power, Public Works, Irrigation and Public Health, Urban Development, Town & Country Planning, Tourism, Industry, Finance and Planning, to be appointed by the Government, by notification.

Term of office of the members:

Every Member shall hold office during the pleasure of the State Government.

FUNCTIONS OF BOARD:

The Board shall,-

(a) enable the private sector participation in infrastructure projects specified in Schedule-I on any of the concession agreement or arrangement specified in Schedule-II;

(b) identify suitable projects for private sector participation;

(c) under the development projects for private sector participation on its own or in association with agencies engaging in the business of project development or in pursuance of any agreement entered into for this purpose by the Government with any person;

(d) consider proposals to give exclusive rights to any person to develop project;

(e) formulate the terms of any agreement or arrangement for project development and any concession agreement for arrangements required for the implementation of projects developed under clauses (c) and (d);

(f) invite private sector participation in respect of projects developed as per clauses (c) and (d), as per the procedure laid down in this Act and make appropriate recommendations to the government in the matter;

(g) administer and manage a fund for the purpose of undertaking or assisting in project development for meeting any financial commitments envisaged under nay concession agreement or arrangement and for the performance of its other functions including its own administrative expenditure and to secure contributions to this fund in the form of share capital or grants or loans from government and other sources including bilateral and multi lateral donor agencies, financial institutions and commercial banks;

(h) advise the Government or the Government Agency on all matters of policy relating to private sector participation in infrastructure projects and their mode of implementation including issues relating to privatisation or disinvestment of the existing infrastructure assets of the public sector;

(i) co-ordinate the implementation and monitor the progress of infrastructure projects undertaken in the State of Himachal Pradesh under this Act;

(j) act as special purpose vehicle to raise resources to finance development expenditure under the state Plan on behalf of the State Government and also to discharge obligations on this account on behalf of the State

Government from revenue and other receipts accruing to the state Government from such development expenditure; and

(k) perform such other functions as may be entrusted to it by the state Government by notification.

(ii) The powers and duties of its officers and employees.

The officers and employees are performing their duties as prescribed in the HP Infrastructure Development Act, 2001 and regulations made thereunder. Board of Directors is the highest decision making body which is headed by Chairman (Chief Secretary) .CEO is the administrative head of the HPIDB and CGM is the HOD. CGM is assisted by a team of officers and staff in managing day to day affairs of the Board.

(iii) The procedure followed in the decision making process including channels of supervision and accountability.

All proposals /communication received in the board are marked to the concerned Dealing Assistant, who put these up on files through channel of officers as mentioned in the Organisation Chart available on HPIDB website. The officers move all the departmental files for further decision to higher authorities, CEO i.e Pr. Secretary (Finance), Chairman, (Chief Secretary to the GoHP).

(iv) The norms set by it for the discharge of its functions;

The functions of the HPIDB are subject to the provisions of HP Infrastructure Development Act, 2001.

(V) The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions.

The various rules regulations, instructions followed by the employees in discharging duties are as under**:-**

- HP Infrastructure Development Act, 2001
- Himachal Pradesh Financial Rules, 2009
- FR & SR Vol -1 & II
- Budget Manual
- Office Manual
- TA Rules
- Medical Attendance Rules
- LTC Rules
- Leave Rules
- Handbook on Personnel Matters Vol-I,II, &III
- CCS (CCA) Rules.
- CCS (Conduct Rules)

Apart from these, the Board compiles with the instruction issued by the State Government of H.P. from time to time.

(vi) A statement of the categories of documents that are held by it or under its control.

a) Service Record of employees.
b) Instruction on PPP Projects
c) Pension/salary related record of Pensioners and Employees of the Board.
d) R&P rules of various cadres and seniority lists.

(VII) The particulars of any arrangement that exist for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof;

Not Applicable.

(VIII) A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its 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;

Not Applicable.

(IX) A directory of its officers and employees;

Available on website**.**

(X) The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;

Pay scales of officers of HPIDB

Posts	**Pay Scales**	**Level**
CGM	129700-214300	30
AGM (F)	67400-201200	21
D.M.	53600-170100	17
AM(F&A)	43000-136000	12
A.M.	43000-136000	12
Sr. Assistant (A/ctts)	38500-122700	11
Sr. Assistant	38500-122700	11
Computer Operator	20600-65500	4
Clerk	20200-64000	3
Peon	18000-56900	1

(xi) The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursement made.

Not Applicable.

(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 authorizations granted by it;

List of empanelled TA/Consultants is available on website of HPIDB.

(xiv) Details in respect of the information available to or held by it reduced in an electronic form

As available on HPIDB website.

(xv) The particulars of facilities available to citizens for obtaining information ,including the working hours of a library or reading room, if maintained for public use .

Citizens can avail information under RTI & information is also available on website of the Board.

(xvi) The names, designations and other particulars of the Public information Officers;

Appalent Authority	As available on website
PIO	As available on website
APIO	As available on website

(XVII) Such other information as may be prescribed and thereafter update these publications every year;

Not Applicable.