

Self appraisal report for Year (2022-23)

Auditor Agency: T V Sethumadhavan

Ministry Name: Ministry of Petroleum & Natural Gas

Department Name:

Public Authority Name: Numaligarh Refinery Limited (NRL)

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1	Organisation and Function							
1.1	Particulars of its organisation, functions and duties[Section 4(1)(b)(i)]							
1.1.1	Name and address of the Organization	Fully Met	1.28	1.28	https://www.nrli.co.in/NRL_Contact_Us.aspx	Fully Met	1.28	URLs cited by the Public Authority is correct. Category "Fully Met"
1.1.2	Head of the organization	Fully Met	1.28	1.28	https://www.nrli.co.in/Leadership	Fully Met	1.28	URLs cited by the Public Authority is correct. Category "Fully Met"
1.1.3	Vision, Mission and Key objectives	Fully Met	1.28	1.28	https://www.nrli.co.in/Vision-mission-and-objective	Fully Met	1.28	https://www.nrli.co.in/Leadership
1.1.4	Function and duties	Fully Met	1.28	1.28	https://www.nrli.co.in/Profile Other links to be visited in	Fully Met	1.28	https://www.nrli.co.in/Leadership

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					NRL Website : Home Page- Our Business- Refinery, Marketing and International Trade			
1.1.5	Organization Chart	Not Met	1.28	0	empty	Not Met	0	Category Not Met
1.1.6	Any other details-the genesis, inception, formation of the department and the HoDs from time to time as well as the committees/ Commissions constituted from time to time have been dealt	Fully Met	1.28	1.28	https://www.nr.l.co.in/Profile Other links to be visited in NRL Website : Home Page- Our Business- Refinery, Marketing and International Trade	Not Met	0	Category Not Met
1.2	Power and duties of its officers and employees[Section 4(1) (b)(ii)]							
1.2.1	Powers and duties of officers (administrative, financial and judicial)	Fully Met	1.54	1.54	https://www.nr.l.co.in/RTI HR, Commercial and Marketing Delegation of Authority is uploaded in NRL LAN	Partially Met	0.77	URLs cited by the Public Authority is correct. Category "Partially Met"
1.2.2	Power and duties of other employees	Fully Met	1.54	1.54	https://www.nr.l.co.in/RTI	Not Met	0	Category Not Met

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					Manuals and procedure uploaded in NRL LAN defines the role of Departments, which is applicable for employees			
1.2.3	Rules/ orders under which powers and duty are derived and	Fully Met	1.54	1.54	<p>https://www.nrl.co.in/# https://www.nrl.co.in</p> <p>Broadly, 'Management policies' link in home page defines the framework. 'Circulars' link in NRL LAN defines updates in organogram and specific power and duties of departments. Departmental organograms are circulated over email</p>	Partially Met	0.77	URLs cited by the Public Authority is correct. Category "Partially Met"

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					and LAN from time to time			
1.2.4	Exercised	Fully Met	1.54	1.54	https://www.nr l.co.in/RTI Power and duties to Deptt s/Employees as per DOA is exercised	Not Met	0	Category Not Met
1.2.5	Work allocation	Fully Met	1.54	1.54	https://www.nr l.co.in/RTI Departmental organograms are circulated over email and LAN from time to time.	Not Met	0	Category Not Met
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]							
1.3.1	Process of decision making Identify key decision making points	Fully Met	1.54	1.54	https://www.nr l.co.in/RTI Mandatory Disclosures Para 3 & 4	Partially Met	0.77	URLs cited by the Public Authority is correct. Category "Partially Met"
1.3.2	Final decision making authority	Fully Met	1.54	1.54	https://www.nr l.co.in/Leadership	Partially Met	0.77	URLs cited by the Public Authority is correct. Category "Partially Met"

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.3.3	Related provisions, acts, rules etc.	Fully Met	1.54	1.54	https://www.nrl.co.in/RTI Mandatory disclosures Para 5 Broadly, 'Management Policies' are uploaded in Home Page of www.nrl.co.in Provisions as per DOA, Manuals, Rules, Policies are uploaded in NRL LAN"	Partially Met	0.77	URLs cited by the Public Authority is correct. Category "Partially Met"
1.3.4	Time limit for taking a decisions, if any	Fully Met	1.54	1.54	https://www.nrl.co.in/Mous	Not Met	0	Category Not Met
1.3.5	Channel of supervision and accountability	Fully Met	1.54	1.54	Departmental Organograms circulated over email and NRL LAN defines job roles and accountability	Not Met	0	Category Not Met
1.4	Norms for discharge of functions[Section 4(1)(b)(iv)]							
1.4.1	Nature of functions/ services offered	Fully Met	1.54	1.54	Provisions as per DOA, Manuals,	Partially Met	0.77	URLs cited by the Public Authority is

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					Rules, Policies are uploaded in NRL LAN			correct. Category "Partially Met"
1.4.2	Norms/ standards for functions/ service delivery	Fully Met	1.54	1.54	https://www.nrl.co.in/1Quality-policy1 https://www.nrl.co.in/Health-safety-env.-policy https://www.nrl.co.in/Energy-policy https://www.nrl.co.in/Fraud-prevention-policy https://www.nrl.co.in/R-and-d-policy https://www.nrl.co.in/1Csr-policy1 https://www.nrl.co.in/Equal-opportunity-policy NRL's local area network http://eureka/Corporate%20Policy/Pages/Home.aspx	Fully Met	1.54	URLs cited by the Public Authority is correct. Category "Fully Met"
1.4.3	Process by which these services can be	Fully Met	1.54	1.54	Certain	Fully Met	1.54	URLs cited by

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	accessed				Services like Gate pass, PNG Billing, Customer Portal, Wax Online, CSR services such as scholarship schemes, retired employees portal are available in Home Page link of NRL Website www.nrl.co.in in 'Day to Day applications'			the Public Authority is correct. Category "Fully Met"
1.4.4	Time-limit for achieving the targets	Fully Met	1.54	1.54	https://www.nrl.co.in/Mous	Not Met	0	Category Not Met
1.4.5	Process of redress of grievances	Fully Met	1.54	1.54	https://www.nrl.co.in/Feedback	Fully Met	1.54	URLs cited by the Public Authority is correct. Category "Fully Met"
1.5	Rules, regulations, instructions manual and records for discharging functions[Section 4(1)(b)(v)]							
1.5.1	Title and nature of the record/ manual /instruction.	Fully Met	1.92	1.92	All records, manuals and instructions are uploaded	Partially Met	0.96	URLs cited by the Public Authority is correct.

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					in NRL LAN			Category "Partially Met"
1.5.2	List of Rules, regulations, instructions manuals and records.	Fully Met	1.92	1.92	Same as 6.1 above	Not Met	0	Category Not Met
1.5.3	Acts/ Rules manuals etc.	Fully Met	1.92	1.92	Same as 6.1 above http://eureka/Library/Manuals/Forms/AllItems.aspx	Not Met	0	Category Not Met
1.5.4	Transfer policy and transfer orders	Partially Met	1.92	0.96	Transfer orders are uploaded in Circulars -Organogram link of NRL LAN No Transfer policy exists http://eureka/Circulars%20and%20Forms/Circulars/Pages/Home.aspx	Not Met	0	Category Not Met
1.6	Categories of documents held by the authority under its control[Section 4(1)(b) (vi)]							
1.6.1	Categories of documents	Fully Met	3.85	3.85	Same as 6.1 above http://eureka/Library/Policy%20Documents/Forms/AllItems.aspx	Fully Met	3.85	URLs cited by the Public Authority is correct. Category "Partially

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					http://eureka/Library/Common%20Documents/Forms/AllItems.aspx			Met”
1.6.2	Custodian of documents/categories	Fully Met	3.85	3.85	Most of the documents are available digitally in NRL Website and NRL LAN http://eureka/Library/Policy%20Documents/Forms/AllItems.aspx http://eureka/Library/Common%20Documents/Forms/AllItems.aspx	Not Met	0	Category Not Met
1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]							
1.7.1	Name of Boards, Council, Committee etc.	Fully Met	0.96	0.96	https://www.nrli.co.in/Leadership	Partially Met	0.48	URLs cited by the Public Authority is correct. Category “Partially Met”
1.7.2	Composition	Fully Met	0.96	0.96	https://www.nrli.co.in/Leadership	Not Met	0	Category Not Met

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.7.3	Dates from which constituted	Fully Met	0.96	0.96	https://www.nrl.co.in/Leadership https://www.nrl.co.in/1Annual-reports1	Not Met	0	Category Not Met
1.7.4	Term/ Tenure	Fully Met	0.96	0.96	https://www.nrl.co.in/Leadership https://www.nrl.co.in/1Annual-reports1	Not Met	0	Category Not Met
1.7.5	Powers and functions	Fully Met	0.96	0.96	https://www.nrl.co.in/Leadership https://www.nrl.co.in/1Annual-reports1	Not Met	0	Category Not Met
1.7.6	Whether their meetings are open to the public?	Fully Met	0.96	0.96	https://www.nrl.co.in/RTI Mandatory disclosures- Para 7 & 8	Fully Met	0.96	URLs cited by the Public Authority is correct. Category "Fully Met"
1.7.7	Whether the minutes of the meetings are open to the public?	Fully Met	0.96	0.96	https://www.nrl.co.in/RTI Mandatory disclosures- Para 7 & 8	Fully Met	0.96	URLs cited by the Public Authority is correct. Category "Fully Met"
1.7.8	Place where the minutes if open to the public are available?	Fully Met	0.96	0.96	https://www.nrl.co.in/RTI	Fully Met	0.96	URLs cited by the Public

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					Mandatory disclosures- Para 7 & 8			Authority is correct. Category "Fully Met"
1.8	Directory of officers and employees[Section 4(1) (b) (ix)]							
1.8.1	Name and designation	Fully Met	3.85	3.85	Name, Designation and phone number of all employees are available in NRL LAN.	Not Met	0	Category Not Met
1.8.2	Telephone , fax and email ID	Fully Met	3.85	3.85	Same as 8.1 above http://eureka/Pages/contacts.aspx	Not Met	0	Category Not Met
1.9	Monthly Remuneration received by officers & employees including system of compensation[Section 4(1) (b) (x)]							
1.9.1	List of employees with Gross monthly remuneration	Partially Met	3.85	1.93	https://www.nr.l.co.in/RTI Grade wise pay scales are indicated in Mandatory disclosures para 10 NRL's Local Area Network http://eureka/Pages/contacts.aspx	Partially Met	1.93	URLs cited by the Public Authority is correct. Category "Partially Met"
1.9.2	System of compensation as provided in its regulations	Fully Met	3.85	3.85	As in 9.1 above	Partially Met	1.93	URLs cited by the Public Authority is

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								correct. Category "Partially Met"
1.10	Name, designation and other particulars of public information officers[Section 4(1) (b) (xvi)]							
1.10.1	Name and designation of the public information officer (PIO), Assistant Public Information officer (APIO) & Appellate Authority	Fully Met	3.85	3.85	https://www.nrli.co.in/RTI Mandatory disclosures para 16	Fully Met	3.85	URLs cited by the Public Authority is correct. Category "Fully Met"
1.10.2	Address, telephone numbers and email ID of each designated official.	Fully Met	3.85	3.85	Same as 10.1	Fully Met	3.85	URLs cited by the Public Authority is correct. Category "Fully Met"
1.11	No. Of employees against whom Disciplinary action has been proposed/ taken(Section 4(2))							
1.11.1	No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings	Fully Met	3.85	3.85	Nil	Fully Met	3.85	URLs cited by the Public Authority is correct. Category "Fully Met"
1.11.2	(ii) Finalised for Minor penalty or major penalty proceedings	Partially Met	3.85	1.93	Major penalty for 1 employee is finalised and for 1 is under finalisation.	Fully Met	3.85	URLs cited by the Public Authority is correct. Category "Fully Met"
1.12	Programmes to advance understanding of RTI(Section 26)							
1.12.1	Educational programmes	Fully Met	1.92	1.92	Appellate	Fully Met	1.92	URLs cited by

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					<p>authority attended SCOPE National Meet on RTI Act at Leh, Ladakh from 14th to 16th September, 2022. 3 officers from HR handling RTI requests attended RTI programme on Parivartan Rajbhasha Academy, Goa from 13th to 15th of March, 2023.</p>			<p>the Public Authority is correct. Category "Fully Met"</p>
1.12.2	Efforts to encourage public authority to participate in these programmes	Fully Met	1.92	1.92	<p>Appellate authority attended SCOPE National Meet on RTI Act at Leh, Ladakh from 14th to 16th September, 2022. 3</p>	Fully Met	1.92	<p>URLs cited by the Public Authority is correct. Category "Fully Met"</p>

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					officers from HR handling RTI requests attended RTI programme on Parivartan Rajbhasha Academy, Goa from 13th to 15th of March, 2023.			
1.12.3	Training of CPIO/APIO	Not Met	1.92	0	empty	Not Met	0	Category Not Met
1.12.4	Update & publish guidelines on RTI by the Public Authorities concerned	Fully Met	1.92	1.92	https://www.nrli.co.in/RTI Mandatory disclosures	Fully Met	1.92	URLs cited by the Public Authority is correct. Category "Fully Met"
1.13	Transfer policy and transfer orders[F No. 1/6/2011- IR dt. 15.4.2013]							
1.13.1	Transfer Policy And Transfer Orders[F No. 1/6/2011- IR Dt. 15.4.2013]	Partially Met	7.69	3.85	Transfer orders are updated under Circulars- Organogram link of NRL LAN NRL does not have any transfer policy. However, Govt.	Not Met	0	Category Not Met

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					guidelines related to transfers are followed.			
Total			100	88		100	48	
2	Budget and Programme							
2.1	Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc.[Section 4(1)(b)(xi)]							
2.1.1	Total Budget for the public authority	Fully Met	10	10.00	Capital budget is available in para 11 of Mandatory disclosures under RTI link of NRL Website www.nrl.co.in. MIS of Capital budget is circulated by Corporate Planning Deptt to HoDs and Functional Heads Department wise Revenue budget is circulated by Finance Deptt to HoDs and	Fully Met	10.00	https://www.nrl.co.in/UPLOAD/Tender/Right_to_info.pdf

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					Functional Heads at the beginning of FY			
2.1.2	Budget for each agency and plan & programmes	Fully Met	10	10.00	Same as 2.1.1above	Fully Met	10.00	https://www.nrli.co.in/UPLOAD/Tender/Right_to_info.pdf
2.1.3	Proposed expenditures	Fully Met	10	10.00	Same as 2.1.1above	Fully Met	10.00	https://www.nrli.co.in/UPLOAD/Tender/Right_to_info.pdf
2.1.4	Revised budget for each agency, if any	Fully Met	10	10.00	Revised Revenue budget is circulated by Finance Deptt after 6 months of circulating the Budget of the FY to Departmental Heads based on inputs and necessary approval of competent authority	Fully Met	10.00	https://www.nrli.co.in/UPLOAD/Tender/Right_to_info.pdf
2.1.5	Report on disbursements made and place where the related reports are available	Fully Met	10	10.00	Report for disbursement against Capital budget	Fully Met	10.00	https://www.nrli.co.in/Annual-reports

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					is maintained by Corporate Planning and MIS circulated to Functional Heads and HODs Report of disbursement against Revenue expenditure is available online in SAP system.			
2.2	Foreign and domestic tours(F.No. 1/8/2012- IR dt. 11.9.2012)							
2.2.1	Budget	Partially Met	16.67	8.34	Departmental Revenue budget includes provision/ disbursement details for Foreign tour of employee	Not Met	0	Category Not Met
2.2.2	Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the heads of the Department.- (a) Places visited, (b) The period of visit, (c) The number of members in the official delegation, (d) Expenditure on the visit	Not Applicable	0	0	empty	Not Met	0	Category Not Met
2.2.3	Information related to procurements- (a)	Partially Met	16.67	8.34	https://www.nr	Partially Met	8.34	URLs cited by

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	Notice/tender enquires, and corrigenda if any thereon, (b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured, (c) The works contracts concluded – in any such combination of the above-and, (d) The rate/ rates and the total amount at which such procurement or works contract is to be executed.				l.co.in/Internal_TenderNews tatic.aspx?PageID=1			the Public Authority is correct. Category “Partially Met”
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]							
2.3.1	Name of the programme of activity	Not Applicable	0	0	empty	Not Applicable	0	Category Not Applicable
2.3.2	Objective of the programme	Not Applicable	0	0	empty	Not Applicable	0	Category Not Applicable
2.3.3	Procedure to avail benefits	Not Applicable	0	0	empty	Not Applicable	0	Category Not Applicable
2.3.4	Duration of the programme/ scheme	Not Applicable	0	0	empty	Not Applicable	0	Category Not Applicable
2.3.5	Physical and financial targets of the programme	Not Applicable	0	0	empty	Not Applicable	0	Category Not Applicable
2.3.6	Nature/ scale of subsidy /amount allotted	Not Applicable	0	0	empty	Not Applicable	0	Category Not Applicable
2.3.7	Eligibility criteria for grant of subsidy	Not Applicable	0	0	empty	Not Applicable	0	Category Not Applicable
2.3.8	Details of beneficiaries of subsidy programme (number, profile etc)	Not Applicable	0	0	empty	Not Applicable	0	Category Not Applicable
2.4	Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]							
2.4.1	Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions	Not Applicable	0	0	empty	Not Applicable	0	Category Not Applicable
2.4.2	Annual accounts of all legal entities who are provided grants by public authorities	Not Applicable	0	0	empty	Not Applicable	0	Category Not Applicable
2.5	Particulars of recipients of concessions, permits of authorizations granted by the public authority[Section 4(1) (b) (xiii)]							
2.5.1	Concessions, permits or authorizations granted	Not Applicable	0	0	empty	Not Applicable	0	Category Not

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	by public authority							Applicable
2.5.2	For each concessions, permit or authorization granted - (a) Eligibility criteria, (b) Procedure for getting the concession/ grant and/ or permits of authorizations, (c) Name and address of the recipients given concessions/ permits or authorizations, (d) Date of award of concessions/ permits of authorizations	Not Applicable	0	0	empty	Not Applicable	0	Category Not Applicable
2.6	CAG & PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]							
2.6.1	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament.	Fully Met	50	50.00	ATRs if any is reflected in Annual Report uploaded under Financials link of NRL Website	Not Met	0	Category Not Met
Total			133	117		150	58	
3	Publicity Band Public interface							
3.1	Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation there of [Section 4(1)(b)(vii)] [F No 1/6/2011-IR dt. 15.04.2013]							
3.1.1	Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	Not Met	12.5	0	empty	Not Applicable	0	Category Not Applicable
3.1.2	Arrangements for consultation with or representation by - (a) Members of the public in policy formulation/ policy implementation, (b) Day & time allotted for visitors,(c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants	Not Met	12.5	0	empty	Not Applicable	0	Category Not Applicable
3.1.3	Public- private partnerships (PPP)- Details of	Not Met	2.78	0	empty	Not Applicable	0	Category Not

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	Special Purpose Vehicle (SPV), if any							Applicable
3.1.4	Public- private partnerships (PPP)- Detailed project reports (DPRs)	Not Met	2.78	0	empty	Not Applicable	0	Category Not Applicable
3.1.5	Public- private partnerships (PPP)- Concession agreements.	Not Met	2.78	0	empty	Not Applicable	0	Category Not Applicable
3.1.6	Public- private partnerships (PPP)- Operation and maintenance manuals	Not Met	2.78	0	empty	Not Applicable	0	Category Not Applicable
3.1.7	Public- private partnerships (PPP) - Other documents generated as part of the implementation of the PPP	Not Met	2.78	0	empty	Not Applicable	0	Category Not Applicable
3.1.8	Public- private partnerships (PPP) - Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government	Not Met	2.78	0	empty	Not Applicable	0	Category Not Applicable
3.1.9	Public- private partnerships (PPP) -Information relating to outputs and outcomes	Not Met	2.78	0	empty	Not Applicable	0	Category Not Applicable
3.1.10	Public- private partnerships (PPP) - The process of the selection of the private sector party (concessionaire etc.)	Not Met	2.78	0	empty	Not Applicable	0	Category Not Applicable
3.1.11	Public- private partnerships (PPP) - All payment made under the PPP project	Not Met	2.78	0	empty	Not Applicable	0	Category Not Applicable
3.2	Are the details of policies / decisions, which affect public, informed to them[Section 4(1) (c)]							
3.2.1	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive - Policy decisions/ legislations taken in the previous one year	Partially Met	16.67	8.34	https://www.nril.co.in/NewsRoom.aspx https://www.nril.co.in/CSR	Not Applicable	0	Category Not Applicable
3.2.2	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive - Outline the Public consultation process	Partially Met	16.67	8.34	https://www.nril.co.in/NewsRoom.aspx https://www.nril.co.in/CSR	Not Applicable	0	Category Not Applicable

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
3.2.3	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive- Outline the arrangement for consultation before formulation of policy	Partially Met	16.67	8.34	https://www.nrl.co.in/NewsRoom.aspx https://www.nrl.co.in/CSR	Not Applicable	0	Category Not Applicable
3.3	Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]							
3.3.1	Use of the most effective means of communication - Internet (website)	Fully Met	50	50.00	https://www.nrl.co.in/	Fully Met	50.00	URLs cited by the Public Authority is correct. Category "Fully Met"
3.4	Form of accessibility of information manual/ handbook[Section 4(1)(b)]							
3.4.1	Information manual/handbook available in Electronic format	Fully Met	25	25.00	https://www.nrl.co.in/UPLOAD/TopMenuFile/TOPSUBMENU2024MainMenuEnglishLevel-2_Handbook.pdf NRL's Local Area Network http://eur.eka/Library/Manuals/Forms/AllItems.aspx	Fully Met	25.00	URLs cited by the Public Authority is correct. Category "Fully Met"
3.4.2	Information manual/handbook available in Printed format	Partially Met	25	12.50	Retained in documentation centre	Fully Met	25.00	https://www.nrl.co.in/UPLOAD/Tender/Right_to_info.pdf
3.5	Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]							

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
3.5.1	List of materials available Free of cost	Fully Met	25	25.00	Yes, digital version	Fully Met	25.00	https://www.nrli.co.in/Downloads
3.5.2	List of materials available At a reasonable cost of the medium	Fully Met	25	25.00	Yes, digital version	Fully Met	25.00	https://www.nrli.co.in/Downloads
Total			250	163		150	150	
4	E-Governance							
4.1	Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]							
4.1.1	English	Fully Met	14.29	14.29	Yes	Fully Met	14.29	https://www.nrli.co.in/Downloads
4.1.2	Vernacular/ Local Language	Partially Met	14.29	7.15	Few manuals/handbooks printed in local language where public interface is envisaged e x Safety manuals/handbooks	Partially Met	7.15	https://www.nrli.co.in/Downloads
4.2	When was the information Manual/Handbook last updated?[F No. 1/6/2011-IR dt 15.4.2013]							
4.2.1	Last date of Annual updation	Fully Met	28.57	28.57	Manuals and Handbooks uploaded in Website and Local Area Network is regularly updated with updation dates	Partially Met	14.29	https://www.nrli.co.in/Downloads

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					appearing in the portal/link			
4.3	Information available in electronic form[Section 4(1)(b)(xiv)]							
4.3.1	Details of information available in electronic form	Fully Met	9.52	9.52	All information which needs to be put in public domain is available in Website, Local Area Network and NRL social Media handle	Fully Met	9.52	https://www.nrl.co.in/Downloads
4.3.2	Name/ title of the document/record/ other information	Fully Met	9.52	9.52	Name, titles, record, information are user friendly	Fully Met	9.52	https://www.nrl.co.in/Downloads
4.3.3	Location where available	Fully Met	9.52	9.52	Search box can be used to locate the documents	Fully Met	9.52	https://www.nrl.co.in/Downloads
4.4	Particulars of facilities available to citizen for obtaining information[Section 4(1)(b)(xv)]							
4.4.1	Name & location of the faculty	Fully Met	7.14	7.14	NRL Website covering most of the information about the company in public domain NRL Social Media	Fully Met	7.14	https://www.nrl.co.in/NRL_Contact_Us.aspx

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					handles also covers information and updates of the company			
4.4.2	Details of information made available	Fully Met	7.14	7.14	Most of the information including Mandatory disclosures available in NRL Website Updates and developments uploaded in NRL Social media handles	Fully Met	7.14	Category Not Met
4.4.3	Working hours of the facility	Fully Met	7.14	7.14	24 x 7	Fully Met	7.14	10 AM to 5 PM
4.4.4	Contact person & contact details (Phone, fax email)	Fully Met	7.14	7.14	https://www.nrl.co.in/NRL_Contact_Us.aspx https://www.nrl.co.in/RTI	Fully Met	7.14	https://www.nrl.co.in/NRL_Contact_Us.aspx
4.5	Such other information as may be prescribed under Section 4(i) (b)(xvii)							
4.5.1	Grievance redressal mechanism	Fully Met	3.57	3.57	https://www.nrl.co.in/Feedback	Fully Met	3.57	URLs cited by the Public Authority is correct. Category

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								“Fully Met”
4.5.2	Details of applications received under RTI and information provided	Fully Met	3.57	3.57	https://www.nrli.co.in/RTI-RTI Replies	Fully Met	3.57	URLs cited by the Public Authority is correct. Category “Fully Met”
4.5.3	List of completed schemes/ projects/ Programmes	Not Applicable	0	0	empty	Partially Met	1.79	URLs cited by the Public Authority is correct. Category “Partially Met”
4.5.4	List of schemes/ projects/ programme underway	Not Applicable	0	0	empty	Not Met	0	Category Not Met
4.5.5	Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	Partially Met	3.57	1.79	Tender link of NRL Website https://www.nrli.co.in/Internal_TenderNews_tatic.aspx?PageID=1	Not Met	0	Category Not Met
4.5.6	Annual Report	Fully Met	3.57	3.57	https://www.nrli.co.in/Annualreport-2020-21	Fully Met	3.57	URLs cited by the Public Authority is correct. Category “Fully Met”
4.5.7	Frequently Asked Question (FAQs)	Fully Met	3.57	3.57	https://www.nrli.co.in/FAQ	Fully Met	3.57	URLs cited by the Public Authority is

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								Auditor Remarks/URL correct. Category "Fully Met"
4.5.8	Any other information such as - (a) Citizen's Charter, (b) Result Framework Document (RFD), (c) Six monthly reports on the , (d) Performance against the benchmarks set in the Citizen's Charter	Not Applicable	0	0	empty	Not Met	0	Category Not Met
4.6	Receipt & Disposal of RTI applications & appeals [F.No 1/6/2011-IR dt. 15.04.2013]							
4.6.1	Details of applications received and disposed	Fully Met	14.29	14.29	RTI MIS submitted in CIC Portal	Fully Met	14.29	https://www.nrli.co.in/RTI
4.6.2	Details of appeals received and orders issued	Fully Met	14.29	14.29	Retained by CPIO and Nodal Officer	Partially Met	7.15	https://www.nrli.co.in/RTI
4.7	Replies to questions asked in the parliament[Section 4(1)(d)(2)]							
4.7.1	Details of questions asked and replies given	Fully Met	28.57	28.57	Retained by Corporate Planning Deptt	Not Met	0	Category Not Met
Total			189	180		200	130	
5	Information as may be prescribed							
5.1	Such other information as may be prescribed [F.No. 1/2/2016-IR dt. 17.8.2016, F No. 1/6/2011-IR dt. 15.4.2013]							
5.1.1	Name & details of - (a) Current CPIOs & FAAs, (b) Earlier CPIO & FAAs from 1.1.2015	Fully Met	20	20.00	https://www.nrli.co.in/RTI	Fully Met	20.00	URLs cited by the Public Authority is correct. Category "Fully Met"
5.1.2	Details of third party audit of voluntary disclosure - (a) Dates of audit carried out , (b) Report of the audit carried out	Partially Met	20	10.00	Annual RTI MIS submitted in CIC Portal	Not Met	0	Category Not Met

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					Third party Audit not carried out so far			
5.1.3	Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD - (a) Date of appointment , (b) Name & Designation of the officers	Not Applicable	0	0	empty	Not Met	0	Category Not Met
5.1.4	Consultancy committee of key stake holders for advice on suo-motu disclosure - (a) Dates from which constituted, (b) Name & Designation of the officers	Not Applicable	0	0	empty	Fully Met	20.00	https://www.nril.co.in/RTI
5.1.5	Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI - (a) Dates from which constituted, (b) Name & Designation of the Officers	Not Met	20	0	empty	Not Met	0	Category Not Met
Total			60	30		100	40	
6	Information Disclosed on own Initiative							
6.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information							
6.1.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	Fully Met	25	25.00	Information anticipated to be sought is put in public domain in NRL Website Further, the website links are reviewed and realigned from time to time to include additional	Fully Met	25.00	https://www.nril.co.in/RTI

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					information as and when required.			
6.2	Guidelines for Indian Government Websites (GIGW) is followed (released in February, 2009 and included in the Central Secretariat Manual of Office Procedures (CSMOP) by Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Publ							
6.2.1	Whether STQC certification obtained and its validity	Not Applicable	0	0	empty	Not Applicable	0	Category Not Applicable
6.2.2	Does the website show the certificate on the Website?	Not Applicable	0	0	empty	Not Applicable	0	Category Not Applicable
Total			25	25		25	25	
Grand Total			758	603		725	451	