

INFORMATION REGARDING NUMALIGARH REFINERY LIMITED
AS PER CHAPTER-II, SECTION 4(1), SUBCLAUSE (B) OF RIGHT TO
INFORMATION ACT.

1. Particulars of organisation

- Numaligarh Refinery Limited (NRL) is a subsidiary of M/s Bharat Petroleum Corporation Limited (BPCL), a Central Public Sector Undertaking. The shareholding pattern of NRL's paid up equity capital as on 31-03-05 is as under :

Bharat Petroleum Corporation Limited	-	61.65 %
Government of Assam	-	12.35%
Oil India Ltd.	-	26.00 %

- NRL has a refinery at Numaligarh in the District of Golaghat in Assam with a refining capacity of 3 MMTPA of crude.
- The refinery products like Liquefied Petroleum Gas (LPG), High Speed Diesel (HSD), Aviation Turbine Fuel (ATF), Superior Kerosene Oil (SKO) and Motor Spirit (MS) are marketed mainly through NRL's parent company, M/s BPCL, while some quantities are also marketed thru' M/s IOCL and M/s HPCL. The other products like Naphtha, Raw Petroleum Coke, Calcined Petroleum Coke and Sulphur are marketed directly by the company or with the help of M/s BPCL. While NRL has been operating mainly as a petroleum refining company so far, it has recently entered into the retail distribution segment for marketing of MS and HSD by launching the company's retail network named 'NRL Energy Stations'. The Company has authorization from the Government of India for setting up 510 retail outlets.
- NRL has its registered office at 147, Udayan , R. G Baruah Road, Guwahati-781 005, Phone : (0361) 2203140. Its other offices are in the following places :

Office	Address
Refinery Unit	Pankagrant, P.O : Numaligarh Refinery Complex, Dist. : Golaghat, Assam, Pin – 785 699, Phone - 03776 – 265593/4 Fax : 03776-265514
Co-ordination Office	Tolstoy House, 6th Floor, 15-17, Tolstoy Marg New Delhi – 110 001 (India) Phone : (011) 23739411, 23343902 Telefax : 23739412 E-Mail : numgarh@del2.vsnl.net.in

Office	Address
Kolkata Office	4 th Floor, Bharat Bhawan Plot No: 31, KIT Scheme No: 118 Prince Gulam Md Shah Road Golf Green, Kolkata-700095 Board No: 033-24293054, 24293055 Fax No: 24293079

2. **Powers and duties of officers of NRL :**

NAME & DESIGNATION OF NRL OFFICIALS

NAME	DESIGNATION & ADDRESS	DUTIES
<u>Board of Directors</u>		
Name & Designation	Address	
Shri Ashok Sinha, Chairman	C & MD Bharat Petroleum Corpn Ltd. 4 & 6, Currimbhoy Road, Ballard Estate, Mumbai-400 001 Phone: (022)22713600 (O) Fax: (022)22713601	Non-executive ex-officio part time Director and Chairman of the Board.
Dr. B. K. Das, Managing Director	Numaligarh Refinery Limited 147, Udayan, R. G. B. Road, Guwahati – 781005 Phone: (0361) 2203135 (O) Fax- (0361) 2203152	Overall management of the affairs of the company, under the direction of Board of Directors.
Shri Dipak Chakravarty, Director (Technical)	Numaligarh Refinery Limited Numaligarh, Golaghat, Assam Pin-785699. Phone: (03776)265401(O)/ 266562 (R) Fax : (03776) 265402 & 265405	Overall in charge of the Refinery set up.
Shri Nilmoni Bhakta Director (Finance)	Numaligarh Refinery Limited Numaligarh, Golaghat, Assam Pin-785699. Phone: (03776)265706(O) Fax : (03776) 265492	Overall in charge of Finance function
Shri J. P. Rajkhowa, IAS (Retd) Director	Narikal Basti 4 th By Lane, Sub-by Lane-I, House No.3 Mother Teresa Road,	Non-official part time Director

	Guwahati-24 Phone: (0361) 2417223	
Shri P. C. Sharma, IAS Director	Chief Secretary to the Govt. of Assam Industries & Commerce Deptt. Dispur, Guwahati-6 Phone : (0361) 2261403	Part time ex-officio Director representing Govt. of Assam
Shri H. S. Das, IAS Director	Principal Secretary to the Govt. of Assam Finance Deptt. Dispur, Guwahati-781006 Phone: (0361) 2237281(O) / 2261895(R) Fax: (0361)2237300	Part time ex-officio Director representing Govt. of Assam
Shri Manu Srivastava Director	Director (GP) Ministry of Petroleum and Natural Gas, Govt. of India, Shastri Bhavan, New Delhi- 110001 Phone : (011) 23381029	Part time Ex- officio Govt. Directors representing Govt. of India
Shri S. Radhakrishnan Director	Director (Marketing) Bharat Petroleum Corpn Ltd. 4 & 6, Currimbhoy Road, Ballard Estate, Mumbai-400 001 Phone: (022) 22713608 (O) Fax: 22713609	Part time ex-officio Director representing Govt. of India
Shri R. K. Singh Director	Director (Refineries) Bharat Petroleum Corpn Ltd. 4 & 6, Currimbhoy Road, Ballard Estate, Mumbai-400 001 Phone: (022) 22713602 (O) Fax: 22713603	Part time ex-officio Director representing BPCL
Shri S. K. Joshi Director	Director (Finance) Bharat Petroleum Corpn Ltd. 4 & 6, Currimbhoy Road, Ballard Estate, Mumbai-400 001 Phone: (022) 22713606 (O) Fax: 22713607	Part time ex-officio Director representing BPCL
Shri N. M. Borah Director	Director (Operations) Oil India Limited Plot 19, Film City Sector 16A, Noida- 201 301 Phone : 0120 2488303 Fax : 0120 2488414(F)	Part time ex-officio Director representing BPCL
Operative Functional Heads		

Shri Prashant	Chief Vigilance Officer 147, Udayan, R. G. B. Road, Guwahati – 781005	Head of Vigilance function

Shri D.K. Goswami	GM (HR & Legal) P.O : Numaligarh Refinery Complex, Dist. : Golaghat, Assam, Pin – 785 699	Head of HR & Legal Deptt.
Shri P.K. Bora	GM (Commercial& CC), P.O- Numaligarh Refinery Complex, Dist- Golaghat , Assam, Pin- 785 699	Head of Commercial & Corporate Communication Deptt.
Shri S.R. Medhi	GM (Finance), P.O : Numaligarh Refinery Complex, Dist. : Golaghat, Assam, Pin – 785 699	Head of Finance Deptt.
Shri Thomas Zachariah	Advisor (Projects), P.O : Numaligarh Refinery Complex, Dist. : Golaghat, Assam, Pin – 785 699	Head of Project Deptt.
Shri Gautam Mukherji	Head (Marketing) Tolstoy House, 6 th Floor, Tolstoy Marg New Delhi – 110 001 (India)	Head of Marketing Department
Shri Dhananjoy Ghosh	GM(Operations) P.O : Numaligarh Refinery Complex, Dist. : Golaghat, Assam, Pin – 785 699	Head of Operations
Operative HODs		
Guwahati Office		
Shri A.K Bhattarcharya	DGM (Marketing and Corporate Planning), NRL Marketing office, Divine Plaza, Dispur Supermarket, Guwahati-781 006	Operative head of Marketing and Corporate Planning Deptt
Shri Bhaskar Phukan	CM(Marketing Operations) NRL Marketing Office Divine Plaza, Dispu Supermarket Guwahati-781006	Operative head of Marketing Operations
Shri P.K.Khound	Chief Manager (Marketing Coordination), NRL Marketing office, Divine Plaza, Dispur Supermarket, Guwahati-781 006	Operative head of Marketing Coordination
Shri H K Neog	Regional Manager (Marketing),NE	Operative head of Marketing function of NE

	NRL Marketing office, Divine Plaza, Dispur Supermarket, Guwahati-781 006	
Shri Jyoti Bhusan Sarma	Manager (ME&P) NRL Marketing office, Divine Plaza, Dispur Supermarket, Guwahati-781 006	Operative head of Marketing Engg & Project Deptt.
Shri H.K. Sarmah	Company Secretary 147, Udayan , R. G Baruah Road, Guwahati-781 005	Operative head of Company Secy Deptt.
Refinery		
Shri M.R. Baruah	DGM (TS & Inspection) P.O : Numaligarh Refinery Complex, Dist. : Golaghat, Assam, Pin – 785 699	Operative head of TS & Inspection
Shri Bruno Ekka	DGM(HR & Admin), P.O : Numaligarh Refinery Complex, Dist. : Golaghat, Assam, Pin – 785 699	Operative head of P&A Deptt, Refinery.
Shri S.K. Barua	DGM(Finance & Business Development) P.O: Numaligarh Refinery Complex, Dist. : Golaghat, Assam, Pin – 785 699	Operative head of Finance & Business Development
Shri Samiran Chakraborty	DGM (Mtce), P.O : Numaligarh Refinery Complex, Dist. : Golaghat, Assam, Pin – 785 699	Operative head of Maintenance Deptt.
Shri P.K. Baruah	DGM(Internal Audit) P.O : Numaligarh Refinery Complex, Dist. : Golaghat, Assam, Pin – 785 699	Operative head of Finance Deptt.
Shri Debashish Choudhury	DGM(Commercial) P.O : Numaligarh Refinery Complex, Dist. : Golaghat, Assam, Pin – 785 699	Operative head of Commercial Function.
Shri A.P. Chakravorty	Chief Manager (Projects) P.O : Numaligarh Refinery Complex, Dist. : Golaghat, Assam, Pin – 785 699	Operative head of Project Deptt.
Shri Ratan Newar	Chief Manager (Operations) P.O : Numaligarh Refinery Complex,	Operative head of Refinery Operations.

	Dist. : Golaghat, Assam, Pin – 785 699	
Shri G.N. Sarmah	Chief Manager(Mechanical Mtce) P.O : Numaligarh Refinery Complex, Dist. : Golaghat, Assam, Pin – 785 699	Operative head of Mechanical Mtce Deptt.
Shri P.K. Baruah	Chief Manager (Fire & Safety), P.O : Numaligarh Refinery Complex, Dist. : Golaghat, Assam, Pin – 785 699	Operative head of Fire & Safety Deptt.
Shri A. K Maiti	Chief Manager (Technical Services) P.O : Numaligarh Refinery Complex, Dist. : Golaghat, Assam, Pin – 785 699	Operative head of Technical Services
Shri A.K. Patra	Chief Manager (F&A), P.O : Numaligarh Refinery Complex, Dist. : Golaghat, Assam, Pin – 785 699	Operative head of Finance Deptt.
Shri P. K. Duara	CM(Commercial) P.O : Numaligarh Refinery Complex, Dist. : Golaghat, Assam, Pin – 785 699	Operative head of Commercial Deptt.
Shri A K Senapati	CM (Personnel) P.O : Numaligarh Refinery Complex, Dist. : Golaghat, Assam, Pin – 785 699	Operative head of Personnel Deptt. , Refinery
Shri B.N.Das	Sr. Manager (Materials) P.O : Numaligarh Refinery Complex, Dist. : Golaghat, Assam, Pin – 785 699	Operative head of Stores
Shri H.K. Nath	Sr. Manager (Utilities & Offsites), P.O : Numaligarh Refinery Complex, Dist. : Golaghat, Assam, Pin – 785 699	Operative head of Utilities & Offsites
Shri Nagendra Kalita	Sr. Manager (T&D), P.O : Numaligarh Refinery Complex, Dist. : Golaghat, Assam, Pin – 785 699	Operative head of Training & Development
Shri Nalini K Buragohain	Sr. Manager(IIS) P.O : Numaligarh Refinery Complex,	Operative head of IIS Deptt.

	Dist. : Golaghat, Assam, Pin – 785 699	
Shri Prabir Kr. Talukdar	Sr. Manager (Electrical Maint.) P.O : Numaligarh Refinery Complex, Dist. : Golaghat, Assam, Pin – 785 699	Operative head of Electrical Maintenance Deptt.
Shri G. S. Gogoi	Sr. Manager (Commercial-II) P.O : Numaligarh Refinery Complex, Dist. : Golaghat, Assam, Pin – 785 699	Operative head of Commercial Deptt.
Shri M.K.Pegu	Sr. Manager (ERP) P.O : Numaligarh Refinery Complex, Dist. : Golaghat, Assam, Pin – 785 699	Operative head of ERP Deptt.
Shri G.K.Bora	Sr. Manager (Instrumentation) P.O : Numaligarh Refinery Complex, Dist. : Golaghat, Assam, Pin – 785 699	Operative head of Instrumentation Deptt.
Shri Goda Deka	Sr. Manager (Civil Maint.) P.O : Numaligarh Refinery Complex, Dist. : Golaghat, Assam, Pin – 785 699	Operative head of Civil Maintenance Deptt.
Shri Kajal Saikia	Sr. Manager (T&E) P.O : Numaligarh Refinery Complex, Dist. : Golaghat, Assam, Pin – 785 699	Operative head of Township & Estate Deptt.
Shri Dibyajyoti Saikia	Sr. Manager (Inspection) P.O : Numaligarh Refinery Complex, Dist. : Golaghat, Assam, Pin – 785 699	Operative head of Inspection Deptt.

Delhi Office		
Shri N. Borthakur	Chief Manager (Co-ordination, Finance and Business Development) Tolstoy House, 6 th Floor, 15-17, Tolstoy Marg New Delhi – 110 001 (India)	Operative head of Delhi coordination office
Shri V. N Tandon	Regional Manager (Marketing) Tolstoy House, 6 th Floor, 15-17, Tolstoy Marg New Delhi – 110 001 (India)	Operative head of Delhi Marketing office
Siliguri Office		
Shri Subrata Das	Sr. Manager (SMT Ops) Numaligarh Refinery Limited Siliguri Marketing Terminal Opp. Rangapani Rly Station P.O- Rangapani Dist- Darjeeling , West Bengal Pin- 734434	Operative head of Siliguri Receipt terminal Project

3 & 4 Procedure followed in decision making process and norms set by it for discharge of functions

- NRL is a company managed by its Board of Directors, constituted under the Companies Act, 1956. Presently, there are 12 directors on the Board of the company consisting of 3 whole time Directors appointed by the President of India and 9 non-executive Directors appointed by the shareholders representing the promoters, namely M/s BPCL and the Govt. of Assam.
- The day-to-day activities of NRL is managed under the leadership of the Board of Directors assisted by the in-charge of the respective departments.
- Detailed execution of the job is being done under the leadership of the in-charge of the respective departments.
- The decision making processes are based on the Delegation of Authorities of the Company to various officers approved from time to time.

5. Rules, regulations, instruction manuals and guidelines

- Corporate policy decision of running the business of NRL is being taken, depending upon the changing scenario of the Business by the Board of Directors.
- The day to day activities to be carried out are being decided by the respective departments and are being executed in conformity with the Corporate decision taken by NRL in the meeting of its Board of Directors.
- Since NRL is formed under the Companies Act, there is no statutory Rule and / or regulation, as is applicable in case of Government or a statutory authority.
- Each Department of the company, while discharging its function, is guided by Departmental manuals, which are periodically reviewed and updated.
- The company issues administrative instructions from time to time for facilitating discharge of its functions in a systematic manner.

6. Statement of the documents that are kept by NRL

- Documents required to be kept under various statutes such as :
 - The Companies Act.
 - SEBI Act.
 - Any other statute
- Documents relating to the business carried out by NRL

7. Particulars of any arrangement that exists for consultation with the members of the public in relation to formulation of NRL's policies and implementation thereof

- NRL being a commercial organisation for refining and marketing of petroleum products, there is no formal committee of forum where representative of the public can attend to formulate policies for refining and marketing petroleum products and / or implement such policies.

8. 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 meeting of those boards, councils, committees and other bodies are open to the public or the minutes of such meeting are accessible for public

- Board of Directors is constituted following the provisions of the Companies Act., 1956 consisting of Govt. of India nominees and nominees from promoters viz. M/s BPCL and Govt. of Assam.
- While decision taken or minutes of the meeting of the Board of Directors are not accessible by the public, important decisions regarding the company and / or its management are being communicated to the statutory authorities as also to the public as required under the law from time to time.

9. Directory of Officers of NRL : Please see particulars under the heading "Powers and duties of officers of NRL" in para 2 above.

10. Monthly remuneration received by the officers :

The pay scale of officers and workmen are given below :

OFFICERS :

Grade	Scale of Pay
01	Rs. 6550 – 11350
02	Rs. 10750 – 16750
A	Rs. 12000 – 17500
B	Rs. 13750 – 18700
C	Rs. 16000 – 20800
D	Rs. 17500 – 22300
E	Rs. 18500 – 23900
F	Rs. 19000 – 24750
G	Rs. 19500 – 25600
H	Rs. 20500 – 26500

WORKMEN :

Grade	Scale of Pay
I	Rs. 3850
II	Rs. 4150
III	Rs. 4450
IV	Rs. 4700
V	Rs. 4900
VI	Rs. 5200
VII	Rs. 5350
VIII	Rs. 5650

Note : In addition, Dearness Allowance, House Rent Allowance, City Compensatory Allowance, Medical Reimbursement, Leave Travel Concessions, Provident fund, Gratuity etc are provided as per company's rule in force from time to time.

The pay scale of supervisory employees are fixed based on the approval of the Board of Directors of the Company in line with guidelines issued by the Department of Public Enterprises on the pay scales and other benefits.

The pay scale of non-supervisory employees are determined based on the long term settlement signed by the management with the unions.

11. Budget for the year 2009-10 for capital expenditure of the planned projects, particulars of activities, proposed expenditure and disbursement made thereof

(Rs. In Crores)

Ongoing projects			
Estimated Project Cost	Name of major project and fund allotted thereof		Disbursement
	Name	Fund Allocated in 2009-10	
186.23	Marketing Terminal at Siliguri	19	To be disclosed at the end of the year
434.94	Diesel quality upgradation project	200	To be disclosed at the end of the year
Note 1	Wax Project	10	To be disclosed at the end of the year
<u>Investments in Joint ventures</u>			
Note 2	M/s DNP Limited	-	To be disclosed at the end of the year
Note 3	M/s Brahmaputra Cracker and Polymer Ltd.	20	To be disclosed at the end of the year

Note 1 : The Wax Project is under feasibility study stage.

Note 2 : M/s DNP Limited, the joint venture company with equity from M/s Assam Gas Company Limited (51%), NRL(26%) and M/s Oil India Limited (23%) is implementing the project at an estimated cost of Rs. 318 crores. NRL's equity contribution is estimated at Rs. 27.56 crores, which has already been paid.

Note 3 : M/s Brahmaputra Cracker and Polymer Limited, the joint venture company with equity participation from M/s GAIL(70%), Govt of Assam (10%), NRL (10%) and M/s Oil India Limited (10%) is implementing the project at an estimated cost of Rs. 5461 crores. NRL's equity contribution is estimated at Rs. 111 crores, out of which Rs. 32.47 Crs has already been paid up to 31.03.2009.

12. Subsidy programme, details of beneficiaries of such programme and particulars of the recipients of concession and permits.

- Not applicable

13. Particulars of recipients of concessions , permits or authorizations granted

Since no subsidy is given to the general public in carrying out its business activities as stated above, there is no recipient of concession, permits or authorization

14. Details in respect of the information available to or held by it reduced in electronic form.

The information related to company profile/Business is available at Company's website at www.nrl.co.in .The following information can also be easily accessed in the aforesaid website-

- Annual Report
- Press Releases

15. Particulars of facilities available to citizens for obtaining information including the working hours of a library or reading room, if maintained for public use.

- Information regarding NRL and its business is available and easily accessible on NRL's website www.nrl.co.in
- No library or reading room is maintained by NRL for public use

16. Name designation and other particulars of the Public Information Officers

- Central Public Information Officer –
Shri P K Bora
GM(HR & Corporate Communications)
147, Udayan , R. G Baruah Road, Guwahati-781 005
Phone : 0361- 2203142
Fax : 0361-2203146
e-mail : prabir.k.bora@nrl.co.in
- Central Assistant Public Information Officer -
Shri N K Borthakur
CM(Coordination, Finance and Business Development)
Tolstoy House, 6th Floor, 15-17, Tolstoy Marg
New Delhi – 110 001 (India)
Phone : (011) 23739413
Telefax : 23739412
e-mail : nikunja.borthakur@nrl.co.in
- Appellate Authority in respect of Appeal from the order of the Central Public Information Officers :

Shri Dipak Chakravarty
Director(Technical),
P.O : Numaligarh Refinery Complex,
Dist. : Golaghat, Assam, Pin – 785 699
Phone : 03776-265401
Fax : 03776- 265402
e-mail : dipak.chakravarty@nrl.co.on

17. Other information as may be prescribed :

- Nil.

