



Ref : NRL/CPIO/RTI/Q-1414

18th June, 2020

To,

Sri N. Jagedeshwara Rao

H.No. 110, 2nd Floor

Ravi Colony, Opp- Ravi bus stop

Mahindra Hills

Marredpally Secunderabad- 500026

Sub : Information under RTI Act, 2005.

Dear Sir,

This has reference to your application no. nil dated 16-05-2020 seeking information under RTI Act 2005. Please find below the reply to the queries raised by you:

Q.N 1. Kindly provide me the date of interview for the above location.

Reply : 09.07.2004.

Q.N 2. Kindly inform me whether any other person was selected for the Vishakapatnam location in Andhra Pradesh ?

Reply : No.

Q.N 3. Kindly provide me the copy of LOI issued to me ?

Reply : LOI not issued as per records available in Marketing Office, NRL, Guwahati.

In case, you are not satisfied with the above reply, you may make an appeal to the First Appellate Authority within 30 days from the date of receipt of this letter as per provision at Section 19 of the RTI Act, 2005, whose details are as under.

Shri Debashish Choudhury
Sr. Chief General Manager (HR) I/c
Numaligarh Refinery Limited
Numaligarh, Golaghat, Assam

Thanking you,

Yours faithfully,
for & on behalf of NRL


(Dr. Kajal Saikia)
General Manager (HRD)
And Public Information Officer, NRL



Ref : NRL/CPIO/RTI/Q-1413

25th June, 2020

To,

Sri Trivedi Heta
C/o- Rohitbhai, 8 Gargi Flats
Chandranagar Paldi
Ahmedaba- 380007

Sub : Information under RTI Act, 2005.

Dear Sir,

This has reference to your application no. nil dated 06-05-2020 seeking information under RTI Act 2005. Please find below the reply to the queries raised by you:

Q.N 1. Kindly provide me all details of Holiday listing done for valves vendor with details of their appeal if any and final feedback.

Reply :

- At present, there is no party dealing in supply of valves is under "Holiday List" of NRL.
- In a recent case order was placed on M/s. Nilon Valves Private Limited, for supply of valves with delivery period of 03 months.
- The party failed to supply the material within the CDD period.
- The party was put on holiday for 01 year as per the Holiday Listing Policy of NRL w.e.f. 23.08.2019.
- Subsequently the party appealed for reviewing and re-considering the Holiday Listing done by NRL.
- NRL's Appellate Authority after evaluation withdrew the Holiday Listing imposed on M/s Nilon Valves Pvt Ltd, for the remaining period w.e.f. 15.05.2020.

In case, you are not satisfied with the above reply, you may make an appeal to the First Appellate Authority within 30 days from the date of receipt of this letter as per provision at Section 19 of the RTI Act, 2005, whose details are as under.

Shri Debashish Choudhury
Sr. Chief General Manager (HR) I/c
Numaligarh Refinery Limited
Numaligarh, Golaghat, Assam-785699

Thanking you,

Yours faithfully,
for & on behalf of NRL

(Dr. Kajal Saikia)
General Manager (HRD)
And Public Information Officer, NRL

ACTION HISTORY OF RTI REQUEST No.NRLTD/R/E/20/00008

Applicant Name (आवेदक का नाम)

DIPU KUMAR DAS

Text of Application (आवेदन का पाठ)

To, Date: 08.06.2020 The Public information officer, Numaligarh Refinery Limited, Site office, P.O: NRC District: Golaghat, Assam PIN: 785699 Name of the public Authority: Numaligarh Refinery Limited (NRL) Reference: NRL/DKD/RTI/71 Subject: Application for information under Right to Information Act, 2005 Respected Sir, Please provide me the following information regarding my Performance Management System(PMS) ratings for the Annraisal Dear Sir, Detail reply attached. Regards, PIO

Reply of Application (आवेदन का उत्तर)

Sr No. (क्रम सं)	Action Taken (कार्रवाई की गई)	Date of Action (कार्रवाई की तारीख)	Action Taken By(कार्रवाई द्वारा)	Remarks (टिप्पणी)
1	RTI REQUEST RECEIVED	08/06/2020	Nodal Officer	
2	REQUEST FORWARDED TO CPIO	08/06/2020	Nodal Officer	Forwarded to CPIO(s) : (1) Kajal Saikia
3	REQUEST DISPOSED OF	02/07/2020	Kajal Saikia-(CPIO)	

[View Reply Document](#)

(उत्तर दस्तावेज़ देखें)

Q-1417

- Q.N.1. Final certified marks given by my Appraiser against each KRA.
- Q.N.2. Final total marks given by my Appraiser.
- Q.N.3. Final certified marks given by my Reviewer against each KRA.
- Q.N.4. Final total marks given by my Reviewer.
- Q.N.5. Final certified marks given by my Moderation Authority against each KRA.

Reply Q.N.1 to Q.N.5:

As per PMS manual only the moderated rating need to be communicated with the Appraisee.

- Q.N.6. Final total marks given by my Moderation Authority.

Reply: Your Moderated mark for 2019-20 = 85

- Q.N.7. Official designation of Competent authority/authorities who reviewed my PMS Grievance application.

Reply: Yours PMS grievance was reviewed by Sr. CGM (Project)

- Q.N.8. Certified copy of my PMS Grievance application dated 22.05.2020.

Reply: Online grievance submitted by you is attached.

- Q.N.9. Certified copy of the official circular (Ref: PERS: PMS: 32: CON) dated 16th April, 2020.

Reply: Copy of the circular is attached.

**NUMALIGARH REFINERY LIMITED
GUWAHATI**

Ref: PERS:PMS:32

Date: 16th April, 2020

NOTE TO: ALL MANAGEMENT STAFF

Sub: Amendment in PMS Handbook and Grievance Redressal Mechanism

The Performance of Management Staff has been evaluated as per PMS Handbook since 2009-10. The Performance Management System including grievance redressal mechanism is made online w.e.f. 2017-18 which has made possible to address the grievance related to performance management system within a shorter period of time vis-à-vis the time line indicated in the Circular PERS:APAR:30 dated 29th July, 2010. Consequent upon re-designation of Management Staff, there is a requirement for re-designating the Competent Authority for grievance redressal.

In addition, to discourage the practice of delay in submission of KRA or self-appraisal under the online environment and also for enabling the management to complete the entire performance appraisal process within a given time frame, the following amendment has been made in the Performance Management Handbook and in Grievance Redressal Mechanism.

- a. time allowed to register PMS grievance against the moderated rating has been reduced from 15 days to 7 days.
- b. time allowed to communicate decision of the 'Competent Authority' by HR to the Appraiser against PMS grievance has been reduced from one month to 15 days.
- c. the Competent Authority for PMS Grievance Redressal will be as below:

JG	Competent Authority
01/02/A/B/C	Functional Head at the level of Chief General Manager/ Sr. Chief General Manager
D & above	Concerned Functional Director

- d. To impose a penalty of 2 marks for every week or part thereof delay in submitting KRA or Self-Appraisal without any valid reason, subject to a maximum penalty of 10 marks from the post moderated PMS marks; and no person who fails to submit KRA or Self-Appraisal on time shall be eligible to be rated as 'Outstanding'.


D Choudhury
Sr. Chief General Manager (HR&L)

CC: Managing Director
CC: Director (Technical)
CC: Director (Finance)
CC: Intranet

NUMALIGARH REFINERY LIMITED
GRIEVANCE APPLICATION

KRA Ref ID ::	1920100385
Appraisee Name ::	Dipu Kumar Das-100385
Designation ::	ASST MANAGER PROJECT(IBFPL)
Department ::	Project -Siliguri

Application Reason ::	Respected Sir, <i>With due honor, I would like to sincerely state that I am highly dissatisfied with my moderated PMS ratings for the financial year 2019-2020. So I humbly appeal for a fair performance appraisal of my ratings, as it cannot be currently accepted based on my sincere contributions & significant achievements on varied tasks, which can be also reasonably evaluated from my interim performance review report carried out for the said period.</i> <i>It is highly appreciating that as per the circular (Ref: PERS: PMS: 32: CON) dated 16th April, 2020, self-marking system for the results achieved against each finalized KRA was allowed for the PMS procedure of NRL; and so it can be apparently agreed that the Appraiser has the basic right to know about the final marks against each KRA given by the Appraiser, Reviewer & Moderation Authority. As per the PMS Handbook of NRL, the main objective of the annual performance evaluation is to introduce higher degree of transparency and to encourage transparent communication for motivating professional development of the employees at workplace in an impartial manner, and so it is earnestly requested to provide me the following information:</i> <i>(1) Final certified marks given by the Appraiser against each KRA + Final total marks given by the Appraiser .</i> <i>(2) Final certified marks given by the Reviewer against each KRA + Final total marks given by the Reviewer.</i> <i>(3) Final certified marks given by the Moderation Authority against each KRA+ Final total marks given by the Moderation Authority.</i> <i>Noteworthy, the undersigned, having only worked in the Operations department of NRL before being transferred to the Project Department, without providing at least a single official training by esteemed authorities since joining the new Department, always accepted new official assignments as challenging learning opportunities and also efficiently performed & put my best efforts and beyond to deliver my supreme potential for meeting the business goals of the organization. It can be also reasonably evaluated by considering my sincere individual accomplishments in diverse subjects like Completion of the EIA & RA studies, Initiating & singly identifying the PESO license approval process for IBFPL Project, Completion of agreement signing for the new Project Office of NRL at Siliguri and also Initiating the manpower contract for its maintenance; Procurement of materials (utilizing GEM portal) for the approved IBFPL Project Transit camp at Siliguri including coordinating the delivery, receipt of the materials and also ensuring timely payment to the vendors; Submitting 36 proposals (both technical & system improvement) for "Be the Change Suggestion Scheme 2020" of NRL etc.</i> <i>The main objective of the PMS process should be to improve the employee morale, increase productivity & contributing to job satisfaction of employees in the workplace. It is an undisputed fact that Personal Biases should not actually reflect during the performance evaluation process by accountable public authorities, but I firmly believe that undue discrimination has been deliberately executed in my moderated PMS ratings with malafide intention by esteemed authorities. It is highly unfortunate that I have been ultimately compelled to put on record as there is prima facie that since last few years, some vested interest most influential public servants are repeatedly misusing their official power & position with ulterior motives (it can be reasonably established at appropriate forum by submitting various relevant certified documents as concrete evidence), which is prima facie illegal & not at all tolerable from senior most officers of the company. It honestly needs an impartial investigation by competent authorities for my fair PMS evaluation to serve justice in the existing situation.</i> <i>The undersigned officially state that from various facts & circumstances, very soon it can be & shall be rationally established by submitting relevant valid evidence that many officials of the organization are blatantly defying significant defined rules & regulations of the company, tantamount to misconducts as per the CDA rules applicable to management staff of Numaligarh Refinery Limited. But it is highly illegal & mostly hilarious that those authorities who themselves can be very clearly proved of violating defined guidelines of the organization are repetitively making conniving attempts only against me with malafide intention & malice, creating discrimination at workplace and desperately trying to cause me undue mental harassment, which is apparently contrary to the law. Please note that few senior most officials are also promoting deplorable illegal corrupt practices; which are highly unacceptable from management staffs of the company. Rules & regulations should not be person specific & are uniformly applicable on all accountable public servants, irrespective of official designation in the organization. Trust above, I firmly assure to shortly initiate fitting measures for humbly pleading NRL Management and deliver my best efforts even before appropriate higher forum (if compelled) to fairly investigate my grave allegations, submitting adequate evidence praying for justice; so that stern penalties can be legally imposed against all concerned officials in near future as per applicable provisions of the law. Public servants should actually utilize their official power in a responsible manner for creating a cordial working environment for the best interest of the organization, instead of blatantly misusing it for personal gain during performance appraisal of subordinates. It shall be highly grateful if esteemed authorities kindly enlighten how law defying officials get outstanding ratings in their PMS, instead of being imposed adequate penalties for clearly violating defined guidelines of the organization.</i> <i>On 20th November 2019, when I was assigned the new task for initiating the PESO license approval process for IBFPL Project, without adequate knowledge I had to study numerous PESO related articles from internet for the 1st time & also had to individually establish communication through various emails & telecon with esteemed authorities of PESO, Nagpur Office, to get properly acquainted & identifying the detailed PESO certification process for cross country petroleum pipeline projects. It was subsequently informed to concerned officials of our organization that for compliance with the well-defined Rule No. 146(1), Rule No. 88, Rule No. 89 etc. of the Central Government Act i.e. The Petroleum Rules, 2002 under Petroleum Act, 1934 (30 of 1934); construction activities for IBFPL Project cannot be started without prior written approval (AFC) from the Chief Controller of Explosives(CCE), PESO, Nagpur; as violation of the above Petroleum Rules inside the existing licensed premises of Siliguri Marketing Terminal (SMT) may attract appropriate penalties and can even cause suspension & cancellation [under Rule No. 152(1)(iii)] of the existing Petroleum License [No. P/HQ/WB/15/2548 (P123348)] granted to SMT under the said Act. But I was later intimated that higher authorities of NRL directed to start the construction activities for IBFPL Project, as for earlier major petroleum projects of the organization, esteemed NRL authorities always started the construction activities before being granted PESO license & it is a normal practice being followed in NRL since several years.</i> <i>Accordingly construction activities inside SMT premises are currently under progress since January 2020, even without obtaining mandatory Approval for Construction (AFC) from PESO, which apparently appears illegal in the existing situation; for which IBFPL Project area was not even shown to the officials of PESO during their last inspection of SMT licensed premises on 05.03.2020. This type of grave illegal activities are not at all tolerable from senior-most authorities of NRL and urgently need to be brought to the notice of PESO authorities for ensuring safety and security of public property. Chief Controller of Explosives may be kindly requested by NRL Management for initiating necessary investigation according to rules & imposing adequate penalties as per existing provisions of applicable laws; even it may ultimately cause dire consequences for the organization & also against all accountable public servants (holder of the PESO license) of the company for deliberately contravening the defined guidelines and defying the conditions laid down under the said Petroleum Act of the Central Government.</i> <i>Annual Performance evaluation should be legitimately fair & free from personal biases without any external pressure from vested interest public servants. Subjectivity & partiality should be completely removed during effective performance appraisal by esteemed authorities. If the desired expectations against assigned KRA's are not actually fulfilled, then I think it is the basic responsibility of the Appraiser to provide adequate feedback, properly guide & encourage the Appraiser for improving the work performance (if really desired) and to develop adequate competencies of Appraiser for assigned official tasks. If I truly could not satisfactorily perform to meet the desired objectives, then it should have been clearly monitored and properly informed during my interim performance review period, but that was not done. Last year also, I was given the same moderated ratings (3) but presently it is highly unjustified & not at all acceptable considering my sincere contributions & significant achievements (smoothly surpassing various strong conniving obstacles) during this financial year.</i>
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	<i>Keeping in view of the above reasonable justifications & also by considering my final achievements against each KRA, it can be precisely evaluated that I truly deserve outstanding rating (1) for this financial year. So, it is hereby sincerely requested to fairly amend my moderated PMS marks to at least 96 for motivating me to deliver my best performance for expanding the strategic goals & vision of the organization. Pleading favorable response to serve justice considering my earnest prayer. Thanking you.</i> <i>With Sincere Regards,</i> <i>Shri Dipu Kumar Das</i> <i>AM (Project-IBFPL)</i> <i>Numaligarh Refinery Limited</i>
Moderated Marks ::	85
Updated Marks ::	

ACTION HISTORY OF RTI REQUEST No.NRLTD/RT/20/00013

Applicant Name (आवेदक का नाम)

tanmoy das

Text of Application (आवेदन का पाठ)

12/06/2020 To CPIO Ministry of Petroleum and Natural Gas Sastri Bhavan New Delhi 110011 Dear Sir, The Ministry has announced 6 month extension for completion of work as part of Covid 19 Package. Please help us reply the follow 1) 6 months is applicable to all contractors of Govt / Govt Agencies / PSU 2) What are guidelines for same please share 3) What are guidelines provided to PSI I in this matter please Please share relevant data /

Reply of Application (आवेदन का उत्तर)

Dear Sir, Details attached. Regards, PIO

Sr

No.

Action Taken

Date of Action

Action Taken

Remarks (टिप्पणी)

(क्रम सं)

(कार्रवाई की गई)

(कार्रवाई की तारीख)

By(कार्रवाई द्वारा)

1

RTI REQUEST RECEIVED

18/06/2020

Nodal Officer

MOPNG/R/E/20/00245/3

2

REQUEST FORWARDED TO CPIO

19/06/2020

Nodal Officer

Forwarded to CPIO(s) : (1) Kajal Saikia

3

REQUEST DISPOSED OF

02/07/2020

Kajal Saikia-
(CPIO)[View Reply Document](#)

(उत्तर दस्तावेज देखें)

Q- 1419

Q.N.1 6 months is applicable to all contractors of Govt / Govt Agencies / PSU

Reply : Applicability of time extension due to invoking Force Majeure Clause with respect to Covid-19 pandemic outbreak will be in line with government guidelines.

Q.N.2 What are guidelines for same please share.

Reply : Ministry of Finance, Govt of India has released Office Memorandum No. F. 18/4/2020-PPD dated 13th May 2020, which is available in the website of Ministry of Finance.

Q.N.3 What are guidelines provided to PSU in this matter please

Reply : As above.

Ref: NRL/CPIO/RTI/Q-1405

Date: 14th July, 2020

To,

Shri Nitul Saikia

Patkotia

P.O.- Doigrung

Dist. Golaghat, Assam-785702

Sub : Information under RTI Act, 2005

Dear Sir,

This has reference to your application no. Nil dated 16-03-2020 seeking information under RTI Act 2005. Please find below the reply to the queries raised by you :

Q.No.1 2018-19 বৰ্ষত নুমলীগড় শোধনাগাৰে সামাজিক উন্নয়ন পুঁজিৰে দৈন্যোত্ত কৰা সৌন্দৰ্য বৰ্ধন আঁচনিত খৰছ কৰা মুঠ ধনৰ পৰিমাণ কিস্তি অনুযায়ী বৰ্তমান বাকী থকা কামৰ সবিশেষ বিৱৰণ, বাকী থকা ধনৰ পৰিমাণ সম্পূৰ্ণ বিল ভাউচাৰ। আবেদন পত্ৰ পোৱাৰ 15 দিনৰ ভিতৰত তথ্য যোগান ধৰিবলৈ অনুৰোধ জনোৱা হ'ল।

Reply : Information's sought regarding are furnished as under:

Name of the project: Development and Beautification of Doigrung Market under Swachh Bharat Mission.
Total job value 49,98,745.85 (Rupees forty nine lakh ninety eight thousand seven hundred forty five and eight five paisa).

Total Amount paid Rs. 48,04,735.08

Payment details:

1. 1st RA Bill: Rs. 16,92,112.17
2. 2nd RA Bill: Rs. 14,54,108.18
3. 3rd RA Bill: Rs. 8,70,903.84
4. 4th RA Bill: Rs. 7,87,610.89

Job has been completed.

Pending payment : Rs. 1,94,010.77

Details of the job enclosed.

Thanking you,

Yours faithfully,
for & on behalf of NRL

K Saikia

(Dr. Kajal Saikia)

General Manager (HRD)

And Public Information Officer, NRL