

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

1. Particulars of organisation

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

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

- NRL has a refinery at Numaligarh in the District of Golaghat in Assam with a refining capacity of 3 MMTPA of crude.
- The refinery products like Liquefied Petroleum Gas (LPG), High Speed Diesel (HSD), Aviation Turbine Fuel (ATF), Superior Kerosene Oil (SKO) and Motor Spirit (MS) are marketed mainly through NRL's parent company, M/s BPCL, while some quantities are also marketed thru' M/s IOCL and M/s HPCL. The other products like Naphtha, Raw Petroleum Coke, Calcined Petroleum Coke and Sulphur are marketed directly by the company or with the help of M/s BPCL. While NRL has been operating mainly as a petroleum refining company so far, it has recently entered into the retail distribution segment for marketing of MS and HSD by launching the company's retail network named 'NRL Energy Stations'. The Company has authorization from the Government of India for setting up 510 retail outlets.
- NRL has its registered office at 122 A, G. S Road, Christianbasti, Guwahati-781 005, Phone : (0361) 2203140. Its other offices are in the following places :

Office	Address
Refinery Unit	Pankagrant, P.O : Numaligarh Refinery Complex, Dist. : Golaghat, Assam, Pin – 785 699, Phone - 03776 – 265593/4 Fax : 03776-265514
Co-ordination Office	Tolstoy House, 6th Floor, 15-17, Tolstoy Marg New Delhi – 110 001 (India) Phone : (011) 23739411, 23343902 Fax : 23739412
Siliguri Office	Siliguri Marketing Terminal (Near Rangapani Railway Station) P.O. : Rangapani, Siliguri Dist. : Darjeeling, West Bengal Pin : 743434.

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

2. Powers and duties of officers of NRL :

Board of Directors

a) Whole time Directors :

Sl. No.	Name and position held	Official address
1.	Shri S. K. Barua Director (Finance) and Managing Director In-Charge	Numaligarh Refinery Limited Numaligarh, Golaghat, Assam Pin-785699 Phone: (03776)265706 Fax : (03776) 265492
2.	Shri B. J. Phukan Director (Technical)	Numaligarh Refinery Limited Numaligarh, Golaghat, Assam Pin-785699 Phone: (03776)265401 Fax : (03776) 265402

b) Independent Director (Non-Official) :

Sl. No.	Name and position held	Official Address
3.	Shri Rajkumar Sharma Practicing Company Secretary	Sujata Apartment Near Ganeshguri Chariali R. G. Barua Road, Guwahati-781006, Assam Phone: 0361-2201006/2201007
4.	Mrs. Sneh Lata Kumar IAS (Retd)	F-271, Florence Marvel Villa Sushant Lok-2, Sector-57 Gurgaon – 122003 Haryana

c) Ex-officio Directors representing BPCL, Govt. of Assam, OIL and Govt. of India :

Sl. No.	Name and Position held	Official address
5.	Shri D. Rajkumar Chairman & Managing Director, BPCL and Chairman, NRL	Bharat Petroleum Corporation Ltd . (BPCL) 4 & 6, Currimbhoy Road, Ballard Estate, Mumbai-400 001 Phone: (022)2 2713600 (O) Fax: 22713601

6.	Shri Utpal Bora Chairman & Managing Director, OIL	Oil India Limited (OIL) Plot No. 19, Sector 16-A, Noida, Uttar Pradesh Phone: (0120) 2488301 F- 0120-2488427
7.	Shri Ravi Capoor, IAS Additional Chief Secretary to the Govt. of Assam	Industries and Commerce Department Assam Secretariat, Block – D, 2 nd Floor, Dispur, Guwahati-781006 Phone : (0361) 2237239(O)
8.	Shri Praphullachandra Sharma Deputy Secretary to the Govt. of India	Ministry of Petroleum & Natural Gas Shastri Bhawan New Delhi-110001 Phone: (011) 23383508

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

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

5. Rules, regulations, instruction manuals and guidelines

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

6. Statement of the documents that are kept by NRL

- Documents required to be kept under various statutes such as :

- The Companies Act.
- SEBI Act.
- Any other statute

- Documents relating to the business carried out by NRL

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

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

8. Statement of the Boards, Councils, Committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meeting of those boards, councils, committees and other bodies are open to the public or the minutes of such meeting are accessible for public

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

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

10. Monthly remuneration received by the officers :

The pay scale of officers and workmen are given below :

OFFICERS :

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

WORKMEN :

Grade	Scale of Pay
I	Rs. 9000-15300
II	Rs. 9700-16800
III	Rs.10350-31200
IV	Rs.10900-31500
V	Rs. 11400-32500

VI	Rs. 12200-33500
VII	Rs. 12450-35500
VIII	Rs. 13150-45000

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

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

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

11. Budget for the year 2017-18 for capital expenditure of the Plan Projects, particulars of activities, proposed expenditure and disbursement made thereof

S.N	Project Cost (Rs. In crores)	Name of Project Scheme	Fund Allocated for BE 2017-18	Disbursements (Rs. In crores)
1	1,031.37	Installation of Diesel Hydrotreater Unit	250.00	*
2	Project cost to be finalized, under approval stage.	Bio Refinery Project (JV investment)	10.00	*
3	Project cost to be finalized, under approval stage.	Refinery Expansion Project including associated crude / product pipeline.	10.00	*
4	Project cost to be finalized, under approval stage.	Product pipelines from Siliguri Terminal (Siliguri-Parbatipur Pipeline)	5.00	*
		Total	275.00	*(To be disclosed after completion of financial year)

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

- Not applicable

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

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

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

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

- Annual Report
- Press Releases

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

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

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

- Central Public Information Officer:

Shri Kajal Saikia
Chief Manager (Commercial & Legal)
P.O- Numaligarh Refinery Complex,
Dist- Golaghat , Assam, Pin- 785 699
Fax: 03776265514
Phone: 03776-265815
Mobile: 9435054206
e-mail : kajal.saikia@nrl.co.in

- Nodal Officer:

Ms. M A Choudhury
Sr. Manager (Corporate Communications)
Numaligarh Refinery Limited
122A, Christianbasti, G.S. Road
Guwahati – 781005
Fax: 0361 - 2203146
Phone : 0361 - 2203243
e-mail : madhuchanda.adhikari@nrl.co.in

- Appellate Authority in respect of Appeal from the order of the Central Public Information Officers :

Shri Debashish Choudhury
GM (Commercial & Legal)
P.O- Numaligarh Refinery Complex,
Dist- Golaghat , Assam, Pin- 785 699
Fax: 03776265514
Phone: 03776265545
Mobile: 9435152008
e-mail : debashish.choudhury@nrl.co.in

17. Other information as may be prescribed :

- Nil.
