

## ACTION HISTORY OF RTI REQUEST No.NRLTD/R/E/22/00123



Applicant Name (आवेदक का नाम)

Manab Protim Hazarika

Text of Application (आवेदन का पाठ)

Please provide me the following details under the RTI act 2005. (1) What is the procedure to get the private vehicle(Alto car) pass up to the Admin building or 1st gate? (not for the 2nd gate) (2) Can apprentice trainee apply for the vehicle pass, if yes whom to contact, and what is the procedure?

Reply of Application (आवेदन का उत्तर)

Attached Regards

| Sr No.<br>(क्रम सं) | Action Taken<br>(कारवाई की गई) | Date of Action<br>(कारवाई की तारीख) | Action Taken<br>By(कारवाई द्वारा) | Remarks (टिप्पणी)                       |
|---------------------|--------------------------------|-------------------------------------|-----------------------------------|-----------------------------------------|
| 1                   | RTI REQUEST RECEIVED           | 25/07/2022                          | Nodal Officer                     |                                         |
| 2                   | REQUEST FORWARDED TO CPIO      | 26/07/2022                          | Nodal Officer                     | Forwarded to CPIO(s) : (1) Kajal Saikia |
| 3                   | REQUEST DISPOSED OF            | 29/08/2022                          | Kajal Saikia-<br>(CPIO)           |                                         |

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(उत्तर दस्तावेज़ देखें)

Q-1799

NRL/RTI/CPIO/Q-1799

**Q.N.1** What is the procedure to get the private vehicle (Alto car) pass up to the Admin building or 1st gate? (not for the 2nd gate)

**Reply :** There are specific application formats, which the applicant has to fill up. Applicant has to get it recommended through respective appropriate authority (in case of contract employee : through contractor & EIC; in case of NRL employee : through authority of respective department & HR). CISF issues pass on getting such recommendation.

**Q.N.2** Can apprentice trainee apply for the vehicle pass, if yes whom to contact, and what is the procedure?

**Reply :** Apprentice trainee can apply for pass. It is to be done through Training & Development (T&D) Department official in specific format. CISF is the issuing authority of pass. However, presently there is acute shortage of parking spaces inside 1st gate due to NREP units coming up in earlier parking areas. Therefore issuing of passes for four wheelers is being discouraged on safety and security reasons.

Ref : NRL/CPIO/RTI/Q-1786

Date : 01<sup>st</sup> Sept, 2022

To,  
Shri Sunil Kumar Gogoi  
Arengapara, Nora Gaon  
P.O./Dist. Golaghat, Assam- 785621

Sub : Information under RTI Act, 2005.

Dear Sir,

This has reference to your application no- nil dated 08-06-2022 seeking information under RTI Act 2005. Please find below the reply to the queries raised by you:

Q.N.1: When the Butterfly Park was established?

Reply: The initial works for starting a Butterfly Park at NRL Township was started around the year 1996. As the information sought pertains to years 1996-98, the records of the same is not readily available.

Q.N.2: What was the main aim and objective to establish the Butterfly Park?

Reply: Butterflies are important bio indicator and should protect them to conserve the bio diversity and environment.

Q.N.3: What is the total budget to establishment of the park?

Reply: Various Jobs were carried out at different point of time as per request spreading over a number of years.

Q.N.4: Is the tender was called for establishment of the park?

Reply: Same as answer no.3

Q.N. 5: Is the tender call was advertise in Newspaper or other media?

Reply: All tenders were notified as per rules applicable at respective period of time.

Q.N. 6: How many parties participate in the tender process if tender was called for establishment of the park?

Reply: Same as answer no.1

Q.N.7: If tender was called which party won the tender, who were responsible for establish the park?

Reply: Same as answer no.1

Q.N.8: What was the past experience who won the tender for constructing the Butterfly park?

Reply: Same as answer no.1

Q.N. 9: Plz. furnish the details voucher and money receipt for purchasing the materials for the construction of butterfly park ?

Reply: Same as answer no.1

Q.N.10: How many types of host plants feeding plants are planting for the survival of the butterfly? Specify with scientific name?

Reply: The butterfly valley is maintained by conserving the natural environment for the the naturally available butterflies. However, about 3000 nos of host and feeding plants of 75 species are available in the butterfly park. (Enclosed Annexure -I)

Contd...-2

K. Gaitan

Date : 01<sup>st</sup> Sept, 2022  
Ref : NRL/CPIO/RTI/Q-1786

Page 2

**Q.N.11:** In the time of starting how many plants are there for supporting the butterfly and at present what is its status of the plants?

**Reply :** In the time of starting about 3000 nos. of host plants of 75 species were planted and at present they are maintained and gap filled by an annual maintenance contract.

**Q.N.12:** How many numbers of butterfly and moth species is supported by butterfly park to survive? Specify all the butterfly and moth species that support by the butterfly park?

**Reply:** The butterfly valley is maintained by conserving the natural environment without any captive butterfly. However, approximately 132 species of Butterflies are identified (Ref Annexure – II), Moths are not identified in the park.

**Q.N.13:** What is the present status of the living Butterfly and moth species that available in the Butterfly park? Specify all the species with recent photograph (show date and time).

**Reply:** The butterfly valley is maintained by conserving the natural environment without any captive butterfly. During the season time approximately 10 to 132 species of Butterfly are found in the Butter Park. The photographs of some species are available with NRL's concern department.

**Q.N.14:** Is the butterfly park is open for outside visitors and is the timing and formalities for it?

**Reply:** Yes, with proper permission from Concern Authority. Visiting time 8.00 AM to 4.00 PM (Sunday & Holiday closed)

**Q.N.15:** Give the information regarding the present status of the butterfly park.

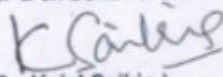
**Reply:** The butterfly valley is maintained by conserving the natural environment. However all the butterflies are found naturally in natural environment and Township department have been planted some special plants suitable for life cycle of butterflies.

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.

Hemanta Kumar Nath  
Chief General Manager (Maintenance)  
Numaligarh Refinery Limited  
Numaligarh, Golaghat, Assam-785699

Thanking you,

Yours faithfully,  
For & on behalf of NRL

  
( Dr. Kajal Saikia )

Chief General Manager (HR & L)  
And Public Information Officer, NRL

**RTI (Annexure -I)**

|                                                                                                                              |                                                                                |
|------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|
| Information Required                                                                                                         |                                                                                |
| How many types of host plant and feeding plants are planting for the survival of the Butterfly?Specify with scientific name. | 75 plant species of 34 families are planted for the survival of the Butterfly. |

| Table 1 |                                    |
|---------|------------------------------------|
| Sl.No.  | Botanical Name                     |
| 1       | <i>Thunbergia erecta</i>           |
| 2       | <i>Barleria cristata</i>           |
| 3       | <i>Asystasia chelonoides</i>       |
| 4       | <i>Daedalacanthus purpurascens</i> |
| 5       | <i>Rungia parviflora</i>           |
| 6       | <i>Mangifera indica</i>            |
| 7       | <i>Allamanda cathartica</i>        |
| 8       | <i>Nerium odorum</i>               |
| 9       | <i>Tabernaemontana divericata</i>  |
| 10      | <i>Tabernaemontana coronaria</i>   |
| 11      | <i>Anthrophyllum diversifolium</i> |
| 12      | <i>Chrysalidocarpus lutescens</i>  |
| 13      | <i>Aristolochia indica</i>         |
| 14      | <i>Aristolochia togala</i>         |
| 15      | <i>Asclepias curassavica</i>       |
| 16      | <i>Calotropis gigantea</i>         |
| 17      | <i>Spilanthes paniculata</i>       |
| 18      | <i>Ageratum conyzoides</i>         |
| 19      | <i>Tecoma stans</i>                |
| 20      | <i>Sterospermum chelonoides</i>    |
| 21      | <i>Delonix regia</i>               |
| 22      | <i>Gomphrena globosa</i>           |
| 23      | <i>Terminalia arjuna</i>           |
| 24      | <i>Dillenia indica</i>             |
| 25      | <i>Jatropha panduraefolia</i>      |
| 26      | <i>Ricinus communis</i>            |
| 27      | <i>Flacourtia indica</i>           |
| 28      | <i>Clerodendron thomsoniae</i>     |
| 29      | <i>Litsea salicifolia</i>          |
| 30      | <i>Cinnamomum tamala</i>           |
| 31      | <i>Machilus bombycina</i>          |
| 32      | <i>Caesalpinia pulcherrima</i>     |
| 33      | <i>Cassia alata</i>                |
| 34      | <i>Mimosa pudica</i>               |
| 35      | <i>Acassia catechu</i>             |
| 36      | <i>Erythrina strica</i>            |
| 37      | <i>Crotolaria juncea</i>           |

|    |                                    |
|----|------------------------------------|
| 38 | <i>Flemingia strobilifer</i>       |
| 39 | <i>Albezzia julibrissin</i>        |
| 40 | <i>Cassia tora</i>                 |
| 41 | <i>Cassia oxidentalis</i>          |
| 42 | <i>Viscum articulatum</i>          |
| 43 | <i>Cedrela toona</i>               |
| 44 | <i>Hibiscus Rosa- sinensis</i>     |
| 45 | <i>Melastoma malabathricum</i>     |
| 46 | <i>Artocarpus chaplasha</i>        |
| 47 | <i>Moringa pterygospera</i>        |
| 48 | <i>Syzygium fruticosum</i>         |
| 49 | <i>Eugenia jambolana</i>           |
| 50 | <i>Eugenia phillyraeoides</i>      |
| 51 | <i>Jasminium sambac</i>            |
| 52 | <i>Passiflora foetida</i>          |
| 53 | <i>Baccaaurea ramiflora</i>        |
| 54 | <i>Arundinella bengalensis</i>     |
| 55 | <i>Protuklaca oleracea</i>         |
| 56 | <i>Carallia indica</i>             |
| 57 | <i>Gardenia jasminoides</i>        |
| 58 | <i>Ixora coccinea</i>              |
| 59 | <i>Mussaenda frondosa</i>          |
| 60 | <i>Murraya koenigi</i>             |
| 61 | <i>Citrus medica</i>               |
| 62 | <i>Toddalia aculeate</i>           |
| 63 | <i>Aegle marmelos</i>              |
| 64 | <i>Citrus sinensis</i>             |
| 65 | <i>Citrus decumana</i>             |
| 66 | <i>Murroya exotica</i>             |
| 67 | <i>Citrus reticulate</i>           |
| 68 | <i>Citrus acida</i>                |
| 69 | <i>Acmadenia heterophylla</i>      |
| 70 | <i>Lantana camara</i>              |
| 71 | <i>Duranta repens</i>              |
| 72 | <i>Vitex negundo</i>               |
| 73 | <i>Clerodendron colebrookianum</i> |
| 74 | <i>Premna begalensis</i>           |
| 75 | <i>Gmelina arborea</i>             |

**Present status of the Butterfly species available in the valley (Annexure II)**

| Sl.No. | Scientific name                   |
|--------|-----------------------------------|
| 1      | <i>Troides helens</i>             |
| 2      | <i>Atrophaneria aristolochiae</i> |
| 3      | <i>Papilio polytes</i>            |
| 4      | <i>Papilio memmon</i>             |
| 5      | <i>Papilio helenus</i>            |
| 6      | <i>Papilio nephelu</i>            |
| 7      | <i>Graphium serpedon</i>          |
| 8      | <i>Chilasa clytia</i>             |
| 9      | <i>Papilio castoe</i>             |
| 10     | <i>Papilio demoleus</i>           |
| 11     | <i>Papilio paris</i>              |
| 12     | <i>Atrophaneura varuna</i>        |
| 13     | <i>Papilio protenor</i>           |
| 14     | <i>Graphium antiphates</i>        |
| 15     | <i>Graphium agamemnon</i>         |
| 16     | <i>Graphium doson</i>             |
| 17     | <i>Catopsilla crocale</i>         |
| 18     | <i>Catopsilla pyranthe</i>        |
| 19     | <i>Appias lyncida</i>             |
| 20     | <i>Eurema blanda</i>              |
| 21     | <i>Gandaca harina</i>             |
| 22     | <i>Hebomoia glaucippe</i>         |
| 23     | <i>Ixias pyrene</i>               |
| 24     | <i>Pieris canidia</i>             |
| 25     | <i>Delias aglaia</i>              |
| 26     | <i>Prioneris philonome</i>        |
| 27     | <i>Delias descombesi</i>          |
| 28     | <i>Cepora nadina</i>              |
| 29     | <i>Leptosia nina</i>              |
| 30     | <i>Cethosia cyane</i>             |
| 31     | <i>Phalanta phalantha</i>         |
| 32     | <i>Ariadne ariadne</i>            |
| 33     | <i>Acraea violae</i>              |
| 34     | <i>Cethosia biblis</i>            |
| 35     | <i>Euploea radamanthus</i>        |
| 36     | <i>Danaus genutia</i>             |
| 37     | <i>Danaus chrysippus</i>          |
| 38     | <i>Parantica aglea</i>            |
| 39     | <i>Tirumala limniace</i>          |
| 40     | <i>Tirumala septentrionis</i>     |
| 41     | <i>Parantica melaneus</i>         |
| 42     | <i>Euploea mulciber</i>           |
| 43     | <i>Polyura athamas</i>            |
| 44     | <i>Charaxes marmax</i>            |
| 45     | <i>Discophora sondaica</i>        |
| 46     | <i>Melantis leda</i>              |
| 47     | <i>Melantis phedima</i>           |

|    |                               |
|----|-------------------------------|
| 48 | <i>Lethe europa</i>           |
| 49 | <i>Elymnias hypermnestra</i>  |
| 50 | <i>Mycalesis perseus</i>      |
| 51 | <i>Mycalesis mineus</i>       |
| 52 | <i>Orsotriaena medus</i>      |
| 53 | <i>Ypthmia baldus</i>         |
| 54 | <i>Ypthmia huebneri</i>       |
| 55 | <i>Ypthmia asterope</i>       |
| 56 | <i>Vindula erota</i>          |
| 57 | <i>Cirrochora tyche</i>       |
| 58 | <i>Sumalia daraxa</i>         |
| 59 | <i>Moduza procris</i>         |
| 60 | <i>Athyma perius</i>          |
| 61 | <i>Athyma nefte</i>           |
| 62 | <i>Athyma selenophora</i>     |
| 63 | <i>Pantoporia hordonia</i>    |
| 64 | <i>Neptis hylas</i>           |
| 65 | <i>Neptis ananta</i>          |
| 66 | <i>Lebadea martha</i>         |
| 67 | <i>Euthalia aconthea</i>      |
| 68 | <i>Euthalia lubentina</i>     |
| 69 | <i>Tanaecia lepidea</i>       |
| 70 | <i>Cyrestis thyodamas</i>     |
| 71 | <i>Pseudergolis wedah</i>     |
| 72 | <i>Vanessa cardui</i>         |
| 73 | <i>Kaniska canace</i>         |
| 74 | <i>Junonia hieria</i>         |
| 75 | <i>Junonia lemonias</i>       |
| 76 | <i>Junonia almanac</i>        |
| 77 | <i>Junonia iphtia</i>         |
| 78 | <i>Junonia altilites</i>      |
| 79 | <i>Hypolimnas bolina</i>      |
| 80 | <i>Hypolimnas misippus</i>    |
| 81 | <i>Mycalesis anaxias</i>      |
| 82 | <i>Doleschallia bisaitide</i> |
| 83 | <i>Vagrans egista</i>         |
| 84 | <i>Euripus nyctelius</i>      |
| 85 | <i>Kallima inachus</i>        |
| 86 | <i>Tanaecia julii</i>         |
| 87 | <i>Curetis thetis</i>         |
| 88 | <i>Loxura atymnus</i>         |
| 89 | <i>Rachana jalindra</i>       |
| 90 | <i>Hypolycaena erylus</i>     |
| 91 | <i>Zeltus amasa</i>           |
| 92 | <i>Sinthus masaka</i>         |
| 93 | <i>Rapala nissa</i>           |
| 94 | <i>Spindasis vulcanus</i>     |
| 95 | <i>Heliophorus brahna</i>     |
| 96 | <i>Anthene emolus</i>         |
| 97 | <i>Castalius rosimson</i>     |

|     |                                 |
|-----|---------------------------------|
| 98  | <i>Prosotas aluta coelestis</i> |
| 99  | <i>Jamides celeno</i>           |
| 100 | <i>Pseudozizeeria maha</i>      |
| 101 | <i>Neopithecops zalmora</i>     |
| 102 | <i>Acytolepis puspa</i>         |
| 103 | <i>Abisara neophron</i>         |
| 104 | <i>Zemeros flegyas</i>          |
| 105 | <i>Leptotes plinius</i>         |
| 106 | <i>Curetis acuta</i>            |
| 107 | <i>Spalgis epius</i>            |
| 108 | <i>Arhopala pseudocentaurus</i> |
| 109 | <i>Arhopala atrax</i>           |
| 110 | <i>Caleta elna</i>              |
| 111 | <i>Anthe lycaenina</i>          |
| 112 | <i>Catapaecilma alagans</i>     |
| 113 | <i>Spindasis lohita</i>         |
| 114 | <i>Bibasis jaina</i>            |
| 115 | <i>Hasora chromus</i>           |
| 116 | <i>Spialia galba</i>            |
| 117 | <i>Gerosis phisara</i>          |
| 118 | <i>Odontoptilum angulate</i>    |
| 119 | <i>Tagiades japetus</i>         |
| 120 | <i>Oriens goloides</i>          |
| 121 | <i>Telicota ancilla</i>         |
| 122 | <i>Pseudoborbo bevani</i>       |
| 123 | <i>Pelopidas conjuncta</i>      |
| 124 | <i>Matapa aria</i>              |
| 125 | <i>Gangara thyrsis</i>          |
| 126 | <i>Lambrix salsala</i>          |
| 127 | <i>Ancistroides nigrata</i>     |
| 128 | <i>Udaspes follus</i>           |
| 129 | <i>Ampittia dioscorides</i>     |
| 130 | <i>Aeromachus pygmaeus</i>      |
| 131 | <i>Tagiades gana</i>            |
| 132 | <i>Koruthaialos butleri</i>     |

## ACTION HISTORY OF RTI REQUEST No.NRLTD/R/E/22/00122

Applicant Name (आवेदक का नाम)

Siddharth Singh

Text of Application (आवेदन का पाठ)

I have applied for the post of GET- ELECTRICAL against advertisement 03/2021. I was selected for interview and given the interview. The interview result was published on 22/01/2021 but I was not selected. When I called HR for wait list she told me right now none of the candidate has left the position. So kindly tell me about waiting list when it will be published? Because I have contacted some of the students they have left NR1 so there must Attached Regards

Reply of Application (आवेदन का उत्तर)

Attached Regards

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  
2 REQUEST FORWARDED TO  
CPIO  
3 REQUEST DISPOSED OF

21/07/2022  
22/07/2022  
02/09/2022

Nodal Officer  
Nodal Officer  
Kajal Saikia-  
(CPIO)

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

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(अनुरोध दस्तावेज़ देखें)

[View Reply Document](#)  
(उत्तर दस्तावेज़ देखें)

Q-1798

NRL/RTI/CPIO/Q-1798

I have applied for the post of GET- ELECTRICAL against advertisement 03/2021. I was selected for interview and given the interview. The interview result was published on 22/01/2021 but i was not selected. When I called HR for wait list she told me right now none of the candidate has left the position. So kindly tell me about waiting list when it will be published? Because I have contacted some of the students they have left NRL so there must be a waiting list from NRL.

My application number- NRL2021028567  
Roll No.- NRL40920211865

Q.N.1 When will NRL publish waiting list for GET-Electrical post for advertisement 03/2021?

Reply: Waiting list will be published if the need arise.

Q.N.2 What will be my serial number in that waiting list? I have attached my admit card for your reference

Reply: Refer reply to Sl. No. 1

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 Hemanta Kumar Nath  
Chief General Manager (Maintenance)  
Numaligarh Refinery Limited  
Numaligarh, Golaghat, Assam-785699

## ACTION HISTORY OF RTI REQUEST No.NRLTD/R/E/22/00126

Applicant Name (आवेदक का नाम)

Rajdeep Mazumder

Text of Application (आवेदन का पाठ)

Respected Sir/Madam, Sub: Request to furnish information u/s 6(1) of the Right to Information Act 2005 I , Rajdeep Mazumder (Enrollment No. 6000177) appeared for the exam for the post of Assistant Account Officer on 31/08/2022 at your corporate office and would like to know the following details: a) What is the marks scored by me in PI b) What is the final score obtained by me? c) As few candidates were CA was any preference given to me Attached Regards

Reply of Application (आवेदन का उत्तर)

| Sr No.<br>(क्रम सं) | Action Taken<br>(कार्रवाई की गई) | Date of Action<br>(कार्रवाई की तारीख) | Action Taken By<br>(कार्रवाई द्वारा) | Remarks (टिप्पणी)                       |
|---------------------|----------------------------------|---------------------------------------|--------------------------------------|-----------------------------------------|
| 1                   | RTI REQUEST RECEIVED             | 04/08/2022                            | Nodal Officer                        |                                         |
| 2                   | REQUEST FORWARDED TO CPIO        | 04/08/2022                            | Nodal Officer                        | Forwarded to CPIO(s) : (1) Kajal Saikia |
| 3                   | REQUEST DISPOSED OF              | 02/09/2022                            | Kajal Saikia-<br>(CPIO)              |                                         |

[View Reply Document](#)  
(उत्तर दस्तावेज़ देखें)

Q-1804

NRL/RTI/CPIO/Q- 1804

I , Rajdeep Mazumder (Enrollment No. 6000177) appeared for the exam for the post of Assistant Account Officer on 31/08/2022 at your corporate office and would like to know the following details:

a. What is the marks scored by me in PI

Reply: PI: 12.18 out of 15

b. What is the final score obtained by me?

Reply: Final marks (Written+PI) = 64.88 out of 100

c. As few candidates were CA , was any preference given to over qualification since the post was for CA Inter pass and separate advertisement for Officer Finance with CA qualification was issued?

Reply: No.

d. What is the highest marks obtained in Written Exam and in PI by any candidate for the post of Assistant Accounts Officer?

Reply: Marks secured are personal information and can be provided to the respective candidate only.

e. Is there any post reserved for OBC in Assistant Accounts Officer?

Reply: No.

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 Hemanta Kumar Nath  
Chief General Manager (Maintenance)  
Numaligarh Refinery Limited  
Numaligarh, Golaghat, Assam-785699

## ACTION HISTORY OF RTI REQUEST No.NRLTD/R/E/22/00132

Applicant Name (आवेदक का नाम)

AMRIT GOGOI

Respected Sir/Madam I want to know the information about the Recruitment of Non- Management staff at NRL held on 26/12/2021 with Reference Vacancy Notification No. PERS: RECT: NMGT: STF : CON dtd .7 July, 2021& 30 August 2021. 1. Total no. of shortlisted candidates for the post TECHNICAL ASSISTANT (ELECTRICAL) ITI, Trainee Grade IV. 2. Marks obtained of the shortlisted candidates with their category (caste) and age. 3. Is Attached Regards

Text of Application (आवेदन का पाठ)

Reply of Application (आवेदन का उत्तर)

| Sr No.<br>(क्रम सं) | Action Taken<br>(कारवाई की गई) | Date of Action<br>(कारवाई की तारीख) | Action Taken<br>By(कारवाई द्वारा) | Remarks (टिप्पणी)                       |
|---------------------|--------------------------------|-------------------------------------|-----------------------------------|-----------------------------------------|
| 1                   | RTI REQUEST RECEIVED           | 12/08/2022                          | Nodal Officer                     |                                         |
| 2                   | REQUEST FORWARDED TO CPIO      | 16/08/2022                          | Nodal Officer                     | Forwarded to CPIO(s) : (1) Kajal Saikia |
| 3                   | REQUEST DISPOSED OF            | 02/09/2022                          | Kajal Saikia-<br>(CPIO)           |                                         |

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(उत्तर दस्तावेज़ देखें)

Q-1811

NRL/RTI/CPIO/Q- 1811

I want to know the information about the Recruitment of Non-Management staff at NRL held on 26/12/2021 with Reference Vacancy Notification No. PERS: RECT: NMGT: STF : CON dtd .7 July, 2021&30 August 2021.

**Q.N.1** Total no. of shortlisted candidates for the post TECNICALASSISTANT (ELECTRICAL) ITI, Trainee Grade IV.

**Reply:** Please refer notification served to Employment Exchange, Golaghat  
Total Post 4 Nos. (ST-1, OBC (NCL)-1 & UR-2) accordingly, 4 candidates were shortlisted on vacancy-cum-merit-cum category basis.

**Q.N.2** Marks obtained of the shortlisted candidates with their category (caste)and age.

**Reply:** Marks secured are personal information and can be provided to the respective candidate only.

**Q.N.3** Is there any reservations for OBC (NCL).

**Reply:** Please refer reply to Sl. No. 1 above

**Q.N.4** My position in the examination with marks secured. My Roll No :0420210132.

**Reply:** All the marks against roll nos has been notified in NRL website vide Ref. No. PERS:RECT:NMG:STF:CON dtd 04.07.2022. Accordingly, your marks can be obtained from the above referred notification.

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 Hemanta Kumar Nath  
Chief General Manager (Maintenance)  
Numaligarh Refinery Limited  
Numaligarh, Golaghat, Assam-785699

## ACTION HISTORY OF RTI REQUEST No.NRLTD/R/E/22/00111



Applicant Name (आवेदक का नाम)

आशीष यादव

Text of Application (आवेदन का पाठ)

केन्द्रीय लोक सूचना अधिकारी नुमातीगढ़ रिफाइनरी लिमिटेड गुवहाटी विषय  
सूचना का अधिकार अधिनियम 2005 के सम्बन्ध में नुमातीगढ़ रिफाइनरी  
लिमिटेड गुवहाटी द्वारा दिनांक 01/02/2018 से 30/06/2022 तक समस्त प्रकार  
की भर्ती अधिसूचना की प्रमाणित प्रति राष्ट्र भाषा हिंदी में प्रदान करें

Reply of Application (आवेदन का उत्तर)

Attached Regards

| Sr<br>No.<br>(क्रम<br>सं) | Action Taken<br>(कार्रवाई की गई) | Date of Action<br>(कार्रवाई की तारीख) | Action Taken<br>By (कार्रवाई द्वारा) | Remarks (टिप्पणी)                       |
|---------------------------|----------------------------------|---------------------------------------|--------------------------------------|-----------------------------------------|
| 1                         | RTI REQUEST RECEIVED             | 30/06/2022                            | Nodal Officer                        |                                         |
| 2                         | REQUEST FORWARDED TO<br>CPIO     | 01/07/2022                            | Nodal Officer                        | Forwarded to CPIO(s) : (1) Kajal Saikia |
| 3                         | REQUEST DISPOSED OF              | 05/09/2022                            | Kajal Saikia-<br>(CPIO)              |                                         |

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(अनुरोध दस्तावेज देखें)

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(उत्तर दस्तावेज देखें)

Q-1784

NRL/RTI/CPIO/Q- 1784

प्रश्न नं 1: नुमालीगढ़ रिफाइनरी लिमिटेड गुवाहाटी द्वारा दिनांक 01-02-2018 से 30-06-2022 तक समस्त प्रकार की भर्ती अधिसूचना की प्रमाणित प्रति राष्ट्र भाषा हिंदी में प्रदान करे।

उत्तर: सभी भर्ती नोटिस एन.आर.एल. वेबसाइट कैरियर सेक्शन में उपलब्ध हैं।

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 Hemanta Kumar Nath  
Chief General Manager (Maintenance)  
Numaligarh Refinery Limited  
Numaligarh, Golaghat, Assam-785699

## ACTION HISTORY OF RTI REQUEST No.NRLTD/R/E/22/00125

Applicant Name (आवेदक का नाम)

SAURABH SONKER

My name is SAURABH SONKER, I applied for GET(MECHANICAL) for recruitment ADVT. NO. 03/2021. my application no. - NRL2021029131, ROLL NO.-20920215102, CATEGORY- SC, PARA-1 After giving online exam and interview, TE Claim money did not come into my bank account, When will you provide my TE claim money? PARA-2 Is NRL published waiting list if candidate leave the job after joining?

Text of Application (आवेदन का पाठ)

Reply of Application (आवेदन का उत्तर)

Attached Regards

| Sr No.<br>(क्रम सं) | Action Taken<br>(कार्रवाई की गई) | Date of Action<br>(कार्रवाई की तारीख) | Action Taken<br>By(कार्रवाई द्वारा) | Remarks (टिप्पणी)                       |
|---------------------|----------------------------------|---------------------------------------|-------------------------------------|-----------------------------------------|
| 1                   | RTI REQUEST RECEIVED             | 03/08/2022                            | Nodal Officer                       |                                         |
| 2                   | REQUEST FORWARDED TO CPIO        | 03/08/2022                            | Nodal Officer                       | Forwarded to CPIO(s) : (1) Kajal Saikia |
| 3                   | REQUEST DISPOSED OF              | 05/09/2022                            | Kajal Saikia-<br>(CPIO)             |                                         |

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(उत्तर दस्तावेज़ देखें)

Q-1801

NRL/RTI/CPIO/Q- 1801

My name is SAURABH SONKER, I applied for GET (MECHANICAL) for recruitment ADVT. No. 03/2021.  
My application no. NRL2021029131, Roll No. 20920215102, Category-SC

PARA-1 After giving online exam and interview, TE claim money did not come into my bank account, when will you provide my TE claim money?

Reply: TE claims of Roll No. 20920215102 received has already been processed.

|                       |                       |
|-----------------------|-----------------------|
| Approved claim amount | : 2,799.00/-          |
| Amount paid to        | : State Bank of India |
| Account No.           | : 30128538995         |
| IFSC                  | : SBIN0031495         |
| Branch                | : Maldahiya           |

PARA-2 Is NRL published waiting list if candidate leave the job after joining?

Reply: Waiting list will be published if the need arise.

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 Hemanta Kumar Nath  
Chief General Manager (Maintenance)  
Numaligarh Refinery Limited  
Numaligarh, Golaghat, Assam-785699

## ACTION HISTORY OF RTI REQUEST No.NRLTD/R/E/22/00128



Applicant Name (आवेदक का नाम)

Ravi Choudhary

Text of Application (आवेदन का पाठ)

1. Do GETs in probation get medical benefits for their dependents? 2. What are the empanelled hospitals under NRL in Delhi? 3. If dependents need to be admitted in emergency, how much percentage of medical expenses will be reimbursed? 4. If there is any Medical circular regarding medical benefits to the dependents, please provide the document.

Reply of Application (आवेदन का उत्तर)

Attached Regards

| Sr No.<br>(क्रम सं) | Action Taken<br>(कार्रवाई की गई) | Date of Action<br>(कार्रवाई की तारीख) | Action Taken<br>By(कार्रवाई द्वारा) | Remarks (टिप्पणी)                       |
|---------------------|----------------------------------|---------------------------------------|-------------------------------------|-----------------------------------------|
| 1                   | RTI REQUEST RECEIVED             | 06/08/2022                            | Nodal Officer                       |                                         |
| 2                   | REQUEST FORWARDED TO CPIO        | 09/08/2022                            | Nodal Officer                       | Forwarded to CPIO(s) : (1) Kajal Saikia |
| 3                   | REQUEST DISPOSED OF              | 05/09/2022                            | Kajal Saikia-<br>(CPIO)             |                                         |

[View Reply Document](#)  
(उत्तर दस्तावेज देखें)

Q-1807

NRL/RTI/CPIO/Q- 1807

Q.N.1 Do GETs in probation **get** medical benefits for their dependents?

Reply: No.

Q.N.2 What are the empanelled **hospitals** under NRL in Delhi?

Reply: 1. Indraprastha Apollo **Hospital**, New Delhi  
2. Sir Ganga Ram **Hospital**, New Delhi

Q.N.3 If dependents need to **be** admitted in emergency, how much percentage of medical expenses will be reimbursed?

Reply: Medical expenses are **reimbursed** as per medical policy of NRL.

Q.N.4 If there is any Medical **circular** regarding medical benefits to the dependents, please provide the document.

Reply: These are internal **documents** meant for employees hence not provided.

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 Hemanta Kumar Nath  
Chief General Manager (Maintenance)  
Numaligarh Refinery Limited  
Numaligarh, Golaghat, Assam-785699

## ACTION HISTORY OF RTI REQUEST No.NRLTD/R/T/22/00009

Applicant Name (आवेदक का नाम)

Raja

Text of Application (आवेदन का पाठ)

Greetings A. Do CPSEs under MoPNG have the scheme of rehabilitation of deceased employees (while on service) family? B. If Yes, what are they (kindly explain scheme wise)? C. Do deceased employee family receive Job Opportunity under any of the scheme? , if so mention the number of employment offered in this regard in the last five years (year wise)? Kindly mail the responses to indian@saiiaffinmail.com Thanks in advance . Lal Hind

Reply of Application (आवेदन का उत्तर)

Attached Regards

| Sr No.<br>(क्रम सं) | Action Taken<br>(कार्रवाई की गई) | Date of Action<br>(कार्रवाई की तारीख) | Action Taken By<br>(कार्रवाई द्वारा) | Remarks (टिप्पणी)                       |
|---------------------|----------------------------------|---------------------------------------|--------------------------------------|-----------------------------------------|
| 1                   | RTI REQUEST RECEIVED             | 12/08/2022                            | Nodal Officer                        | MOPNG/R/E/22/00406                      |
| 2                   | REQUEST FORWARDED TO CPIO        | 16/08/2022                            | Nodal Officer                        | Forwarded to CPIO(s) : (1) Kajal Saikia |
| 3                   | REQUEST DISPOSED OF              | 05/09/2022                            | Kajal Saikia-<br>(CPIO)              |                                         |

[View Reply Document](#)  
(उत्तर दस्तावेज देखें)

Q-1812

NRL/RTI/CPIO/Q- 1812

Q.N.1 Do CPSEs under MoPNG have the scheme of rehabilitation of deceased employees (while on service family)?

Reply: NRL don't have scheme of rehabilitation of deceased employees family. NRL employees are covered under insurance schemes for insurance benefit in case of their death.

Q.N.2 If yes, what are they (kindly explain scheme wise)?

Reply: Refer reply to Sl.No.1

Q.N.3 Do deceased employee family receive Job Opportunity under any of the scheme? If so mention the number of employment offered in this regard in the last five years (year wise)?

Reply: Refer reply to Sl.No.1

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 Hemanta Kumar Nath  
Chief General Manager (Maintenance)  
Numaligarh Refinery Limited  
Numaligarh, Golaghat, Assam-785699

## ACTION HISTORY OF RTI REQUEST No.NRLTD/R/E/22/00135



Applicant Name (आवेदक का नाम)

ADARSH KAPUR



Text of Application (आवेदन का पाठ)

Please send name, email, telephone no., and official address of following persons in all your all plants: 1. Manager Instrumentation 2. Manager Energy Conservation 3. Manager Maintenance 4. G M Technical 5. Manager / In charge Boilers 6. Manager Environment

Reply of Application (आवेदन का उत्तर)

Attached Regards

| Sr No.<br>(क्रम सं) | Action Taken<br>(कार्रवाई की गई) | Date of Action<br>(कार्रवाई की तारीख) | Action Taken By<br>(कार्रवाई द्वारा) | Remarks (टिप्पणी)                       |
|---------------------|----------------------------------|---------------------------------------|--------------------------------------|-----------------------------------------|
| 1                   | RTI REQUEST RECEIVED             | 16/08/2022                            | Nodal Officer                        |                                         |
| 2                   | REQUEST FORWARDED TO CPIO        | 17/08/2022                            | Nodal Officer                        | Forwarded to CPIO(s) : (1) Kajal Saikia |
| 3                   | REQUEST DISPOSED OF              | 05/09/2022                            | Kajal Saikia-<br>(CPIO)              |                                         |

[View Reply Document](#)  
(उत्तर दस्तावेज देखें)

Q-1816

NRL/RTI/CPIO/Q- 1816

Q.N.1 Please send name, email, telephone no and official address of following persons in all your all plants:

1. Manager instrumentation
2. Manager Energy Conservation
3. Manager Maintenance
4. GM Technical
5. Manager / In-charge Boilers
6. Manager Environment

Reply: You may please send your communication to the above designation in the following address-

NUMALIGARH REFINERY LIMITED  
PO- NRP Complex  
Dist: Golaghat (Assam)  
PIN- 785699

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 Hemanta Kumar Nath  
Chief General Manager (Maintenance)  
Numaligarh Refinery Limited  
Numaligarh, Golaghat, Assam-785699

## ACTION HISTORY OF RTI REQUEST No.NRLTD/R/E/22/00108

Applicant Name (आवेदक का नाम)

MINHAZ UDDIN AHMED

Text of Application (आवेदन का पाठ)

Q1. When 2021-2022 Apprenticeship Result will be declared? Q2. If result has already announced, Want to know the reason behind not publishing in your official website? Q3. Need a certified to be true copy of selected candidates for the post of Back Office assistant it should be mentioned their marks of previous exams . Q4. Need copy of marksheets of each selected candidates, which they had submitted while applying for the post / Which marks them Attached Regards

Reply of Application (आवेदन का उत्तर)

| Sr No.<br>(क्रम सं) | Action Taken<br>(कारवाई की गई) | Date of Action<br>(कारवाई की तारीख) | Action Taken<br>By (कारवाई द्वारा) | Remarks (टिप्पणी)                       |
|---------------------|--------------------------------|-------------------------------------|------------------------------------|-----------------------------------------|
| 1                   | RTI REQUEST RECEIVED           | 12/06/2022                          | Nodal Officer                      |                                         |
| 2                   | REQUEST FORWARDED TO CPIO      | 15/06/2022                          | Nodal Officer                      | Forwarded to CPIO(s) : (1) Kajal Saikia |
| 3                   | REQUEST DISPOSED OF            | 07/09/2022                          | Kajal Saikia-<br>(CPIO)            |                                         |

[View Reply Document](#)  
(उत्तर दस्तावेज़ देखें)

Q- 1776

NRL/RTI/CPIO/Q- 1776

**Q.N.1** When 2021-2022 Apprenticeship Result will be declared?

**Reply:** Apprentice engagement is a skill development training programme and is a continuous process and is not completed at one go. Hence results are not declared.

**Q.N.2** If result has already announced, want to know the reason behind not publishing in your official website?

**Reply:** Please refer the reply to the Q-1.

**Q.N.3** Need a certified to be true copy of selected candidates for the post of Back Office assistant it should be mentioned their marks of previous exams.

**Reply:** Copies of such documents cannot be provided under RTI Act. 2005 as these information are personal information of individuals.

**Q.N.4** Need copy of marksheets of each selected candidates, which they had submitted while applying for the post (Which made them entitle for the mentioned post.)

**Reply:** Please refer to the reply of Q. 3.

**Q.N.5** If result has not yet announced, let me know the tentative month of announcement.

**Reply:** Please refer the reply to the Q.1

**Q.N.6** From which source we will come to know about Apprenticeship result and list?

**Reply:** Personal status of a candidate can be obtained from NRL by the candidate against request.

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 Hemanta Kumar Nath  
Chief General Manager (Maintenance)  
Numaligarh Refinery Limited  
Numaligarh, Golaghat, Assam-785699

## ACTION HISTORY OF RTI REQUEST No.NRLTD/R/E/22/00133



Applicant Name (आवेदक का नाम)

MD TAHER AHMED

Text of Application (आवेदन का पाठ)

1. Please provide the latest Recruitment & Promotion Rules/Regulations/Guidelines applicable to the employees of your organization. 2. Please provide the Wage/Pay Revision Order w.e.f. 01.01.2017 for unionized category employees.

Reply of Application (आवेदन का उत्तर)

Attached Regards

| Sr No.<br>(क्रम सं) | Action Taken<br>(कार्रवाई की गई) | Date of Action<br>(कार्रवाई की तारीख) | Action Taken<br>By(कार्रवाई द्वारा) | Remarks (टिप्पणी)                       |
|---------------------|----------------------------------|---------------------------------------|-------------------------------------|-----------------------------------------|
| 1                   | RTI REQUEST RECEIVED             | 13/08/2022                            | Nodal Officer                       |                                         |
| 2                   | REQUEST FORWARDED TO CPIO        | 16/08/2022                            | Nodal Officer                       | Forwarded to CPIO(s) : (1) Kajal Saikia |
| 3                   | REQUEST DISPOSED OF              | 07/09/2022                            | Kajal Saikia-<br>(CPIO)             |                                         |

[View Reply Document](#)  
(उत्तर दस्तावेज देखें)

Q-1814

NRL/RTI/CPIO/Q- 1814

**Q.N.1** Please provided the latest Recruitment & Promotion Rules / Regulations / Guidelines applicable to the employees of your organization.

**Reply:** Enclosed.

**Q.N.2** Please provide the Wage / Pay Revision Order w.e.f. 01.01.2017 for unionized category employees.

**Reply:** Enclosed.

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 Hemanta Kumar Nath  
Chief General Manager (Maintenance)  
Numaligarh Refinery Limited  
Numaligarh, Golaghat, Assam-785699

**NUMALIGARH REFINERY LIMITED**  
**NUMALIGARH**

Ref. NRL/NG/HR/30

Date: 09<sup>th</sup> June, 2021

**GENERAL NOTIFICATION**

**Memorandum of Settlement – Revision of Pay-scales & Other Facilities**

We are pleased to convey for information of all concerned that a Memorandum of Settlement (MOS) relating to revision of Pay-scales and other benefits / facilities of workmen was signed between the Management of Numaligarh Refinery Limited and its workmen represented by Numaligarh Refinery Employees' Union on 14<sup>th</sup> May, 2021 at Numaligarh.

The salient features of the MOS are reproduced below:

**TERMS OF SETTLEMENT**

**1. OBJECTIVES OF THE MOS**

Through this MOS, we wish to achieve:

- 1.1 Continuous value addition to human resources processes in the Refinery in order to enable support for the overall business objectives and processes.
- 1.2 Continuous value addition to the products and processes by workmen commensurate with fair compensation.
- 1.3 Improve standards of work while sustaining growth in the overall capability and employability of workmen while supplementing current capacities.
- 1.4 Maximization of productivity, reduction of cost and improvement in discipline with an objective to achieve all round improvement in the performance of the company through whole-hearted efforts.
- 1.5 Promotion of innovativeness and work process improvement for enhancement of quality of products and production services.
- 1.6 Nourishment and maintenance of a sustainable harmonious relations between Management and Workmen so as to usher in a new era of bilateral settlement of grievances/disputes through the mutual discussion process.
- 1.7 Terms and conditions of service which are just, fair, equitable and commensurate with the responsibilities involved to create a financially viable and sustainable Wage Agreement.



## 2. APPLICABILITY AND COVERAGE

- 2.1 The terms set out below shall apply to all permanent workmen, in the Company's service as on 01-01-2017, and those joining thereafter unless mentioned otherwise in the respective clauses. In case of workmen, who had separated due to resignation with due consent of the Management and retirement/death, shall be given the benefits as applicable up to the date of separation.
- 2.2 The terms set out herein under shall supersede all other Long Term Settlements related to Pay & Allowances, Work Related Compensations and any other benefits/matters, wherever there is a date of expiry of the settlement.
- 2.3 These terms and conditions shall not apply to any Apprentices, Temporary Workmen or Casual or Workmen of any other nature.

## 3. PERIODICITY OF THE AGREEMENT

The Agreement shall come into effect from 01-01-2017 and shall remain binding up to 31-12-2026. However, the periodicity of the Agreement will be reduced co-terminally with the periodicity of Officer's pay revision in the event the officers' pay revision is given effect prior to 31-12-2026 but in no case the periodicity of the Agreement will be less than 5 years from 01-01-2017. The Agreement will be reviewed once every 3 years with effect from the start date of the Agreement based on Profitability, Capacity to Pay, Affordability, Sustainability & any other factors that may arise.

## 4. PAY SCALES

### 4.1 Coverage and applicability

All workmen from Grade I to Grade IX who were on the rolls of the Company as on 31-12-2016 will be covered by the Agreement. The employees who have joined the Company on or after 01-01-2017 will be deemed to have joined in the new wage structure.

### 4.2 Scales of Pay & Grades

Effective 01-01-2017, the revised pay scales applicable to the eligible workmen in replacement of the existing ones will be as under:



| Sl. No | Grade | Existing Scale (in Rs.) |         | Revised Scale (in Rs.) |         |
|--------|-------|-------------------------|---------|------------------------|---------|
|        |       | Minimum                 | Maximum | Minimum                | Maximum |
| 1      | I     | 9000                    | 15300   | 22000                  | 56000   |
| 2      | II    | 9700                    | 16800   | 23500                  | 62000   |
| 3      | III   | 10350                   | 31200   | 24500                  | 94000   |
| 4      | IV    | 10900                   | 31500   | 25000                  | 95000   |
| 5      | V     | 11400                   | 32500   | 27700                  | 98000   |
| 6      | VI    | 12200                   | 33500   | 28700                  | 100000  |
| 7      | VII   | 12450                   | 35500   | 29500                  | 105000  |
| 8      | VIII  | 13150                   | 45000   | 31500                  | 125000  |
| 9      | IX    | 20000                   | 48000   | 38000                  | 135000  |
| 10     | X     |                         |         | 39000                  | 139000  |

A new grade, Grade X shall be opened and the residency period for promotion from Grade IX to Grade X shall be 7 years. All other terms and conditions shall be as per Memorandum of Settlement on promotion policy dtd.01-09-2015. All other perks and benefits of Workmen upgraded to Grade X will remain the same with that of Grade IX unless it is specifically mentioned otherwise.

#### 5. Fitment Formula:

Revised Basic Pay as on 01-01-2017:

(i) Basic Pay as on 31-12-2016 + Stagnation Increment (if any) as on 31-12-2016

+

(ii) Dearness Allowance (DA) @ 100% DA neutralization (as on 01-01-2017 @ 119.5%)

+

(iii) Fitment Benefit @ 15 % on (i) + (ii)

The amount so arrived at shall be rounded off to the next multiple of Rs.10/-. The annual increment due on 01-01-2017 shall be granted at revised rate as given in 6.1 below.

#### 6. INCREMENTS

##### 6.1 Annual Increments:

Annual Increment will be given @ 3% of Basic Pay per year on the 1<sup>st</sup> day of every calendar year and the Basic Pay amount will be rounded off to the next multiple of Rs.10/-. If due to grant of Annual Increment, the Basic Pay exceeds the maximum of the scale, the amount of annual increment shall be so reduced that the Basic Pay plus

*Palukder*

Annual Increment does not exceed the maximum of the relevant scale. At no stage, the Basic Pay shall exceed the maximum of pay scale applicable to the workman.

6.2 Promotional Increments:

Promotional Increment will be given @ 3% of Basic Pay. The amount will be rounded off to next multiple of Rs.10/-. If Basic Pay plus Promotional Increment exceeds the maximum of the promoted scale, the promotional increment shall be so reduced that the Basic Pay plus Promotional Increment does not exceed the maximum of the relevant scale.

6.3 Stagnation Increments:

Stagnation Increment will be given @ 3 % of Basic Pay (maximum 3 increments at interval of every two years). Stagnation increment will be applicable once the workman reaches the maximum of the revised pay scale.

7. DEARNESS ALLOWANCE

7.1 100 % DA neutralization will be adopted for all workmen w.e.f. 01-01-2017. Thus DA as on 01-01-2017 will become zero linked to All India Consumer Price Index (AICPI) 2001=100 which is 277.33.

7.2 The periodicity of adjustment will be once in three months i.e., on 1<sup>st</sup> April, 1<sup>st</sup> July, 1<sup>st</sup> October and 1<sup>st</sup> January of every year based on the percentage increase/decrease in the quarterly average of AICPI for the quarters December-February, March-May, June-August and September-November respectively over AICPI of 277.33 (Base 2001=100).

8. NORTH EAST ALLOWANCE

North East allowance will be at 10% of basic pay as per industry practice w.e.f. 06-11-2017. Any change in the rate and effective date in NEA in future will be as per Govt. policy.

9. SPECIAL ALLOWANCE

Special Allowance for workmen in 48 hours a week work schedule will be paid @ 8% of revised basic pay with effect from 01-04-2018. As Special Allowance is paid as an incentive, it shall not be considered for any other payment.



## 10. HOUSE RENT ALLOWANCE

Payment of HRA will be at the following rates with effect from 06-11-2017:

| Cities with population* | Rates of HRA     |
|-------------------------|------------------|
| 50 lakh and above       | 24% of Basic Pay |
| 5 lakh to 50 lakh       | 16% of Basic Pay |
| Less than 5 lakh        | 8% of Basic Pay  |

\*As per the classification of cities/towns applicable to Central Govt. employees from time to time in line with Dept. of Expenditure.

The rates of HRA will be revised to 27%, 18% & 9% for X, Y & Z class cities respectively when IDA crosses 25% & further revised to 30%, 20% & 10% when IDA crosses 50%.

The existing amount of HRA being paid as on the date of signing this agreement will be protected and the workmen shall continue to receive the same till such difference is eliminated in due course of time.

## 11. SUPERANNUATION BENEFITS

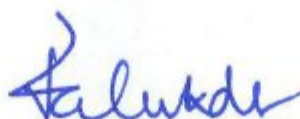
In accordance with Government guidelines, superannuation benefits including contributory Provident Fund, Gratuity, Pension (Defined contribution scheme) and Post-Retirement Medical Benefits will be within the ceiling of 30% of the revised Basic Pay and DA w.e.f. 01-01-2017.

Gratuity ceiling of the Non-Management staff of NRL has been raised from Rs.10 lakhs to Rs.20 lakhs with effect from 01-01-2017. The funding for the entire amount of gratuity is to be met from within the ceiling of 30% of Basic Pay plus DA. Besides, the ceiling of gratuity shall increase by 25% whenever IDA rises to 50%. Other terms and conditions of the payment of Gratuity will be regulated in line with the provisions of Payment of Gratuity Act, 1972 and Rules as applicable from time to time.

## 12. PERKS & ALLOWANCES (Cafeteria):

In accordance with Government/DPE guidelines regarding payment of Perks and Allowances, the same shall be subject to overall ceiling of 35% of Revised Basic Pay.

Effective from 01-01-2017, the perks and allowances under "Cafeteria Approach" shall be as under:



12.1 The recurring cost incurred on running and maintenance of infrastructure facilities like hospitals, colleges, schools etc. would be outside the ceiling of 35% of Basic Pay.

12.2 As regards company owned accommodation provided to Non-Management staff, the company would bear the Income Tax liability on the "non-monetary perquisite" of which 50% shall be loaded within the ceiling of 35% of Basic Pay on perks and allowances.

13. ALLOWANCES & BENEFITS (Effective date will be from the date of signing this Agreement, if not specially mentioned otherwise)

The following payments shall be treated as Work Related Compensation and hence shall stand excluded from the cafeteria payments:

13.1 Compensation for washing protective work clothing:

The amount payable to workmen where Refinery arranged washing facilities are not available shall be as follows:

| Rate (Rs.) per month |
|----------------------|
| 350                  |

13.2 Compensation for being on call

The rates will be revised with effect from 01-01-2017 as follows:

| Grade   | Existing Rate (in Rs.) | For the period 01-01-2017 to 31-12-2021(in Rs.) | For the period 01-01-2022 to 31-12-2026(in Rs.) |
|---------|------------------------|-------------------------------------------------|-------------------------------------------------|
| I - III | 370                    | 455                                             | 550                                             |
| IV - V  | 425                    | 520                                             | 630                                             |
| VI - X  | 500 (Grade VI - IX)    | 610                                             | 740                                             |

13.3 Rotating Duty Compensation

Rotating Duty Compensation will be revised with the following rates effective from 01-01-2017:

| Sl. No. | Shift | Existing Rate (in Rs.) | For the period 01-01-2017 to 31-12-2021(in Rs.) | For the period 01-01-2022 to 31-12-2026(in Rs.) |
|---------|-------|------------------------|-------------------------------------------------|-------------------------------------------------|
| 1       | A/B   | 100                    | 165                                             | 210                                             |
| 2       | C     | 150                    | 230                                             | 290                                             |



### 13.4 Technical/Operating Skill Compensation

The 'Refinery Technical Skill Compensation' of earlier Settlement has been renamed as Technical/Operating Skill Compensation. In the last LTS, the said allowance was extended only from Grade IV onwards. The rates of Technical/Operating Skill Compensation for Grade IV onwards will be revised with effect from 01-01-2017. From date of signing of the Settlement, the said Technical/Operating Skill Compensation will be also extended to Grade I, Grade II and Grade III. For Grade X, Technical/Operating Skill Compensation will be effective from the date of up-gradation of the employee to that grade.

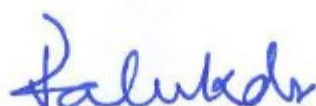
| Sl. No. | Grade | Existing Rate | For the period effective as stated above to 31-12-2021(in Rs.) | For the period 01-01-2022 to 31-12-2026(in Rs.) |
|---------|-------|---------------|----------------------------------------------------------------|-------------------------------------------------|
| 1       | I     |               | 300                                                            | 330                                             |
| 2       | II    |               | 350                                                            | 385                                             |
| 3       | III   |               | 400                                                            | 440                                             |
| 4       | IV    | 400           | 480                                                            | 528                                             |
| 5       | V     | 500           | 600                                                            | 660                                             |
| 6       | VI    | 600           | 720                                                            | 792                                             |
| 7       | VII   | 700           | 840                                                            | 924                                             |
| 8       | VIII  | 800           | 960                                                            | 1056                                            |
| 9       | IX    | 900           | 1080                                                           | 1188                                            |
| 10      | X     |               | 1130                                                           | 1230                                            |

### 13.5 Compensation for signing permits-(Prospective i.e. applicable from the date of signing of the settlement)

Workmen will be paid compensation for signing work permits as per the following slabs:

| Sl. No. | Slab    | No of permits signed per month |
|---------|---------|--------------------------------|
| 01      | Slab -A | Up to 50                       |
| 02      | Slab -B | 50 to 150                      |
| 03      | Slab -C | Above 150                      |

The rates will be notified through an administrative circular.



13.6 Daily Allowance on Tour-(Prospective i.e. applicable from the date of signing of the settlement)

|           | Existing Rate (in Rs.) |                     | From date of signing of LTS to 31-12-2021(in Rs.) |           | 01-01-2022-31-12-2026(in Rs.) |           |
|-----------|------------------------|---------------------|---------------------------------------------------|-----------|-------------------------------|-----------|
| Grade     | X Class                | Y/Z class           | X Class                                           | Y/Z class | X Class                       | Y/Z class |
| VI-X      | 650<br>(Grade VI - IX) | 600 (Grade VI - IX) | 1175                                              | 1025      | 1480                          | 1300      |
| V & below | 600                    | 550                 | 1115                                              | 970       | 1400                          | 1220      |

13.7 Hotel Tariff-(Prospective i.e. applicable from the date of signing of the settlement)

| Types of cities         | Delhi/Mum  | X class    | Y class    | Z class    |
|-------------------------|------------|------------|------------|------------|
| Existing Rate(in Rs.)   | 3500 + tax | 2750 + tax | 2250 + tax | 1400 + tax |
| Revised amount (in Rs.) | 4300 + tax | 3800 + tax | 3300+ tax  | 2150 + tax |

The hotel tariff shall be revised from time to time as per industry practice.

14. TRANSFER BENEFITS-(Prospective i.e. applicable from the date of signing of the settlement)

14.1 Transfer benefits (other than local transfer) shall be revised as follows:

|              |                                                                                                                                                                                                                                             |
|--------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Truck        | One, 10 tonnes (subject to 3 quotes)                                                                                                                                                                                                        |
| Rail         | One full wagon load/ Up to 2 containers (up to 60 quintals).<br>Besides, the charges so payable to the Railways for the 2 containers should not exceed the cost of transportation of the household effects by one truck as the case may be. |
| Insurance    | Shall be reimbursed at actuals on submission of documents.<br>Travel: By entitled class.                                                                                                                                                    |
| Settling     | One month Basic + DA                                                                                                                                                                                                                        |
| Displacement | One month DA                                                                                                                                                                                                                                |

*Handwritten signature*

|                                               |            |                                            |                             |
|-----------------------------------------------|------------|--------------------------------------------|-----------------------------|
| Pre transfer tour                             | 3 days     |                                            |                             |
| Packing, Loading & Unloading (revised rates)  | Grade I-IV | Grade V-VII                                | Grade VIII-X                |
|                                               | Rs.12500   | Rs.15000                                   | Rs.17000                    |
| Packing, Loading & Unloading (existing rates) | Rs.5600    | Rs.6600                                    | Rs.7600 (for Grade VIII-IX) |
| Admission in school/college on transfer       |            |                                            |                             |
| X class                                       |            | Rs 55k with receipt/12k self-certification |                             |
| Y class                                       |            | Rs 45k with receipt/12k self-certification |                             |
| Z class                                       |            | Rs 30k with receipt/10k self-certification |                             |

#### 14.2 Local Transfer Benefit (Quarter shifting, Prospective)

All workmen shall be paid Rs.10000/- while shifting from one quarter to another or to a new quarter in NRL Township.

#### 15. LOCAL CONVEYANCE ON TOUR -(Prospective i.e. applicable from the date of signing of the settlement)

|            | NRL Existing Rate<br>(in Rs.)                  |                                                | Up to 31-12-2021(in Rs.) |           | From 01-01-2022 to 31-12-2026(in Rs.) |           |
|------------|------------------------------------------------|------------------------------------------------|--------------------------|-----------|---------------------------------------|-----------|
|            | A Class                                        | Other cities                                   | X Class                  | Y/Z Class | X Class                               | Y/Z Class |
| Grade I-IV | 170 (Basic Rs.10999 & below)                   | 140 (Basic Rs.10999 & below)                   | 360                      | 280       | 450                                   | 350       |
| Grade V-X  | 190 (Grade VI – IX and Basic Rs.11000 & above) | 170 (Grade VI – IX and basic Rs.11000 & above) | 400                      | 310       | 500                                   | 400       |

Local conveyance on tour to be effective prospectively.



## 16. LOANS AND ADVANCES:

- 16.1 Two wheeler- (Prospective i.e. applicable from the date of signing of the settlement):

The rates of Two wheeler Loan shall be revised as follows:

|             | NRL Existing Amount<br>(in Rs.) | Revised Amount<br>(in Rs.) |
|-------------|---------------------------------|----------------------------|
| Two Wheeler | Rs.75000/-                      | Rs.100000/-                |

There is no change in other terms and conditions.

- 16.2 Four Wheeler Loan -(Prospective i.e. applicable from the date of signing of the settlement):

Permanent workmen from Grade IV onwards completing three years of service in the Company will be eligible to apply for conveyance advance for purchase of new fuel efficient vehicle from authorized dealers. This will be effective from the date of signing the Settlement.

Workmen with minimum service of 15 years in the Company and minimum basic pay of Rs.75,000/- will also be eligible to apply for the same. The loan amount along with interest will be recovered in 100 equal instalments or remaining part of service whichever is less. The interest rate against this loan will be as per the notification issued by the Company from time to time. The rates are revised as follows:

|              | NRL Existing Amount (in Rs.) | Revised Amount (in Rs.) |             |
|--------------|------------------------------|-------------------------|-------------|
|              | All grades                   | Grade IV-V              | Grade VI-X  |
| Four Wheeler | Rs.225000/-                  | Rs.400000/-             | Rs.475000/- |

There is no change in other terms and conditions.

- 16.3 Computer Loan-(Prospective i.e. applicable from the date of signing of the settlement)

Workmen will be provided computer loan and the rate of computer loan will be Rs.40000/- for all grades of employees. The interest rate against this loan will be as per the notification issued by the Company from time to time. Other terms and conditions shall remain same.

- 16.4 Furniture Loan-(Prospective i.e. applicable from the date of signing of the settlement)



Workmen shall be provided furniture loan as per the following limits:

| Grade                       | I-III | IV-VI | VII-X                         |
|-----------------------------|-------|-------|-------------------------------|
| Existing Amount<br>(in Rs.) | 18000 | 22000 | 28000 (for Grade<br>VII – IX) |
| Revised Amount<br>(in Rs.)  | 45000 | 55000 | 80000                         |

The interest rate against this loan will be as per the notification issued by the Company from time to time. Other terms and conditions shall remain same.

16.5 Festival Advance-(Prospective i.e. applicable from the date of signing of the settlement)

Festival advance shall be enhanced up to Rs.20000/-.

Other terms and conditions shall remain same.

#### 17. OVERTIME

Over time formula shall continue be notified separately through administrative circulars as per applicable rules.

#### 18. PRODUCTIVITY INCENTIVE SCHEME (PIS)

Payment of PIS already made to the workmen till the date of signing the Settlement will not be re-opened either for the purpose of paying arrears or making recovery. PIS yet to be paid i.e. for the financial year 2019-20 onwards will be paid on the revised Basic Pay.

#### 19. IMPLEMENTATION/INTERPRETATION OF AGREEMENT

19.1 The parties shall abide by the Memorandum of Settlement in true spirit. In case there is any dispute regarding implementation of the MOS or interpretation of any of its provisions, the parties shall try to sort out their differences through mutual discussion failing which they shall resort to the applicable dispute resolution processes.

19.2 Union agrees that during the period of operation of this Settlement, they shall neither raise any demand having financial implications on the Company, other than on an item, becoming due for revision, under provisions of any existing MOU signed with Union, nor raise any fresh demands on the issues being settled through the Settlement.



## 20. IMPROVEMENTS IN EFFICIENCY / PRODUCTIVITY / WORK PRACTICES / SAFETY

- 20.1 With rapid digitization and implementation of new technologies in work environments around the world, it is imperative for Numaligarh Refinery to adopt and adapt technological measures that facilitates changes in its various activities necessitating re-organization measures involving work simplification, reallocation of work, job enlargement, redeployment of employees, modernize & technologically upgrade its Plants and business processes in its various functions, closure of some activities, relocation of plants and machinery, introduction of new line(s) of production/manufacture. It is agreed that Management will continue to make such changes from time to time.
- 20.2 Both parties appreciate that to remain competitive in a dynamic and disruptive business environment, it requires flexibility in manpower management, technological up-gradation, improvement in productivity. It will be necessary to review/re-assess the manpower requirements for various jobs, processes and activities at various intervals. It is agreed by both the parties to the agreement that Manning of Plants/Units, utilization of workmen and work allocation to the workmen will be the sole prerogative of the Management and Management will be at liberty to devise/change the Manpower Models as and when necessary.
- 20.3 Management, while devising the Manpower models will consider all the options of outsourcing various activities in all areas of Refinery Operations to make the same financially viable and sustainable. Further, while doing so, primacy shall be given to aspects of safety and security of Refinery operations. However, in determining all such areas of work either for insourcing or outsourcing or any other model, overall financial and business prudence, financial viability and sustainability of the Refinery, availability of requisite knowledge and skills commensurate with the extant technology in use, norms and benchmarks shall be the guiding factors.
- 20.4 Union agrees that all Workmen shall necessarily participate in the assigned activities for Business Process improvement initiatives including digitization and various quality and safety standards that are opted by the Refinery from time to time.
- 20.5 All workmen shall proactively participate and involve themselves in business process changes / productivity & work practices improvement initiatives.
- 20.6 On a need basis, workmen shall be relocated/reassigned/posted to other locations/new plants with due re-skilling where required.
- 20.7 All workmen shall take up complete ownership of roles with stretched goals.
- 20.8 Workmen would whole heartedly support and participate in all business process improvement initiatives including suggestions scheme, TPM, TQM tools and such other initiatives & tools and approaches like Quality Circles, 5S, Kaizen Six Sigma etc. which may be under taken by the Company from time to time.
- 20.9 All shift transitions shall be on seamless and uninterrupted basis and as per schedule. For maintenance related jobs, workmen will fill up history card of all



- equipment and will also supervise handing over and taking over of equipment after maintenance.
- 20.10 The Workmen, on need basis, will be trained internally or in external institutes based on actual requirements.
- 20.11 Workmen assigned to sign work permits will ensure compliance of required parameters and will sign on the Work Permit conforming the same.
- 20.12 During RTA and other emergencies/shutdowns workmen shall be assigned responsibilities/duty hours as per requirement, irrespective of their official shift timings and regular place of work and workmen shall fully cooperate with Management.
- 20.13 Workmen can go outstation for personal reasons, only with prior approval of their reporting authority. For going outstation in emergencies, workmen have to give prior intimation to their reporting authority.
- 20.14 Workmen in rotating shifts will handover/takeover shift charges at workplace only, also by signing the log book or any other means as approved by Management including electronic medium.
- 20.15 Workmen shall not leave the work place without prior permission of Reporting Officer.
- 20.16 Workmen will ensure timely and efficient completion of all jobs.
- 20.17 At all points of time, workmen shall adhere to the entry/exit procedures at the gate.
- 20.18 Manpower deployment for performing work in Overtime shall depend upon the nature of work without insistence on full rota deployment in this regard other than in case of night shift, where transportation difficulties may arise and the same may not be adhered to.
- 20.19 In future, if the Government enjoins that any of the Work Related Items/Facilities need to be taken within prescribed perks ceiling of Basic Pay or discontinued, the Management would be within its right to take, if need be, suitable measures in view of such advice in consultation with recognized Union.
- 20.20 In the event, any clauses / provisions of this settlement contradicts or differentiates with any provision of the new Labour Codes notified by the Government of India, the provisions of the Labour Codes will supersede the provisions of this LTS.

## 21. HARMONIOUS INDUSTRIAL RELATIONS AND PRODUCTIVITY

- 21.1 The Union agrees to give full co-operation to the Management in implementing and introducing performance enhancement measures.
- 21.2 The Union and Management reaffirm their stand/commitment to the growth and prosperity of Numaligarh Refinery Limited and all its stakeholders, through sustained and continuous process of dialogue and endeavour.



## 22. ARREARS

- 22.1 All arrears due to workmen arising out of the Settlement shall be paid within 3 (Three) months of signing of the settlement.
- 22.2 Increase in Basic Pay and DA shall be reckoned for PF, Gratuity and other recoveries.
- 22.3 Arrears shall be computed from the date of joining to the date of separation in case of separated workmen.
- 22.4 Modalities for payment regarding Emergency Duty outside NRL premises for workmen of Fire and Safety Department as stipulated in LTS dtd.08-10-2010 will be notified in due course through an administrative circular.



P.K. Talukdar  
CGM (HR)

*CC:: Managing Director*

*CC:: Director (Technical) / Director (Finance)*

*CC:: Functional Heads & HODs*

*CC:: General Secretary, NREU.*

*CC:: Intranet.*

**PROMOTION AND PLACEMENT POLICY  
FOR OFFICERS**

**NUMALIGARH REFINERY LIMITED**

**NUMALIGARH REFINERY LIMITED**  
**PROMOTION AND PLACEMENT POLICY**  
**FOR OFFICERS**

**1. Objectives :**

- 1.1 To meet the organisation's needs of manning of various positions in officers' Cadre with people having required relevant experience and competence in a planned manner.
- 1.2 To provide growth and career development opportunities to officers commensurate with the needs of the organisation.
- 1.3 To achieve a degree of uniformity and also provide sufficient flexibility to meet the organisational needs.

**2. Policy :**

- 2.1 The policy of the Company is to provide its officers with appropriate opportunities and encouragement for career growth in consideration to their contribution to the Company. Promotions in the Company would be made consistent with the above stated objectives and based on the following basic considerations :
  - i) Recognise contribution and potential.
  - ii) Ensure fairness, equity and consistency in the matter of promotion.
  - iii) Provide broad equality of opportunities in growth and career progressions;
  - iv) Create and sustain the morale of the Officers by laying down proper guidelines to fulfill above objectives.
- 2.2 Notwithstanding what is stated above, it is to be clearly understood granting promotion is the prerogative of the management and cannot be demanded as a matter of right. The company will attempt to provide opportunity / (ies) for development of the required knowledge, skills and competence. The development, however, will have to be made largely by the efforts of the individual officer himself to meet the requirement of the organisation. The policy therefore emphasises good quality output from individuals.

- 2.3 Consistent with the policy stated above, for ultimate/stabilised situation appointments to all posts of officers except those at induction levels shall generally be made on the basis of promotion unless the Appointing Authority is satisfied either on his own assessment or on recommendation of the officers Promotion and Placement Committee (OPPC), that suitable internal candidates are not available, in which case appointment from outside will be considered/made.

**3. Title & Applicability :**

- 3.1 These rules shall be called The Promotion and Placement policy for Officers of NRL and shall be applicable to promotions from one grade of Officers to next grade.

**4. Definitions :**

- A. 'Company' means the 'Numallgarh Refinery Ltd.'  
B. 'Promotion' means movement of officers from his/her present grade to the next higher grade.  
C. 'Upgradation' of a post means placing the current post in a higher grade than the one in which it was originally sanctioned due to qualitative change in job content or for any other reason considered necessary by the company.

**5.0 Approved Strength**

- 5.1 Promotion will be made only to posts in the approved organogram of the Company. Organogram may be modified with the approval of the Board from time to time depending upon the requirement.  
5.2 When upgradation or downgradation of the existing post is done the earlier post in the lower/higher grade will stand automatically surrendered.

**6.0 Channels of Promotion**

- 6.1 There would be 3 channels of promotion in the Company :  
A. Vacancy cum Merit Based Promotion (VCMBP)  
B. Merit cum Seniority Based Promotion (MCSBP)  
C. Personal Promotion for specialised Areas (PPSA)  
6.2 Whereas (A) VCMBP channel would operate for all promotions to and from Grade 'C' to ED levels, (B) Merit cum seniority channel

would operate only for promotion from Grades '01' to 'B' level. Personal Promotion shall be for specific case only and for specialised area and such promotions shall be personal to such incumbents.

## 7.0 Procedure for promotion and placement

7.1 There would be 3 officers promotion and placement committees (OPPC). Their constitution would be as under :

| Group | For Posts in Grades | Level of Committee comprising (minimum SC/ST member)                                             | Processing Authority  |
|-------|---------------------|--------------------------------------------------------------------------------------------------|-----------------------|
| I.    | 'G', 'H' & 'I'      | Sub Committee of Board including one Ex-Officio Govt. Director (Central/State) and SC/ST member. | Personnel Department  |
| II.   | 'D' - 'F'           | Functional Directors and ED (P) to be approved by MD.                                            | Personnel Department. |
| III.  | '01'-'C'            | GMS/DGMS/CMS alongwith a personnel deptt's representative of appt. level to be approved by MD.   | Personnel Department  |

7.2 The OPPC would use an Integrated HR Data Base (IHRDB) for promotion and placement decision.

The IHRDB would consist interalia-

- The relevant organograms duly approved by competent authority.
- Career Path Models.
- Completed personal Data Forms for officers duly authenticated by P & A officials (recent one or duly modified over the time).
- An analysis sheet of (c) above done by the concerned HR Deptt.
- Completed and entire Performance Appraisal forms for preceding 3 (three) years with the rating record.
- Potential Assessment Instrument/Record (as continually improved) findings.

- (g) Succession planning proposals for higher grade at least for Unit/Functional Heads and above.
- (h) Other inputs like certain business development opportunities, New Crash Project needs, normal retirement schedules, VRS etc.
- 7.3 Suitability to assume higher responsibilities would be the sole criteria for promotion in the Vacancy cum Merit Based promotion channel (Refer matrix given in Annexure I).
- 7.4 The OPPC will use the merit-cum-seniority channel to help an incumbent to move forward in Grades upto a point, after a reasonable seniority period in a particular grade and subject to an acceptable level of performance.

The manner of such movement is given below :

| Grade Movement |    | Minimum period (in years)<br>to be spent in the Lower Grade |
|----------------|----|-------------------------------------------------------------|
| From           | To |                                                             |
| 01             | A  | 03                                                          |
| A              | B  | 03                                                          |

Clerical/Technical promotees will spend 5 (five) years before being considered for promotion.

- 7.5 Eligibility Criteria for Vacancy-cum-merit based promotions (VCMBP)

As on the 1st day of the quarter in which promotion is decided the officer who has spent minimum period of services as stipulated below in the immediate lower grade will become eligible for consideration for promotion in the next higher grade subject to meeting other criteria as laid down in these rules.

| Grade Movement |  | Minimum period (in years)<br>to be spent in the Lower Grade |
|----------------|--|-------------------------------------------------------------|
| 'B' to 'C'     |  | - 03                                                        |
| 'C' to 'D'     |  | - 03                                                        |
| 'D' to 'E'     |  | - 03                                                        |
| 'E' to 'F'     |  | - 03                                                        |
| 'F' to 'G'     |  | - 03                                                        |
| 'G' to 'H'     |  | - 03                                                        |
| 'H' to 'I'     |  | - 03                                                        |

7.6 An Officer with 2 (two) consecutive outstanding Appraisal ratings may also be considered for promotion after he completes 2 years of residence period.

7.7 Secretaries in Management Cadre will be required to put in minimum 7 years period for considerations for promotion to a higher grade. However, a Secretary will progress, maximum upto Grade 'D' level.

**8.0 Responsibility for Data Support :**

"Personnel Department" would be responsible for providing Data Support to OPPC.

**9. Sanctioning & Approving Authority for Promotion**

Sanctioning authority with respect to promotions shall be as under :-

- |                                   |         |
|-----------------------------------|---------|
| - Upto posts in grade 'A' to 'F'  | - MD    |
| - To posts in grade 'G' 'H' & 'I' | - Board |

The recommendations of the OPPC shall become effective only after their approval by the Authorities mentioned above and necessary Vigilance Clearance.

**10.0 Salary Fixation :**

10.1 An officer on promotion will be granted one promotional increment in his existing grade and his salary will be fitted into the nearest higher stage of promoted grade unless the salary after increment fits exactly into stage of the promoted grade (officers who are at the top of their grades shall also receive notional promotional adjustment based on last increment drawn subject to revised basic salary not exceeding the maximum of the scale of the higher Grade).

10.2 In case whereby the adjustment under 10.1 falls short of the minimum of the higher grade, the basic pay would be fixed at the lowest point of the higher grade and would also be eligible to draw benefits/perquisites applicable to higher grade.

**11.0 Effective Date of Promotion :**

Promotion would be effective from the date of taking over the new assignment.

**12.0 Persons found unfit for promotion :**

A person who is not found fit for promotion by the OPPC shall

not merely on that ground be over looked by a subsequent OPPC.

**13.0 Preference to SC/STs :**

13.1 While promoting employees in the Company it shall be endeavoured to provide special consideration to persons belonging to Scheduled Castes/Scheduled Tribes. For this purpose, the instructions issued from time to time by the Central Government shall be followed.

13.2 All OPPC should normally include a member belonging to Scheduled Caste/Scheduled Tribe.

**14.0 Clarifications/Interpretations and Procedures**

Any further clarifications/interpretations and procedures to be followed in regard to promotion under these rules shall be issued under the Authority of the MD.

**15.0 Modifications**

The Company reserves the right to change or modify the rules depending upon the requirement of the Company from time to time.

**16.0 Commencement**

These rules shall come into force with immediate effect on receipt of approval from the Board of Directors.

---

# ANNEXURE—I

## Matrix under VCMBP

- A. For vacancy-cum-merit based promotion (VCMBP) the following matrix marks will be followed :

| Matrix Marks-                  | Total -         |                   |                   | 100                    |
|--------------------------------|-----------------|-------------------|-------------------|------------------------|
| I. Performance Appraisal marks |                 |                   |                   | 80 (last 3 years only) |
| * Ratings                      | Preceeding Year | Last but 1st Year | Last but 2nd Year | Total                  |
| Outstanding                    | 30              | 26                | 24                | 80                     |
| Very Good                      | 27              | 23                | 20                | 70                     |
| Good                           | 20              | 16                | 14                | 50                     |
| Fair/Satisfactory              | 14              | 10                | 8                 | 32                     |
| Poor                           | 00              | 00                | 00                | 00                     |

- II. Seniority in Present Grade-20 (4 marks for each completed year or 06 months or more in present grade)

- Outstanding** This rating indicates that the individual has stretched himself and shown good results in all areas of his responsibilities and tasks given, going even beyond what was expected of him and his performance stands out in comparison with his peers.
- Very Good** Results in most of the responsibility areas and tasks assigned, specially the critical ones, have been good and generally better than expected.
- Good** Good results in respect of important responsibility areas and tasks.
- Fair/Satisfactory** Just meets the requirements so that performance is of an acceptable level, with reasonable guidance.
- Poor** Performance below acceptable level despite guidance.

**Amendment in Promotion and Placement Policy for Officers dated 7<sup>th</sup> May, 2021**

Reconstitute of the Board level Committee on Officers Promotion and Placement Committee(OPPC), for consideration of promotions of officers to the post of Job Group 'G' and 'H' with the following members:-

- (i) All Whole Time Directors of NRL including Managing Director;
- (ii) One Director from Oil India Limited;
- (iii) One Independent Director and
- (iv) One SC/ST Member.



**RECRUITMENT RULES  
FOR OFFICERS**

**NUMALIGARH REFINERY LIMITED**

## **NUMALIGARH REFINERY LIMITED**

### **RECRUITMENT RULES FOR OFFICERS**

#### **1.0 Purpose**

- 1.1 To plan and induct manpower consistent with required levels of experience and competence that are required for effective functioning of the organisation :

#### **2.0 Title, Scope & Applicability**

- 2.1 These rules shall be called the Recruitment Rules for officers of NRL.
- 2.2 These rules shall apply to the recruitment of officers in grades '01' to 'H' (below Board level) or as amended from time to time.
- 2.3 These rules shall not apply to recruitment to any post which is made by Central Government.

#### **3. Definitions**

- A. 'Company' means the 'Numaligarh Refinery Limited'.
  - B. 'Appointing Authority' means the authority empowered to make appointments to the posts in the Company. For all posts in Management Cadre, Managing Director would be the Appointing Authority.
  - C. 'Recruitment' means the process of filling up a vacancy through a procedure other than promotion from existing employees of the Company on the basis of recommendations of a duly constituted Selection Committee and shall include :
    - 1) Selection and absorption of Graduate Engineer Trainee/Management/Officer Trainees and Probationary Officers;
    - 2) Selection from open market against newspaper advertisements;
    - 3) Appointment of employees of Central Government, State Government and other Central/State Public Sector Organisations;
-

4) Appointment by inviting suitable candidates from established professional bodies and Campus Recruitment from educational institutions.

5) Appointment as decided by the Board from time to time.

D. 'Induction Levels' means grades into which a person with or without any work experience can be recruited. These will be grades '01', 'A' & 'B'.

#### **4.0 Approved Strength & Procedures for Approvals**

4.1 Selection will be made only to posts in the approved organogram of the Company. Organogram may be modified from time to time with the approval of the Board depending upon requirement. Organogram for operation stage shall be ready before the completion of the project to operate and maintain the Refinery at optimum level.

4.2 Personnel Department shall prepare and maintain upto date record of all sanctioned and actual posts gradewise and would be responsible for recruiting officers to various sanctioned posts depending upon requirement.

#### **5.0 Levels of Recruitment**

5.1 Recruitment to post in induction level (Grade '01', 'A' & 'B'. will be as under :-

a) Recruitment to Grade '01' would be by promoting Non-Management staff to Management staff.

b) Recruitment to Grade 'A' would be by absorption of Graduate Engineering Trainee, First class Graduates/Management Graduate from reputed Management Schools / Institutes /Universities etc.

c) Recruitment to Grade 'B' would be by selecting members of Institute of Chartered Accountants of India, Institute of Costs and Works Accountants of India, Institute of Company Secretaryship in India, Management Graduates from IIMs and XLRI and other category of Institutes as decided by MD.

5.2 Recruitment to posts at Grade 'B' and above would be resorted to only when the Managing Director is satisfied that suitable candidates are not available within the Company at the feeder cadre. Recruitment to posts at DGM level and above would be done with the approval of the Board.

## **6.0 Job Specification & Essential Requirements**

- 6.1 Job specifications for all posts shall be made by HODs/Functional Heads in consultation with P&A. While laying down the job specifications, it should be ensured that qualifications, length and nature of experience and age for a post are, as far as possible, consistent with those laid down for other posts in the same grade.
- 6.2 No persons whose age is below 18 years and above 58 years would be eligible for consideration for employment. However at entry level, professionally qualified candidates maximum age limit would be 30 years and for others it would be 25 years.
- 6.3 Wherever relaxations in prescribed age limit and/or qualification and/or experience are required, personnel Deptt. may recommend relaxations of age/qualification/experience, with proper justification, for approval of Managing Director subject to overall provision of clause 6.2 above.

## **7.0 Sources of Recruitment**

- 7.1 The sources of recruitment shall be decided by the Managing Director in consultation with P & A Deptt. from out of those listed at 3. Oc (1) to 3.0 c (5) except where the appointments are made by the Board.

## **8.0 Constitution of Selection Committee**

| Selection Committee | For posts in Grades | Levels of Committees (Minimum 5 members including SC/ST/OBC member)                                                                                              | Processing Authority |
|---------------------|---------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| 1.                  | 'G' & 'H'           | Board sub-committee of the Board involving Govt. Director.<br><br>(Govt. Director, MD, DIR (P) in his absence ED (P), Functional Director/ One SC/ST/OBC member) | Personnel Department |
| 2.                  | 'D' -'F'            | ED (P), Functional Director of User Function/ one other Director/One Director nominated by Govt. of Assam.                                                       | Personnel Department |

3. '01'- 'C' ED (P)/DGMS/CMS - do-  
(personnel, user functions & any other function) along with a nominee from Govt. of Assam. The Committee is to be approved by MD

- 8.1 MD may nominate an additional member on the Selection Committee to act as Advisor/Expert.

**9.0 Interview/Test**

- 9.1 The selection may be made through written tests, trade tests, group tasks, and/or interviews as would be appropriate.

- 9.2 Candidates called for interviews shall be reimbursed travelling expenses as per rules in force. However unemployed SC/ST candidates called for tests would be reimbursed 2nd class rail fare by shortest route.

**10.0 Assessment of Suitability**

- 10.1 The selection Committee shall assess the comparative merits of candidates on the basis of knowledge, skills and other relevant traits through tests/interviews.

- 10.2 The Selection Committee should then record its recommendations stating the names of suitable candidates, if any, to be placed in the order of their merits for present/future requirements.

- 10.3 The selection committee, in case of deserving candidates may also recommend a higher starting basic pay of job grade in the advertised scales not exceeding 5 increments, in which case, it should indicate the reason for such recommendations.

**11.0 Approval of selection by Appointing authority**

- 11.1 Recommendation of the selection committee shall become effective only after its approval by Managing Director.

All approval notes should be routed through GM/ED (Personnel.)

**12.0 Issue of offer of Appointment**

- 12.1 Offer of Appointment shall be issued in the order of merit shown in the panel approved by Managing Director. All new appointees will be put on probation for 12 months from the date the incumbent joins the post.

- 12.2 All appointment orders shall specify the conditions for appointment as contained in the Manual of Service, Terms & Conditions as in force.

### **13.0 Validity of Panel**

- 13.1 Normally the validity of the panel would be for a period of one year from the date of approval.

### **14.0 Campus Recruitment**

- 14.1 In order to augment recruitment activities, the Personnel Deptt. is authorised to visit the Educational Institutes of repute. During the campus interviews, since the personnel representative will be under pressure to declare results of the selection, the same may be declared to the placement officer/Prof. in charge after being finalised by the panel members, subsequently the selection may be approved by the appointing authority.

For the purpose of convenience, a panel normally will constitute of a member from Personnel Deptt., User Function, one SC/ST/OBC member, one other member. However, under special circumstances MD may relax in the constitution of above panel.

### **15.0 Medical Examination and Character and Antecedents Verification**

All appointments shall be subject to medical Fitness and clear verification of character and antecedents.

### **16.0 Reservation of posts for SCs/STs/OBCs**

- 16.1 While recruiting persons for appointments in the Company, it shall be the endeavour to provide for special representation to candidates belonging to Scheduled Castes/Scheduled Tribes/OBCs. For this purpose the instructions issued by the Central Government from time to time shall be followed.
- 16.2 Other things being equal physically handicapped persons will be given preference provided that they meet other eligibility criteria for applicable group of posts depending upon their suitability.

### **17.0 Forms & Procedures**

- 17.1 Instructions concerning systems and procedures to be followed in regard to recruitment in accordance with these rules shall be issued under the authority of GM (Personnel) / ED (Personnel).

### **18.0 Commencement**

These rules shall come into force with immediate effect on receipt of Approval from the Board of Directors.

**Amendments in Entry Level Recruitment Grades dated December 18, 2020**

| Sl.No. | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Existing                   | Proposed                    | Remarks                                                                                                                                                                                                                                       |
|--------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|-----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A      | <p>i. Recruitment of Graduate Engineer and Management post graduates from recognized Universities/ Institutes with minimum 65% marks or equivalent CGPA as Graduate Engineer Trainee (GET)/ Management Trainee (MT)</p> <p>ii. Recruitment of members of Institute of Chartered Accountants of India/ Institute of Cost Accountants of India/ Institute of Company Secretaries of India, Management Post Graduates from IIMs and XLRI and other category of Institutes as decided by MD.</p> | E3<br>Rs.(60,000-1,80,000) | E2<br>Rs. (50,000-1,60,000) | As per practice, GETs/ MTs Will be taken as trainee for one year with stipend and thereafter to be absorbed in regular pay scale after satisfactory performance as trainee.                                                                   |
| B      | <p>Assistant Officer</p> <p>i. First Class Graduates who have passed the Intermediate examination (CA, CMA, CS) with 3 years relevant experience after passing the Intermediate examination.</p> <p>ii. First Class Graduates in Law from recognized universities with 3 years experience.</p> <p>iii. First Class Post Graduates from recognized universities as per requirement of the company</p>                                                                                         | Nil                        | E1<br>Rs. (40,000-1,40,000) | <p>Newly introduced</p> <p>First Class Post Graduates from recognized universities will be recruited as Trainee for one year with stipend and thereafter to be absorbed in regular 'E1' pay scale on satisfactory performance as trainee.</p> |



|   |                       |                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                          |                                                                                                                                            |
|---|-----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| C | Mid level Recruitment | <p>Recruitment to posts at Grade E4 and above would be resorted to only when the Managing Director is satisfied that suitable candidates are not available within the company at the feeder cadre.</p> <p>Recruitment to posts at GM# level and above would be done with the approval of the Board.</p> | <p>Recruitment to posts at Grade E3 and above would be resorted to only when the Managing Director is satisfied that suitable candidates are not available within the company at the feeder cadre.</p> <p>Recruitment to posts at CGM# level and above would be done with the approval of the Board.</p> | <p>Mid level recruitment is proposed from Grade 'E3'</p> <p>#GMs have since been redesignated as CGM since 10<sup>th</sup> August 2017</p> |
|---|-----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|



Ref : NRL/CPIO/RTI/Q-1813

To,  
Shri Rubu Bora, Secretary  
Brihattar Asomiya Yuba Mancha  
Morongi Anchalik Samiti  
P.O. Doigrung  
Dist. Golaghat, Assam- 785702  
M.No. 9954952413

Sub : Information under RTI Act, 2005.

Dear Sir,

This has reference to your application no- nil dated 12-08-2022 seeking information under RTI Act 2005. Please find below the reply to the queries raised by you:

Q.N.1 দৈগ্ৰোঙৰ সৌন্দৰ্য বৰ্ধন আঁচনিৰ সন্দৰ্ভত 2019 ৰ পৰা 2022 চনলৈকে উপৰোক্ত বিষয় সন্দৰ্ভত আৱণ্টনৰ ধনৰ চেংচন অৰ্ডাৰ কপি, এচটিমেট, মাষ্টাৰ ৰোল, মেটেল ৰিচিপ ভাওচাৰ ইত্যাদি বিতং তথ্য 2005 ৰ আইনৰ অধীনত ৰাজহুৱা স্বার্থত প্ৰয়োজন।

Reply: Following documents are attached against the job Beautification of Doigrung Market for your reference:

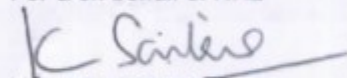
- Copy of Work Order and Estimate for the job as Annexure-I.
- The job has been executed as per empanelment contract for CSR/CER projects and commercial terms and conditions. We don't have copies of master role and material receipts voucher, hence unable to provide.

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.

Hemanta Kumar Nath  
Chief General Manager (Maintenance)  
Numaligarh Refinery Limited  
Numaligarh, Golaghat, Assam-785699

Thanking you,

Yours faithfully,  
For & on behalf of NRL



( Dr. Kajal Saikia )  
Chief General Manager (HR&L)  
And Public Information Officer, NRL



CERTIFIED UNDER  
ISO 9001:2000  
ISO 14001:1996  
OHSAS 18001:1999

NUMALIGARH REFINERY LIMITED  
(A GOVERNMENT OF INDIA ENTERPRISE)

NRL COMPLEX, NUMALIGARH,  
Dist : GOLAGHAT, ASSAM 785699

Tel.: 03776-265413 Fax : 03776-265514

→ Work Order Copy and

Estimates

Annex

= 1



Range : Bokakhat  
Division : Jorhat  
Commissionerate : Dibrugarh  
PAN : AAACN6984B

#### GSTN

Assam : 18AAACN6984B1ZD  
West B.: 19AAACN6984B1ZB

#### Work Order

WO number/date

4300059617-DEV/08.07.2019

Contact person/Telephone

Amar J. Phukan

E-mail ID : amarjyoti.phukan@nrl.co.in

300975

Manash Bordoloi

Panikora Gaon

PO: Morongi Chariali

785621 Golaghat

Tel: 289465

Fax:

Development and Beautification of Doigrung Market under Swachh Bharat Mission, Sponsored by NRL

Currency: INR

Dear Sir/Sirs,

With reference to your quotation dated and subsequent correspondences / discussions had with you till date against our enquiry / tender No. dated, we are pleased to issue this work order as per terms and conditions given below:

#### 1. CONTRACT VALUE:

The estimated contract value of this order is as shown in the schedule of rates below. The actual contract value will be subject to variations depending upon the actual quantities of work executed measured jointly and accepted for payment at site.

#### 2. ENGINEER-IN-CHARGE:

You are requested to contact **ESC cell**, NRL who will be the Engineer-in-Charge for further instruction and execution of the work including submission of bills. Period of this contract is noted in subsequent sheets forming part of this contract document.

#### 3. SECURITY DEPOSIT:

There is a requirement of submission of Security Deposit as per Clause No.10.0 and 25.0 of General Conditions of Contract (GCC). You are requested to submit 2.5% of contract value as initial security deposit within ten days

Registered Office: Numaligarh Refinery Ltd, 122A, G.S. Road, Christanbasti, Guwahati-781005  
Phone-0361-2203140, Fax : 0361-2203146  
Website: [www.nrl.co.in](http://www.nrl.co.in); Corporate Identification Number :  
U11202AS1993GOI003893

WO number/date  
4300059617-DEV/08.07.2019

from the date of receipt and acknowledgement of this work order. The balance 7.5% will be recovered in installments through deductions at the rate of 10% of the value of each running account bill till the total security deposit amount is collected. Alternatively, Contractor, at his option, can furnish bank guarantee from nationalized bank for 10% of the contract value towards security before commencement of job.

#### 4. AGREEMENT:

You are required to execute an agreement as per the pro-forma in the General Conditions of Contract on a non-judicial Stamp paper of appropriate value. The contract shall be signed by you/your authorised representative holding a valid power of attorney. All costs towards the same shall be borne by you. A copy of the same is enclosed with this order, which need to be submitted without any deviation within ten (10) days from receipt of this order.

#### 5. MOBILISATION/DEPLOYMENT OF RESOURCES:

Wherever necessary, you will mobilize and deploy adequate resources including equipments, tools and tackles so as to execute the job as recommended by the EIC in all respects without any additional cost to the owner.

#### 6. STATUTORY LAWS:

The contractor will not engage minor labour below 18 years of age under any circumstances and will fulfill and comply all the provisions of applicable act and indemnify the company against all claims, which may arise out of such Acts & Rules framed there under. The Acts and Rules to be abided by are 'The Contract Labour (Regulation and Abolition) Act', 'The minimum wages Act', 'The Workman's Compensation Act', 'The Payment of Wages Act', 'The Payment of Bonus Act', 'The Employees Provident Fund & Misc. Provisions Act', 'Inter State Migrant Workmen (Regulation of Employment & Condition of Service) Act' or any other Acts or Statute not here in above specifically mentioned having bearing over engagement of workers directly or indirectly for execution of work and submit copies of the same wherever necessary to the Engineer-in-charge before start of the work.

#### 7. SAFETY, SECURITY & ENVIRONMENT:

All statutory & safety/security norms and regulations followed by NRL will be fully complied too. Any work in the Refinery shall be covered through work / safety permits. It will be contractors' responsibility to provide all safety gadgets specified for the work.

Three copies of this work order are enclosed. Please return duplicate and triplicate copy of this document duly signed and stamped on all pages to the undersigned and the Engineer-in-charge as indicated within 7 days from the date of receipt. Please note that your work will start only after furnishing all the documents as sought and stated herein.

Thanking You

Yours faithfully,

For and on behalf of Numaligarh refinery Limited

General Manager (Commercial) I/c

WO number/date  
4300059617-DEV/08.07.2019

| Item No.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Service Code Description                          | Order qty. | Unit          | Price per unit | Total value  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|------------|---------------|----------------|--------------|
| 00020                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Beautification of Doigrung<br>Discount % on Gross | 1          | Activity unit |                | 5,554,162.06 |
| The item covers the following services:                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                   |            |               |                |              |
| 10                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                   | 50.000     | M3            | 155.00         | 7,750.00     |
| Construction of embankment with approved materials obtained from borrow pits with a lift up to 1.50m, transporting to site, spreading, grading to required slope and compacting to meet requirement of Table 300-1 and 3000-2 with a lead up to 1000m as per Technical specification Clause 301.5                                                                                                                                                                                                                   |                                                   |            |               |                |              |
| 20                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                   | 1,210      | M2            | 5.00           | 6,050.00     |
| Scarifying the existing Granular surface to a depth of 150mm by Mechanical Means and disposal of scarified materials with a lift up to 3m and lead up to 1000.00M as per technical specification Cl. 301.4                                                                                                                                                                                                                                                                                                          |                                                   |            |               |                |              |
| 30                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                   | 240.000    | M3            | 2,094.00       | 502,560.00   |
| Construction of granular sub-base by providing coarse graded Material, spreading in uniform layers with motor grader on prepared surface, mixing by Mix in place method with rotavator at OMC and compacting with vibratory power roller to achieve the desired density, complete as per cl. 401 For Grading II Material (with an initial lead of 5 Km.                                                                                                                                                             |                                                   |            |               |                |              |
| 40                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                   | 243.450    | M3            | 2,037.00       | 495,907.65   |
| Providing laying, spreading and compacting stone aggregate of specific sizes to water bound macadam specification including spreading in uniform thickness, hand packing, rolling with 3 # wheels steel/vibratory roller 8 # 10 tonnes in stages to proper grade and camber, applying and brooming requisite type of screeng / binding materials to fill up the interstices of coarse aggregate, watering and compacting to the required density (with an initial lead of 5.00km)<br>A. By Manual Means<br>WBM -III |                                                   |            |               |                |              |
| 50                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                   | 1,350      | M2            | 959.00         | 1,294,650.00 |
| Providing and laying Inter locking concrete Block pavement(M40) having thickness                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                   |            |               |                |              |

WO number/date  
4300059617-DEV/08.07.2019

| Item No. | Service Code Description                                                                                                                                                                                                                                                                                                                                                                                                                   | Order qty. | Unit | Price per unit | Total value |
|----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|------|----------------|-------------|
| 60       | 80mm as per drawing and Technical specification clause 1504.(inclusive edge restraint and carriage)                                                                                                                                                                                                                                                                                                                                        | 10         | EA   | 398.00         | 3,980.00    |
| 70       | Providing and fixing of road stud 100X 100 mm dia cast in aluminium, resistant to corrosive effect of salt and grit, fitted with lense reflectors, instilled, installed in concrete or asphaltic surface by drilling holes 30mm up to a depth of 600 mm and bedded                                                                                                                                                                         | 2          | EA   | 5,757.00       | 11,514.00   |
| 80       | Providing and fixing of retro-reflectorised cautionary, mandatory and informatory sign as per IRC: 67 made of encapsulated lense type reflective sheeting vide cl.1701.2.3 fixed over aluminium shetting 15mm thick supported on amild steel angle iron post 75mmX75mmX 6mm firmly fixed to M15 grade cement concrete 450mmX 450mm X 600mm below ground level as per drawing and technical specification cl 801 90 cm equilateral Triangle | 2          | EA   | 3,730.00       | 7,460.00    |
| 90       | Providing and fixing of retro-reflectorised cautionary, mandatory and informatory sign as per IRC: 67 made of encapsulated lense type reflective sheeting vide cl.1701.2.3 fixed over aluminium shetting 15mm thick supported on amild steel angle iron post 75mmX75mmX 6mm firmly fixed to M15 grade cement concrete 450mmX 450mm X 600mm below ground level as per drawing and technical specification cl 801 60 cm circular             | 1          | EA   | 7,116.00       | 7,116.00    |
| 100      | Providing and fixing of retro-reflectorised cautionary, mandatory and informatory sign as per IRC: 67 made of encapsulated lense type reflective sheeting vide cl.1701.2.3 fixed over aluminium shetting 15mm thick supported on amild steel angle iron post 75mmX75mmX 6mm firmly fixed to M15 grade cement concrete 450mmX 450mm X 600mm below ground level as per drawing and technical specification cl 801 80 cm X 60 cm rectangular  | 50.000     | M3   | 108.81         | 5,440.50    |
|          | Earth work in excavation in foundation treaches or drain not exceeding 1.5m in width or 10 sq.m on plan including dressing of side andramming ofbottom lift up tp 1.5mincluding getting out the excavated soil anddisposal of surplus excavated soil as directed,within a lead of 50m in all kinds of soil.                                                                                                                                |            |      |                |             |

WO number/date  
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| Item No. | Service Code Description                                                                                                                                                                                                                                                                                                                                                                                       | Order qty. | Unit | Price per unit | Total value |
|----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|------|----------------|-------------|
| 110      |                                                                                                                                                                                                                                                                                                                                                                                                                | 15.000     | M3   | 3,890.60       | 58,359.00   |
|          | Providing and laying in position cement concrete of specific grade excluding the cost of centering and shuttering, all work upto plinth level 1:4:8                                                                                                                                                                                                                                                            |            |      |                |             |
| 120      |                                                                                                                                                                                                                                                                                                                                                                                                                | 10.000     | M3   | 6,063.70       | 60,637.00   |
|          | Providing and laying in position specific grade of Reinforced cement concrete excluding the cost of centering and shuttering finishing and reinforced, all work upto plinth level 1:1.5:3                                                                                                                                                                                                                      |            |      |                |             |
| 130      |                                                                                                                                                                                                                                                                                                                                                                                                                | 110        | M2   | 1,410.09       | 155,109.90  |
|          | Providing precast R.C.C slab over drain ,septic tank etc. in prop. 1:2:4 reinforced with 10mm M.S. bar @ 150mm centre both ways tying with 20 gauge black annealed wire with necessary shuttering , curing etc. complete including fixing in position as directed.<br>(a) 100mm thick slab                                                                                                                     |            |      |                |             |
| 140      |                                                                                                                                                                                                                                                                                                                                                                                                                | 10.000     | M3   | 5,860.85       | 58,608.50   |
|          | Brick work in cement mortar with 1st class brick including racking out joints and curing complete as directed (1) in sub structure upto plinth levelIncluding dewatering if necessary. (b) In proportion 1:4                                                                                                                                                                                                   |            |      |                |             |
| 150      |                                                                                                                                                                                                                                                                                                                                                                                                                | 500        | M2   | 147.23         | 73,615.00   |
|          | 15mm thick Cement plaster in single coat on single or half brick wall for intering plastering up to first floor level including arises internal rounded angles , not exceeding 80mm girth and finished even and smooth including curing complete as directed. A) On rough side b) In cement mortar 1:4                                                                                                         |            |      |                |             |
| 160      |                                                                                                                                                                                                                                                                                                                                                                                                                | 3.000      | QTL  | 6,026.80       | 18,080.40   |
|          | Supplying fitting and fixing in position reinforcement bars conforming to relavant I.S. code for RCC work/ R.B walling including straighting cleaning cutting and bending to proper shape and length as per deatails supplying and binding with 20 gauge anammeled black wire and placing in position with proper blocks supports, shears spacers etc. Complete. b) Other ISI approved TMT reinforcement bars. |            |      |                |             |

WO number/date  
4300059617-DEV/08.07.2019

| Item No. | Service Code Description                                                                                                                                                                                                                                                                                                                                     | Order qty. | Unit | Price per unit | Total value |
|----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|------|----------------|-------------|
| 170      |                                                                                                                                                                                                                                                                                                                                                              | 100        | M2   | 252.24         | 25,224.00   |
|          | Centering and shuttering including strutting and propping etc, and removal of form work for foundation, footing, bases of column etc for mass concrete                                                                                                                                                                                                       |            |      |                |             |
| 180      |                                                                                                                                                                                                                                                                                                                                                              | 55         | M2   | 364.01         | 20,020.55   |
|          | Centering and shuttering including strutting and propping etc, and removal of form work for column, pillars, piers, abutments, post and struts                                                                                                                                                                                                               |            |      |                |             |
| 190      |                                                                                                                                                                                                                                                                                                                                                              | 10.000     | M3   | 776.20         | 7,762.00    |
|          | Demolishing RCC work including stacking of steel bar and disposal of unserviceable material as directed for all levels                                                                                                                                                                                                                                       |            |      |                |             |
| 200      |                                                                                                                                                                                                                                                                                                                                                              | 600.000    | M3   | 300.00         | 180,000.00  |
|          | Clearing of Road side Drain by Mannual means and disposed the debries to a suitable distance as directed by the Deptt.                                                                                                                                                                                                                                       |            |      |                |             |
| 210      |                                                                                                                                                                                                                                                                                                                                                              | 3.500      | QTL  | 8,410.00       | 29,435.00   |
|          | Steel work in tubular trusses including cutting, hosting, fixing in position and applying a primier coat of approved steel primer , welded bolted including special shaped washers etc, complete, hot finished searfless type tubes                                                                                                                          |            |      |                |             |
| 220      |                                                                                                                                                                                                                                                                                                                                                              | 0.200      | QTL  | 9,982.23       | 1,996.45    |
|          | Providing and fixing M.S round holding down bolts with nuts and washer plates complete                                                                                                                                                                                                                                                                       |            |      |                |             |
| 230      |                                                                                                                                                                                                                                                                                                                                                              | 500        | M2   | 884.47         | 442,235.00  |
|          | Chequered precast cemnt concrete tiles 22 mm thick in front path and court yard jointed with neat cement slurry mixed with neat cement slurry mixed with pigment to match the shade of tiles including rubbing and cleaning etc. complete on 20mm thick bed of cement mortar 1:4 (1 cement: 4 Coarsesand) Light shade using white Cement as directed by EIC. |            |      |                |             |

WO number/date  
4300059617-DEV/08.07.2019

| Item No. | Service Code Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Order qty. | Unit | Price per unit | Total value  |
|----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|------|----------------|--------------|
| 240      | Steel Railing Providing and Fixing Stailless steel (Grade 304) railing made of hollow tubes , channels , plates etc. Including welding , grinding , buffing, polishing and making curvature (when ever required) and fittin the same with necessary stailness stees nuts and bolts complete i.e fixing the railing with necessary accessories & stainless steel dash fasteners, stailness steel bolts etc, of required size on the top of the floor or the side of waist slab with suitable arrangement as per approval of engineer incharge . (For payment, only weight of stailness steel member is to be considered. No extra payment for fixing accessories such as nuts, bolts, fasteners etc . Will be considered ) | 3,530.000  | KG   | 575.45         | 2,031,338.50 |
| 250      | Removing dry or oil bound distemper by washing and scraping and sand papering the walls surface smooth including necessary repairs to scratches complete.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 200        | M2   | 7.64           | 1,528.00     |
| 260      | Applying one coat of distemper primer of approved brand and maufacture on wall surface after thoroughly brushing the surface free from mortar dropping and other foreign matter and including preparing the surface even and sand papered smooth.                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 200        | M2   | 35.17          | 7,034.00     |
| 270      | Wall painting (two coats) with acrylic emulsion paint approved brand and manufacture (Asian paint/ Berger paint/ ICI paint/ J & N paint/ Nerolac) on new surface to give an even shade after thoroughly brushing the surfaces free from mortar droppings and other foreign matter and sand papered smooth. (a).Acrylic Emulsion Paint approved brand and manufacture (Asian paint/ Berger paint/ ICI paint/ J & N paint/ Nerolac)                                                                                                                                                                                                                                                                                         | 150        | M2   | 71.17          | 10,675.50    |
| 280      | Synthetic enamel paint, aluminium paint/ bituminous paint on steel and other metal surface. i) Removing old paint from steel and other and making the surface even a) With hand scraping                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 200        | M2   | 42.07          | 8,414.00     |
| 290      | Applying primary coat over new steel and other metal surface over 100mm in width or                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 50         | M2   | 33.96          | 1,698.00     |

WO number/date  
4300059617-DEV/08.07.2019

| Item No. | Service Code Description                                                                                                                                                                                                                                                                                                                            | Order qty. | Unit | Price per unit | Total value |
|----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|------|----------------|-------------|
|          | girth after preparing the surface by thoroughly clening oil, grease, dirt and other foreign matter and scoured with wire brushes, fine steels, wood scrapers and sand paper. (a) With ready mixed # red- lead/ red oxide" primer                                                                                                                    |            |      |                |             |
| 300      |                                                                                                                                                                                                                                                                                                                                                     | 26.430     | M2   | 755.32         | 19,963.11   |
|          | Providing Pre Painted Galvanized Iron Sheet Roofing (PPGI) at all levels including fitting and fixing with self drilling, self tapping screws complete. (Roof trusses, purlins etc. to be measured and paid separately.)<br>TATA Blue <del>seape</del> Dyna roof / Durakolor /Wonder Roof or equivalent as directed by the Departement 0.45mm thick |            |      |                |             |

Total Value( Exc. Taxes ) : (INR) 4,998,745.85

Total Amount (in words): FORTY NINE LAC NINETY EIGHT THOUSAND SEVEN HUNDRED FORTY FIVE & PAISE EIGHTY FIVE only

Thanking You

Yours faithfully,

For Numaligarh Refinery Limited

For General Manager (Commercial) I/c



Ref : NRLCPIO/RTI/Q-1819

Date : 08<sup>th</sup> September, 2022

To,  
Shri Arnab Saikia  
Garangajan Gaon  
P.O. Dhalaguri  
Dist. Golaghat, Assam- 785613

Sub : Information under RTI Act, 2005.

Dear Sir,

This has reference to your application no- nil dated 18-08-2022 seeking information under RTI Act 2005. Please find below the reply to the queries raised by you:

**Q.N.1** নুমলীগড় শোধনাগাৰে কোনো জৰুৰী বা তাৎক্ষণিক কাৰণতেই হওক, আগতীয়া ঘোষণা দি নিবিদা আহ্বান নকৰাকৈ (without tender) কেতিয়াবা কোনো ব্যক্তি বা কোনো প্ৰতিষ্ঠানক কোনো কামৰ দায়িত্ব বা ঠিকা অৰ্পণ কৰিছে নেকি? বিশদ বিৱৰণ দিব।

**Reply:** Numaligarh Refinery Ltd. (NRL) adopted open tendering policy for procuring goods and services by publishing tenders in Govt. e-tendering website( CPP portal) and Govt. e-market place (GeM). However, some manufacturer dependent material and procurement in exception situation are done without publishing tender in above mentioned platforms. Such procurements can be categorised as shown below:

1. Original Equipment Manufacturers (OEM)/ Proprietary.
2. Spot Purchases.
3. Procurement on Nomination Basis.
4. Departmental Orders.

**Q.N.2** নুমলীগড় শোধনাগাৰে নিবিদা আহ্বান নকৰাকৈ কোনবোৰ বা কেনেধৰণৰ কামৰ দায়িত্ব বা ঠিকা কোনো ব্যক্তি বা প্ৰতিষ্ঠানক অৰ্পণ কৰি আহিছে, তাৰ বিশদ বিৱৰণ।

**Reply:** Refer our reply against query no.1.

**Q.N.3** 2011-2012, 2012-2013, 2013-2014, 2014-2015, 2015-2016, 2016-2017, 2017-2018, 2018-2019, 2019-2020, 2020-2021 বৰ্ষকেইটাত নিবিদা আহ্বান নকৰাকৈ প্ৰতিটো বৰ্ষত কিমান টকাৰ ঠিকা কোনো ব্যক্তি বা কোনো প্ৰতিষ্ঠানক দিয়া হল, সম্পূৰ্ণ বিৱৰণ।

**Reply:** The applicant may visit the Tender Section of NRL's website [www.nrl.co.in](http://www.nrl.co.in) for obtaining year wise list of contracts above Rs 5 Lakh with details, awarded in the requested period.

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.

Hemanta Kumar Nath  
Chief General Manager (Maintenance)  
Numaligarh Refinery Limited  
Numaligarh, Golaghat, Assam-785699

Thanking you,

Yours faithfully,

For & on behalf of NRL

(Dr. Kajal Saikia)  
Chief General Manager (HR&L)  
And Public Information Officer, NRL

## ACTION HISTORY OF RTI REQUEST No.NRLTD/R/E/22/00137

Applicant Name (आवेदक का नाम)

VIKAS PATEL

NRL HAS BEEN PUBLISHED A LIMITED TENDER ON CENTRAL PUBLIC PROCUREMENT PORTAL TENDER NO. 2022\_NRL\_703225\_1 (TK-1P25A-MP-RFQ-0023) I REQUIRED A DETAILS FOR YOUR APPROVED VENDOR LIST OF LIMITED TENDER, ON WHICH BASE YOU FLOT TENDER TO YOUR VENDOR PROCEDURE FOR REGISTRATION FOR LIMITED TENDERS

Text of Application (आवेदन का पाठ)

Reply of Application (आवेदन का उत्तर)

Attached Regards

| Sr No.<br>(क्रम सं) | Action Taken<br>(कार्रवाई की गई) | Date of Action<br>(कार्रवाई की तारीख) | Action Taken<br>By (कार्रवाई द्वारा) | Remarks (टिप्पणी)                       |
|---------------------|----------------------------------|---------------------------------------|--------------------------------------|-----------------------------------------|
| 1                   | RTI REQUEST RECEIVED             | 24/08/2022                            | Nodal Officer                        |                                         |
| 2                   | REQUEST FORWARDED TO CPIO        | 25/08/2022                            | Nodal Officer                        | Forwarded to CPIO(s) : (1) Kajal Saikia |
| 3                   | REQUEST DISPOSED OF              | 13/09/2022                            | Kajal Saikia-<br>(CPIO)              |                                         |

[View Request Document](#)  
(अनुषंग दस्तावेज देखें)

[View Reply Document](#)  
(उत्तर दस्तावेज देखें)

Q-1817

NRL/RTI/CPIO/Q- 1817

**Q.N.1:** "NRL has been published a limited tender on central public procurement portal tender no. 2022\_NRL\_703225\_1 (TK-1P25A-MP-RFQ-0023) I required a details for your approved vendor list of limited tender, on which base you flot tender to your vendor procedure for registration for limited tenders".

**Reply:** For the capacity expansion project, a Master Supplier List (MSL) was prepared for NRL by the Managing Project Management Consultant (Technip Energy) and finalised after due consultation with other EPCM Consultants and NRL's in-house records.

For inclusion of new vendor in the master supplier list, the vendor has to apply to the Managing Project Management Consultant (Technip Energy) with details of their facilities and past credentials.

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 Hemanta Kumar Nath  
Chief General Manager (Maintenance)  
Numaligarh Refinery Limited  
Numaligarh, Golaghat, Assam-785699



Ref : NRL/CPIO/RTI/Q-1800

Date : 14<sup>th</sup> September, 2022

To,  
Shri Diganta Saikia  
President, Amguri Nabanirman Samitee, ANS  
Amguri Town, Ward No. 4  
P.O. Amguri  
Dist. Sivasagar, Assam- 785680

Sub : Information under RTI Act, 2005.

Dear Sir,

This has reference to your application no- ANS-136/2022 dated 25-07-2022 seeking information under RTI Act 2005. Please find below the reply to the queries raised by you:

প্ৰশ্নঃ১ ২০১০-১১ বিত্তীয় বৰ্ষৰ পৰা ২০১৯-২০ বিত্তীয় বৰ্ষলৈকে নুমলীগড় শোধনাগাৰ লিমিটেডৰ চি.এচ.আৰ. পুঁজি তথা সামাজিক উন্নয়ন আঁচনিৰ পুঁজি কিমানটা অস্তিত্ব নথকা অনুষ্ঠান-প্ৰতিষ্ঠান, পঞ্জীয়ন নথীকৰণ নকৰা অনুষ্ঠান-প্ৰতিষ্ঠান আৰু পঞ্জীয়ন নথীকৰণ নকৰা অনুষ্ঠান-প্ৰতিষ্ঠানক পুঁজি আৱণ্টন দিছিল? পুঁজি আৱণ্টন দিয়া অনুষ্ঠান-প্ৰতিষ্ঠানৰ নাম আৰু পুঁজি পৰিমাণ সহ তালিকা দিব।

Reply: NRL does not provide any financial assistance to any unknown or unregistered organization/NGO under CSR.

প্ৰশ্নঃ২ নুমলীগড় শোধনাগাৰ লিমিটেডৰ চি.এচ.আৰ. পুঁজি তথা সামাজিক উন্নয়ন আঁচনিৰ পুঁজি বিভিন্ন অনুষ্ঠান-প্ৰতিষ্ঠানক কি নিৰ্দেশনাৱলীৰ মতে পুঁজি আৱণ্টন দিয়ে?নিৰ্দেশনাৱলীৰ প্ৰতিলিপি দিব।

Reply: NRL has provided CSR funds against various projects/schemes as per approved CSR Policy of the company and in line with approved annual plan by the Board for each Financial Year. (Copy of CSR Policy enclosed)

প্ৰশ্নঃ৩ ২০১৭-১৮ বিত্তীয় বৰ্ষৰ পৰা ২০২১-২২ বিত্তীয় বৰ্ষলৈ নুমলীগড় শোধনাগাৰ লিমিটেডৰ চি.এচ.আৰ. পুঁজি তথা সামাজিক উন্নয়ন আঁচনিৰ পুঁজি কত কত ব্যয় কৰিলে?ব্যয় কৰা শিতান সমূহ জনাব।

উত্তৰঃ Since FY 2017-18, NRL has extended CSR support in the following activity heads\_

| S/N | Activity Head Under Schedule-VII of Companies Act, 2013            |
|-----|--------------------------------------------------------------------|
| 1   | Health Care                                                        |
| 2   | Education                                                          |
| 3   | Skill Development, Supporting Differently abled & their livelihood |
| 4   | Livelihood enhancement                                             |
| 5   | Sanitation                                                         |
| 6   | Drinking Water Supply                                              |
| 7   | Rural Development                                                  |

কাজল হৃদীয়া

Contd....-2

|    |                                                                                    |
|----|------------------------------------------------------------------------------------|
| 8  | Promoting Gender equality, Empowering women                                        |
| 9  | Environmental sustainability, Forest & Animal Welfare                              |
| 10 | Protection of national heritage, Art and culture, setting up public libraries etc. |
| 11 | Sports                                                                             |
| 12 | Contribution to the Prime Minister's National Relief Fund                          |
| 13 | Benefit to armed forces ,veterans , War widows and their dependents                |
| 14 | Miscellaneous/ Overhead                                                            |

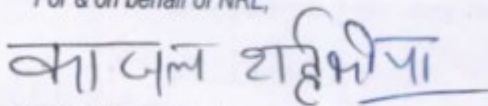
Details of the CSR project implemented by Numaligarh Refinery Limited are available in NRL website. Kindly go through the link as below: [www.nrl.co.in](http://www.nrl.co.in) > Home page link "CSR"> sub link > "Details of CSR activities for FY 2017-18 to 2021-22."

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.

Hemanta Kumar Nath  
Chief General Manager (Maintenance)  
Numaligarh Refinery Limited  
Numaligarh, Golaghat, Assam-785699

Thanking you,

Yours faithfully,  
For & on behalf of NRL,



( Dr. Kajal Saikia )  
Chief General Manager (HR&L)  
And Public Information Officer, NRL

# NUMALIGARH REFINERY LIMITED

## CSR and Sustainability Policy

### 1.0 Backdrop

Numaligarh Refinery was Setup by Numaligarh Refinery Limited (NRL) under provisions of the "Assam Accord" for providing the required thrust for socio-economic development of the region. NRL has completed 14 years of operations with sustained profitability every year, the Company's net worth having risen to Rs. 2,991 crores as on 31<sup>st</sup> March, 2014. By virtue of such credentials, the Company has been able to spend part of annual profits on CSR activities.

The Company has been implementing various schemes under Community Development Programme since inception. The community, particularly around the refinery at Numaligarh has witnessed perceptible improvement on socio-economic front on account of initiatives taken by NRL. Such developments have been instrumental in promoting goodwill and ensuring sustainable development of the organisation. However, much more is desired to be achieved. With this objective, the exercise of formulating an updated "CSR and Sustainability Policy" for the Company has been initiated. The new CSR and Sustainability Policy of NRL shall be aligned with stipulations under the Companies Act 2013, the CSR Rules of the Ministry of Corporate Affairs and Guidelines on CSR and Sustainability published by the Department of Public Enterprises (DPE) with effect from 1<sup>st</sup> April, 2014.

### 2.0 The Policy

NRL's new 'CSR and Sustainability Policy' (hereinafter referred to as 'The Policy') shall incorporate the following salient points:

#### 2.1 Vision, Mission, Objectives

**Vision:** The CSR and sustainability Vision shall be:

"To pursue CSR and Sustainability activities with a difference for ushering in inclusive development of the community".

**Mission:** The Mission shall be:

"To identify and implement welfare schemes based on genuine needs of the people through baseline survey and in-house assessment, in consultation with village development committee, district authorities, stakeholders, and to assess effectiveness of implemented schemes through periodic evaluation".

**Objectives:** The Objectives shall be:

- i) To formulate, implement and monitor CSR and Sustainability activities through a three-tier organisational structure.
- ii) To earmark adequate resources for pursuing CSR and Sustainability activities as per the policy.
- iii) To ensure effective utilisation of allocated resources towards CSR and Sustainability.

## **2.2 Conformity to statutory requirements**

The Policy shall conform to stipulations under Section 135 of the Companies Act 2013, the CSR Rules issued by the Ministry of Corporate Affairs and applicable Guidelines on CSR and Sustainability issued by the DPE.

## **2.3 Activities**

Activities pursued by NRL under CSR and Sustainability shall interalia relate to suitable activities specified under Schedule VII of the Companies Act 2013, stated at Annexure-I.

CSR and Sustainability activities of NRL is to be pursued along five broad-heads, viz. (a) Livelihood Generation, (b) Promotion of Education and Skill Development, (c) Infrastructure development, (d) Promotion of Health Care (e) Promotion of Arts, Sports, Literature and Culture, which will cover the activities specified under schedule VII of the Companies Act 2013.

NRL's flagship schemes such as 'Niramoy' on healthcare, 'Prerona' on girl-child education, 'Pariccannata' on construction of toilet blocks, 'Xokha' for assistance to differently-abled persons, among others, shall continue to be pursued with increased emphasis.

Interests of under-privileged, neglected and weaker sections of society, particularly those belonging to SC, ST, OBC, minority community, below-poverty-line (BPL) families, girl child, aged women and physically challenged persons shall be accorded due priority while formulating schemes under CSR and Sustainability.

Activities undertaken in pursuance of normal course of business shall be excluded from consideration under CSR and Sustainability.

## **2.4 Modalities of Execution**

All major CSR and Sustainability schemes shall be executed in project mode and preferably completed within a financial year. New projects shall be identified preferably through base line / need assessment survey. Periodic and year-end evaluation of major projects shall be carried out through independent external agencies. Actual project execution shall be carried out by the CSR Steering Committee. As far as possible, projects identified for implementation during a financial year should be incorporated in the 'Annual Plan on CSR and Sustainability' for that year with all pertinent details including implementation schedule, execution methodology, monitoring and evaluation. All CSR and Sustainability activities shall be implemented in a transparent manner with fairness of approach, maintaining highest ethical standards.

## **2.5 Budget Allocation**

Annual budget allocation for CSR and Sustainability activities for a given year shall be based on minimum 2% of the average profit-before-tax of three preceding financial years, as per stipulations in the Companies Act 2013.

Unspent amount from the CSR and Sustainability budget shall not lapse and shall be carried forward to next year for utilization against the purpose for which it was allocated. Adequate justification for unspent amount shall be recorded.

## **2.6 Manpower Structure**

NRL's CSR and Sustainability initiatives shall be administered through a two-tier organizational structure, comprising a CSR and Sustainability Committee of the Board at apex level and a CSR and Sustainability Steering Committee at execution level

The CSR department shall release a monthly MIS covering the progress of ongoing projects.

The Board Level Committee shall comprise three or more Directors, out of which at least one Director shall be an Independent Director. This Committee shall recommend 'CSR and Sustainability Policy' for approval of the Board. The annual budget for CSR and Sustainability activities shall also be recommended for Board approval every year henceforth by this Committee. This Committee shall monitor approved Policy, review performance of activities on half-yearly basis and keep the

Board informed accordingly. The Annual Plan on CSR and Sustainability for every financial year shall be approved by this Committee. This Committee shall advise and guide the other two committee on matters related to CSR and Sustainability.

The CSR and Sustainability Steering Committee shall comprise of 8 to 10 cross functional employees of senior level (say SM/CM level and above) as members. The CSR and sustainability steering committee shall be chaired by Head of HR. This committee shall be responsible for planning, actual implementation and monitoring of CSR and Sustainability activities. Responsibilities of this Committee shall interalia comprise the following:

- i) Identify CSR and Sustainability schemes for implementation on the basis of base line surveys through engagement of independent external agencies, need assessment surveys through in-house expertise, proposals received from district authorities, discussions with local representatives, civic bodies and citizen forums.
- ii) Identify competent agencies capable of undertaking implementation of CSR and Sustainability activities on behalf of the Company, as and when required.
- iii) Liaise with government authorities, public and private agencies.
- iv) Monitor implementation of schemes under CSR and Sustainability and inform CSR Committee quarterly
- v) Any other jobs related to CSR and Sustainability.

The Officer-in-charge of CSR shall carry out in following activities:

- (a) Compile the annual CSR and Sustainability budget and obtain necessary approval of the Company's Board.
- (b) Document CSR programmes, maintain books of account on expenditure, ensure availability of information in public domain, publish 'Annual Report on CSR and Sustainability'.
- (c) Compile and obtain approval from the Board level committee on the "Annual Plan for CSR and Sustainability". The Plan shall highlight major activities planned for the year, resource allocation, implementation timelines, execution and evaluating methodology and intended outcomes.
- (d) Carry out structured review of performance on quarterly basis and submit half yearly performance appraisal report to the CSR and Sustainability Committee of the Board.

## **2.7 Communication Strategy**

The communication strategy on CSR and Sustainability shall be to facilitate smooth and easy flow of communication between the Company and various stakeholders, beneficiaries and the general public. The members of the CSR Steering Committee shall be easily accessible to public, their contact details uploaded at the Company's web site and communication literatures. Links shall be available at the Company's web site to solicit views and suggestions from the general public and grievances, if any, shall be addressed promptly. Employees of the Company shall be sensitized about various ongoing and planned initiatives pertaining to CSR and Sustainability. Periodic advertisement and information brochure shall be released from time to time for augmenting the flow of communication. In general, communications shall emphasize on efforts made by the Company towards ensuring a sustainable future by addressing social, economic and environmental concerns of the society.

## **2.8 Local Area**

Focus of NRL's CSR and Sustainability activities shall be in the area within 10 km radius of the refinery at Numaligarh and the Company's marketing terminal at Siliguri. These two areas shall be deemed as 'local areas' in the parlance of pursuing CSR and Sustainability initiatives. Around 60% of the total CSR and sustainability budget would be spent in the local area.

## **2.9 Expenditure on Administrative Overheads**

Expenditure towards administrative overheads shall be limited to 5% of Annual CSR and Sustainability budget.

## **2.10 Delegation-of-Authority**

All CSR activities shall be carried out as per approved DOA for CSR jobs.

## **2.11 Amendment to the Policy**

Based on emerging requirements, the CSR and Sustainability Policy shall be amended from time to time. Approval to the Policy shall be sought from the Board with due recommendation from the Board Level CSR and Sustainability Committee over specific points on amendment.

## Annexure-I

### Schedule VII of Companies Act 2013

- i. Eradicating hunger, poverty and malnutrition, promoting health care including preventive health care and sanitation including contribution to the Swach Bharat Kosh set-up by the Central Government for the promotion of sanitation and making available safe drinking water.
- ii. Promoting education, including special education and employment enhancing vocation skills especially among children, women, elderly, and the differently-abled and livelihood enhancement projects.
- iii. Promoting gender equality, empowering women, setting up homes and hostels for women and orphans, setting up old age homes, day care centers and such other facilities for senior citizens and measures for reducing inequalities faced by socially and economically backward groups.
- iv. Ensuring environmental sustainability, ecological balance, protection of flora and fauna, animal welfare, agroforestry, conservation of natural resources and maintaining quality of soil, air and water including contribution to the Clean Ganga Fund set-up by the Central Government for rejuvenation of river Ganga
- v. Protection of national heritage, art and culture including restoration of buildings and sites of historical importance and works of art, setting up public libraries, promotion and development of traditional arts and handicrafts.
- vi. Measures for the benefit of armed forces veterans, war widows and their dependents.
- vii. Training to promote rural sports, nationally recognized sports, paralympic sports and Olympic sports.
- viii. Contribution to the Prime Minister's National Relief Fund or any other fund set up by the Central Government for socio-economic development and relief and welfare of the Scheduled Castes, Tribes, other backward classes, minorities and women.
- ix. Contribution to incubators funded by Central Government or State Government or any agency or Public Sector Undertaking of Central Government or State Government, and contributions to public funded Universities, Indian Institute of Technology (IITs), National Laboratories and Autonomous Bodies (established under the auspices of Indian Council of Agricultural Research (ICAR), Indian Council of Medical Research (ICMR), Council of Scientific and Industrial Research (CSIR), Department of Atomic Energy (DAE), Defense Research and Development Organisation (DRDO), Department of Science and Technology (DST), Ministry of Electronics and Information Technology) engaged in conducting research in science, technology, engineering and medicine aimed at promoting Sustainable Development Goals (SDGs).
- x. Rural development projects.
- xi. Slum area development.
- xii. Disaster management, including relief, rehabilitation and reconstruction activities.

Ref : NRL/CPIO/RTI/Q-1821

Date : 14<sup>th</sup> September, 2022

To,  
Shri Arnab Saikia  
Garangajan Gaon  
P.O. Dhalaguri  
Dist. Golaghat, Assam- 785613

Sub : Information under RTI Act, 2005.

Dear Sir,

This has reference to your application no- nil dated 18-08-2022 seeking information under RTI Act 2005. Please find below the reply to the queries raised by you:

Q.N.1 নুমলীগড় শোধনাগাৰৰ নগৰাঞ্চলৰ মুঠ মাটি কালি কিমান?

Reply: নুমলীগড় শোধনাগাৰ নগৰাঞ্চলৰ মুঠ মাটি-কালিৰ পৰিমাণ হল 323.02 একৰ।

Q.N.2 নুমলীগড় শোধনাগাৰৰ নগৰাঞ্চলৰ মুঠ মাটি কালিৰ কিমান অংশ আবাস-গৃহ বা আন কোনো নিৰ্মাণকাৰ্যই অধিকাৰ কৰি ৰাখিছে, তাৰ বিশদ বিৱৰণ।

Reply: নুমলীগড় শোধনাগাৰৰ নগৰাঞ্চলৰ মুঠ মাটি কালিৰ প্ৰায় 26 শতাংশ (%) আবাস গৃহ আৰু অন্যান্য নিৰ্মাণকাৰ্যই অধিকাৰ কৰি ৰাখিছে।

Q.N.3 নুমলীগড় শোধনাগাৰৰ নগৰাঞ্চলৰ ভিতৰত বন্য জীৱ-জন্তু উদ্ধাৰৰ তথ্য লিপিবদ্ধ কৰা হয়নে?

Reply: নুমলীগড় শোধনাগাৰৰ নগৰাঞ্চলৰ ভিতৰত বন্য জীৱ-জন্তু উদ্ধাৰৰ তথ্য লিপিবদ্ধ কৰা নহয়।

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.

Hemanta Kumar Nath  
Chief General Manager (Maintenance)  
Numaligarh Refinery Limited  
Numaligarh, Golaghat, Assam-785699

Thanking you,

Yours faithfully,  
For & on behalf of NRL,

কাজল সাইকীয়া

( Dr. Kajal Saikia )  
Chief General Manager (HR&L)  
And Public Information Officer, NRL