

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 122 A, G. S Road, Christianbasti, 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 Fax : 23739412

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: 24293079

2. Powers and duties of officers of NRL :

Board of Directors

Sl. No.	Name & Designation	Official address
1.	Shri Dipak Chakravarty Managing Director	Numaligarh Refinery Limited 122A, G. S. Road, Christianbasti, Guwahati – 781005 Phone: (0361) 2203135 (O) Fax- (0361) 2203152
2.	Shri Nilmoni Bhakta Director (Finance)	Numaligarh Refinery Limited Numaligarh, Golaghat, Assam Pin-785699, Phone: (03776)265706 Fax : (03776) 265492

a) Part-time (Ex-officio) Govt. Directors representing Govt. of India:

Sl. No.	Name	Official address
1.	Shri Partha Sarathi Das	Director (Exploration -II) Ministry of Petroleum & Natural Gas, Govt. of India Shastri Bhavan New Delhi-1

b) Part –time (Non Official) Director :

Sl. No.	Name	address
1.	Shri J. P. Rajkhowa, IAS (Retd)	Narikal Basti 4 th By Lane, Sub-by Lane-I, House No.3 Mother Teresa Road, Guwahati-24 Phone: (0361) 2410690

c) Part-time (Ex-officio) Directors representing BPCL, Govt. of Assam & OIL :

Sl. No.	Name	Official address
1.	Shri R. K. Singh, Chairman	Chairman & Managing Director Bharat Petroleum Corpn Ltd. 4 & 6, Currimbhoy Road, Ballard Estate, Mumbai-400 001 Phone: (022)2 2713606 (O) Fax: 22713607
2.	Shri K. K. Gupta Director	Director (Marketing) Bharat Petroleum Corpn Ltd. 4 & 6, Currimbhoy Road, Ballard Estate, Mumbai-400 001 Phone: (022) 22713608 (O) Fax: 22713609
3.	Shri H. S. Das, IAS Director	Principal Secretary to the Govt. of Assam Finance Department Assam Secretariat, Block – F, Dispur, Guwahati-781006 Phone: (0361) 2237281(O) Fax: (0361)2237300
4.	Shri Jatinderbir Singh, IAS Director	Principal Secretary to the Govt. of Assam Industries & Commerce Department Assam Secretariat, Block – C, Dispur, Guwahati-781006 Phone & Fax: (0361) 2237256(O)
5.	Shri N. M. Borah Director	Chairman & Managing Director Oil India Limited, Plot No.19, Flim City, Sector 16A, Noida-201301 Phone: 0120-2488301 Fax: 0120-2488427

Operative Functional Heads

Shri V.K. Thakral	Chief Vigilance Officer 122A, G.S.Road Christianbasti, Guwahati-781005	Head of Vigilance function
Shri S.R. Medhi	GM (Finance), P.O : Numaligarh Refinery Complex, Dist. : Golaghat, Assam, Pin – 785 699	Head of Finance Deptt.
Shri Dhananjoy Ghosh	GM(Operations) P.O : Numaligarh Refinery Complex, Dist. : Golaghat, Assam, Pin – 785 699	Head of Operations
Shri M.R. Baruah	GM (Technical Services)	Operative head of Technical

	P.O : Numaligarh Refinery Complex, Dist. : Golaghat, Assam, Pin – 785 699	Services
Shri A.K Bhattarcharya	GM (Marketing , BD & CP), NRL Marketing office, Divine Plaza, Dispur Supermarket, Guwahati-781 006	Operative head of Marketing, Business Development and Corporate Planning
Shri Bruno Ekka	GM(HR), P.O : Numaligarh Refinery Complex, Dist. : Golaghat, Assam, Pin – 785 699	Operative head of HR and P&A Deptt, Refinery.

Operative HODs

Registered Office, Guwahati		
Shri N.K. Sarmah	Chief Manager (Vigilance) 122A, G.S.Road Christianbasti, Guwahati-781005	Operative head of Vigilance Dept.
Shri H.K. Sarmah	Company Secretary 122A, G.S.Road Christianbasti, Guwahati-781005	Operative head of Company Secy Deptt.
Shri A K Choudhury	SM(HR&Admin) 122A, G.S.Road Christianbasti, Guwahati-781005	Operative head of HR& Admin
Marketing Office, Guwahati		
Shri Samiran Chakraborty	DGM (Marketing Engg and Projects), P.O : Numaligarh Refinery Complex, Dist : Golaghat, Assam, Pin – 785 699	Operative head of Marketing Engg.
Shri P.K.Khaund	DGM (Marketing Coordination), NRL Marketing office, Divine Plaza, Dispur Supermarket, Guwahati-781 006	Operative head of Marketing Coordination
Shri Gopal Sarma	CM (Marketing - Sales and Logistics) NRL Marketing Office Divine Plaza, Dispur Supermarket Guwahati-781006	Operative head of Marketing - Sales and ME & P)
R.M.W. Khongwir	Regional Manager (Marketing), East NRL Marketing office, Divine Plaza, Dispur Supermarket Guwahati-781 006	Operative head of Marketing function of East
Shri H K Neog	Regional Manager (Marketing), NE NRL Marketing office, Divine Plaza, Dispur Supermarket Guwahati-781 006	Operative head of Marketing function of NE
Refinery		
Shri S.K. Barua	DGM(Finance) P.O: Numaligarh Refinery Complex, Dist. : Golaghat, Assam, Pin – 785 699	Operative head of Finance
Shri P.K. Baruah	DGM (Internal Audit) P.O : Numaligarh Refinery Complex, Dist. : Golaghat, Assam, Pin – 785 699	Operative head of Internal Audit Deptt.
Shri Debashish Choudhury	DGM (Commercial) P.O : Numaligarh Refinery Complex,	Operative head of Commercial Function.

	Dist : Golaghat, Assam, Pin – 785 699	
Shri A K Senapati	DGM (Fire and Safety) P.O : Numaligarh Refinery Complex, Dist. : Golaghat, Assam, Pin – 785 699	Operative head of Fire and Safety Deptt
Shri A.P. Chakravortty	DGM (Project) P.O : Numaligarh Refinery Complex, Dist. : Golaghat, Assam, Pin – 785 699	Operative head of Project Deptt.
Shri G.N. Sarmah	Chief Manager (Maint. i/c) P.O : Numaligarh Refinery Complex, Dist. : Golaghat, Assam, Pin – 785 699	Operative head of Maintenance Deptt.
Shri P.K. Baruah	Chief Manager (Maintenance Planning) P.O : Numaligarh Refinery Complex, Dist. : Golaghat, Assam, Pin – 785 699	Operative head of Maintenance Planning Deptt
Shri A.K. Patra	Chief Manager (Finance – Marketing Accounts) P.O : Numaligarh Refinery Complex, Dist. : Golaghat, Assam, Pin – 785 699	Operative head of Finance – Marketing Accounts
Shri Bhaskar Phukan	CM(Technical Service) NRL Marketing Office Divine Plaza, Dispur Supermarket Guwahati-781006	Operative head of TS Deptt.
Shri P.K. Duarah	Chief Manager (T&D) P.O : Numaligarh Refinery Complex, Dist. : Golaghat, Assam, Pin – 785 699	Operative head of T&D Deptt
Shri H.K. Nath	Chief Manager (Mechanical Mtce) P.O : Numaligarh Refinery Complex, Dist. : Golaghat, Assam, Pin – 785 699	Operative head of Mechanical Mtce Deptt
Shri M.K. Pegu	Chief Manager (Commercial) P.O : Numaligarh Refinery Complex, Dist. : Golaghat, Assam, Pin – 785 699	Operative head of Commercial Deptt
Shri Nalini K Buragohain	Chief Manager (IIS & ERP) P.O : Numaligarh Refinery Complex, Dist. : Golaghat, Assam, Pin – 785 699	Operative head of IIS & ERP Deptt.

Shri Anup Baruah	Chief Manager (T&E) P.O : Numaligarh Refinery Complex, Dist. : Golaghat, Assam, Pin – 785 699	Operative head of Township and Estate Deptt
Shri Girish Borah	Chief Manager (Instn. Maint.) P.O : Numaligarh Refinery Complex, Dist. : Golaghat, Assam, Pin – 785 699	Operative head of Instn. Maint. Dept.
Shri Kajal Saikia	Chief Manager (HR) P.O : Numaligarh Refinery Complex, Dist. : Golaghat, Assam, Pin – 785 699	Operative head of HR Deptt
Shri G.S Gogoi	CM(Project), P.O : Numaligarh Refinery Complex, Dist. : Golaghat, Assam, Pin – 785 699	Operative head of Project Deptt
Shri Nilim Borthakur	CM(HSE) P.O : Numaligarh Refinery Complex, Dist. : Golaghat, Assam, Pin – 785 699	Operative head of HSE Deptt
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 Bimlesh Kr. Gupta	Sr. Manager I/c (Operations) P.O : Numaligarh Refinery Complex, Dist. : Golaghat, Assam, Pin – 785 699	Operative head of Operations Dept.
Shri Pallab Das	Sr. Manager (QC & Env) P.O : Numaligarh Refinery Complex, Dist. : Golaghat, Assam, Pin – 785 699	Operative head of QC and Env Deptt.
Shri Goda Deka	Sr. Manager (Project-Civil) P.O : Numaligarh Refinery Complex, Dist. : Golaghat, Assam, Pin – 785 699	Operative head of Project-Civil
Shri Dibyajyoti Saikia	Sr. Manager (Inspection) P.O : Numaligarh Refinery Complex, Dist. : Golaghat, Assam, Pin – 785 699	Operative head of Inspection Deptt.
Shri Pratul Kr. Saikia	Sr. Manager (Finance – Refinery Accounts) P.O : Numaligarh Refinery Complex,	Operative head of Finance – Refinery Accounts

	Dist. : Golaghat, Assam, Pin – 785 699	
Shri Sobhan Konwar	Sr. Manager (NRMT) P.O : Numaligarh Refinery Complex, Dist. : Golaghat, Assam, Pin – 785 699	Operative head of NRMT Deptt
Shri Samir Kundu	Sr. Manager I/c (P&U) P.O : Numaligarh Refinery Complex, Dist. : Golaghat, Assam, Pin – 785 699	Operative head of P&U Deptt.
Shri Kulajit Talukdar	Manager (Civil Maint.) P.O : Numaligarh Refinery Complex, Dist. : Golaghat, Assam, Pin – 785 699	Operative head of Civil Maint. Deptt.
Shri Pankaj Boro	Manager (Warehouse.) P.O : Numaligarh Refinery Complex, Dist. : Golaghat, Assam, Pin – 785 699	Operative head of Warehouse.
Shri Sujit Kr. Singh	Manager (Vigilance) P.O : Numaligarh Refinery Complex, Dist. : Golaghat, Assam, Pin – 785 699	Operative head of Vigilance.
Delhi Office		
Shri N. Borthakur	DGM (Co-ordination) Tolstoy House, 6 th Floor, 15-17, T Marg New Delhi – 110 001 (India)	Operative head of Delhi Coordination office
Kolkata Office		
Shri Tapas Mukherjee	Manager (Co-ordination) 4 th Floor, Bharat Bhawan Plot No: 31, KIT Scheme No: 118 Prince Gulam Md Shah Road Golf Green, Kolkata-700095	Operative head of Kolkata coordination office
Siliguri Office		
Shri Subrata Das	Sr. Terminal Manager (SMT) Numaligarh Refinery Lintied Siliguri Marketing Terminal Opp. Rangapani Rly Station P.O- Rangapani Dist- Darjeeling , West Bengal Pin- 734434	Operative head of Siliguri Marketing Terminal

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. 12600-32500
02	Rs. 20600-46500
A	Rs. 24900-50500
B	Rs. 29100-54500
C	Rs. 32900-58000
D	Rs. 36600-62000
E	Rs. 43200-66000
F	Rs. 51300-73000
G	Rs. 51300-73000
H	Rs. 51300-73000

WORKMEN :

Grade	Scale of Pay
I	Rs. 9000-15300
II	Rs. 9700-16800
III	Rs.10350-31200
IV	Rs.10900-31500
V	Rs. 11400-32500
VI	Rs. 12200-33500
VII	Rs. 12450-35500
VIII	Rs. 13150-45000

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 2011-12 for capital expenditure of the planned projects, particulars of activities, proposed expenditure and disbursement made thereof

Ongoing projects			
Estimated Project Cost	Name of major project and fund allotted thereof		
	Name	Fund Allocated in 2011-12	
186.23	Marketing Terminal at Siliguri	-	To be disclosed at the end of the year
434.94	Diesel quality upgradation project	19.50	To be disclosed at the end of the year
576.60	Wax Project	32.97	To be disclosed at the end of the year
	Euro IV MS / HSD Production	5.00	To be disclosed at the end of the year
<u>Investments in Joint ventures</u>			
Note 1	M/s DNP Limited	-	To be disclosed at the end of the year
Note 2	M/s Brahmaputra Cracker and Polymer Ltd.	43.00	To be disclosed at the end of the year

Note 1 : The joint venture company M/s DNP Limited has commissioned a natural gas pipeline from Duliajan to Numaligarh in February 2011. NRL has 26% equity share in the JV along with M/s Assam Gas Company Ltd. (51%) and M/s Oil India Ltd. (23%). Upto 31.03.2011, NRL has paid its equity contribution of Rs. 35.08 crores to the JV company.

Note 2 : 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 (under revision). NRL's equity contribution is estimated at Rs. 111 crores, out of which Rs. 55.35 crores has already been paid up to 31.03.2011.

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 D. Choudhury
DGM(Commercial)
P.O- Numaligarh Refinery Complex,
Dist- Golaghat , Assam, Pin- 785 699
e-mail : debashish.choudhury@nrl.co.in
- Central Assistant Public Information Officer -
Shri N K Borthakur
CM (Coordination and Finance)
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 Nilmoni Bhakta
Director(Finance),
P.O : Numaligarh Refinery Complex,
Dist. : Golaghat, Assam, Pin – 785 699
Phone : 03776-265401
Fax : 03776- 265402
e-mail : nilmoni.bhakta@nrl.co.on

17. Other information as may be prescribed :

- Nil.

