

INFORMATION PUBLISHED IN COMPLIANCE OF DIRECTION ISSUED BY THE CENTRAL INFORMATION COMMISSION UNDER SECTION 19(8)(a) OF RTI ACT, 2005.

I. Objective/purpose of Public Authority :

Mission/Vision Statement of NALCO :

Vision :

“To be a reputed global company in the metals and energy sectors.”

Mission :

- To achieve sustainable growth in business through diversification, innovation and global competitive edge.
- To continuously develop human resources, create safe working conditions, improve productivity and quality and reduce cost and waste.
- To satisfy the customers and shareholders, employees and all other stakeholders.
- To be a good corporate citizen, protecting and enhancing the environment as well as discharging social responsibility in order to ensure sustainable growth.
- To intensify R&D for technology development.

Brief History of the Public Authority :

National Aluminium Company Ltd (NALCO) was set up to exploit Bauxite reserves at Panchpatmali mines in the state of Odisha for production of Alumina and Aluminium. The Government's decision to set up NALCO was a turning point in the history of Indian Aluminium Industry. It paved the way for the country to be self sufficient in aluminium metal and also brought a technological edge in producing this strategic metal as per the world standards. Incorporated in 1981 as a public sector enterprise, NALCO is a Schedule-A CPSE under the administrative control of Ministry of Mines with 87.15% shareholding by the Government of India. With consistent track record in capacity utilization, technology absorption, quality assurance, export performance and profitability, NALCO is a bright example of India's industrial capability. The Company is an integrated and diversified mining, metal and power producer. The manufacturing units of the Company are located at Damanjodi and Angul in the state of Odisha. It has bulk shipment facilities at Visakhapatnam port in Andhra Pradesh.

Earnings from alumina and aluminium export account for approximately 40% of its turnover. Presently the Company has business dealings with more than 30 countries in the world. NALCO is the first Company in India in the aluminium sector to be registered with LME in May 1989. The Company's equity shares are listed in Bombay Stock Exchange (BSE) and National Stock Exchange (NSE). The Company has to its credit ISO 9001:2000 quality certification, ISO 14001 and OHSAS 18001 environment management certifications. The Company has also adopted SA 8000 international standards for Corporate Social Accountability. NALCO enjoys the status of a Premier Trading House and has been conferred 'Navratna' status by the Government of India.

The main highlights of the major production units of the Company are given below:

Bauxite Mine

NALCO's Bauxite mine spread over 21 kms. is located at Panchpatmali hills in Koraput District of Odisha. The original minting capacity of 4.8 million TPY was upgraded to 6.3 million TPY under the 2nd Phase Expansion, which is further upgraded to 6.8 million TPY under the upgradation project of Mines & Refinery. Approximately 90% of the Bauxite from the mine represents Gibbsite Alumina, also called Tri-hydrate Alumina, a property which allows it to be digested at a relatively low temperature and at atmospheric pressure during the alumina refining process.

Alumina Refinery

Alumina Refinery plant of the Company is situated at Damanjodi in the Koraput District of Odisha. The plant is located about 17 kms from the Panchpatmali Bauxite Mines. The mined Bauxite is transported to refinery plant by a 14.6 km long single flight multi curve 1,800 TPH capacity cable belt conveyor, unique of its kind in India. Bauxite is processed and refined and alumina is produced and transported to Aluminum Smelter Plant at Angul as well as to the storage and handling facilities at Visakhapatnam port by specially designed Rail Wagons.

The present capacity of Alumina Refinery is 1.575 million TPY consisting of three production lines of each of 525,000 metric TPA. The capacity is being augmented to 2.1 million TPY under 2nd phase expansion with addition of one more stream and it is further enhanced to 2.275 million TPY under the Upgradation Project of Mines & Refinery. The produced Alumina is transported to Angul to cater to the requirements of the Smelter Plant for production of primary aluminium metal. Alumina that remains surplus after internal consumption at Smelter Plant is sold to third parties primarily in the export markets.

The unique features of NALCO's Alumina Refinery are cent per cent capacity utilization, use of low temperature atmospheric digestion technology, production of sandy Calcined Alumina and co-generation of power for its captive use. The process technology was provided by Aluminium Pechiney (now Rio Tinto Alcan).

Aluminum Smelter

The Company's Aluminum Smelter plant is situated at Angul in Odisha. The Smelter Plant is about 699 kms from the Alumina Refinery plant, 5 kms from the Captive Thermal Power Plant, 564 kms from Visakhapatnam port facilities, 194 kms from the Paradeep port and 551 kms from the Kolkata port. The Aluminum metal produced at Aluminum Smelter plant is transported to Visakhapatnam port facilities and also to Paradeep port by rail for domestic sale as well as for export.

The production capacity of 345000 TPY has been further increased to 460000 TPY under the 2nd Phase Expansion of the Company.

The smelting process is carried on by using electrolytic reduction for conversion of Alumina into primary Aluminium metal. From the pot-line, the molten aluminum is routed either to casting units, where the aluminum is cast into ingots, sow ingots, billets, wire rods, cast strips and alloy ingots. Cast strips are rolled into various cold-rolled products. The aluminum smelter operates on one of the modern electrolysis technology, namely the AP-18 provided by Aluminium Pechiney (now Rio Tinto Alcan), which is being upgraded to AP-22 technology.

Captive Power Plant

The coal based Captive Thermal Power Plant of the Company is strategically located about 5 kms. Away from the Aluminium Smelter plant at Angul to have access to low cost electric power and to minimize transmission losses of power. The location of Captive Power Plant at Angul was strategically planned at the proximity of Talcher coalfields. NALCO sources major coal requirements for its Captive Power Plant from Talcher coalfields through 18.5 kms merry-go-round captive railway system enabling transport of critical and bulk requirement of coal at relatively low cost.

The Captive Power Plant has an electric power generation capacity of 1200 MW by way of ten turbo-generators, each rated at 120 MW. The Captive Power Plant meets the entire electric power requirement of Aluminum Smelter plant. It also provides approximately 35% of the electricity power requirement of Alumina Refinery plant besides supplying the surplus power to State grid.

On-Going Projects :

1. Alumina Refinery- Upgradation Project

Capacity upgradation of 4th Stream of Alumina Refinery from 5.25 lakh TPY to 7.0 lakh TPY and that of Bauxite Mines from 6.3 Million TPY to 6.825 Million TPY at an estimated project cost of ₹ 409 crore is in progress. Overall physical progress upto 81% has been achieved. The project is scheduled to be commissioned during the course of current year.

2. Utkal - E Coal Block

The Utkal - E Coal Block project activities, at an estimated cost of ₹ 337.61 crore (at May, 2011 price level) is in progress. It has a mineable reserve of around 67.49 mln tons.

Almost all statutory clearances have been received. Activities for acquisition of Govt. as well as private land and construction of rehabilitation colony are at hand.

3. 3rd Phase Expansion Project:

The company has initiated activities for 3rd phase brown field expansion at existing facilities at Angul and Damanjodi, in Odisha at an estimated investment of ₹ 7,500 crore.

The status of projects is as under:

a) Amperage increase at Smelter:

Smelter pot lines operating at 180 KA for the last two and half decades, have been taken to enhance current to 220 KA, at an outlay of ₹ 900 crore and the capacity of plant will be enhanced by 1.07 lakh MT, to 5.67 lakh MTPA. Preparation of Detailed Project Report and Environmental Impact Assessment (EIA) study is in progress.

b) 500MW power plant at CPP:

The proposed 500MW power plant at CPP will meet the power requirement for the technology up-gradation of Smelter Pot line besides export of surplus power to State grid. Project cost is estimated at ₹ 2,522 crore (August 2009 price level).

c) 5th stream at Alumina Refinery:

The Company has plans to add one more stream to existing four streams in Alumina Refinery. The capacity of the stream will be 1 million tones per

annum and investment will be ₹ 4,000 crore approximately. Activities for preparation of DPR are in hand.

4. 50 MW Wind Power Plant

In line with the vision of the company and in pursuit of endeavor to harness the potential in renewable energy sources, the Board of Directors of the Company has approved the investment of ₹274 crore for setting up 50 MW Wind Power Plant in Andhra Pradesh. Manufacturing of all equipments has been completed. Site storage yard construction is also completed and all materials have reached the site. Stage - II Forest Clearance for the project is being pursued with Ministry of Environment & Forests for commissioning of the plant.

5. Nuclear Power Plant in Joint Venture

The Company has entered into joint venture with Nuclear Power Corporation of India Ltd. for setting up of 1400MW nuclear power plant in Gujarat at an estimated cost of ₹ 11,459 crore. Company's present equity share is 26% and the same would be increased to 49% after approval of the Govt. of India.

Corporate Plan and Business Development

NALCO has adopted its new Corporate Plan and Vision 2020 in 2009-10 giving major thrust on diversification and capacity addition. The major goals identified by the Company in line with its Vision and Mission are:

- to achieve annual turnover of over ₹ 25,000 crore by 2020.
- to achieve annual production of 1.7 million ton Aluminum and 4 million ton Alumina by 2020.
- to transform from being only an “aluminum producer” to become a metal producer and energy provider.
- to venture into new fields of activity beyond Aluminum by setting up at least two diversified projects by 2016.
- to target at least one 1000 MW IPP by 2016.
- to maximize value and long term return to share holders through a strategy of new investments, cost competitive mines and business driven by the quality of products and services.
- to develop long-term relations with domestic and foreign clients and Joint Venture partners.
- to develop a powerful scientific and technical base. Apart from investments in volume growth, the company shall substantially finance R&D and modernization of facilities, laboratories, achieving improvements in the quality of products and satisfying customer demands.

- to adopt main strategic priorities aimed at end user orientation.

In line with its Corporate Plan and Vision 2020, the Company is planning to set up a second aluminium smelter plant in India and preparing mining plan for grant of Mining Lease over Gudem and KR Konda blocks in Andhra Pradesh for which the Govt. of India has accorded consent for grant of Mining Lease and Pattangi in Odisha.

Notwithstanding the fact that the Company started its growth and diversification initiatives only recently, it has been able to achieve reasonable progress on some projects in hand. The progress made in some of the major initiatives are given below:

- Alumina Refinery in Gujarat:** The Company has emerged as the sole qualified bidder for setting up of alumina refinery based on bauxite deposits in Kutch district, Gujarat. Project office has been opened in Ahmedabad to take up pre-project activities. Project agreement and other agreements for sourcing raw materials for the project are under finalization.
- Nuclear Power Plant:** A JVC between NALCO and NPCIL in the name of “NPCIL-NALCO Power Company Ltd.” was incorporated on 02.03.2012 to develop Kakrapar Atomic Power Station (KAPS) - 3 & 4. First Board meeting of the JV company was held at Bhubaneswar on 16th March, 2012.
- Smelter project in Odisha:** As advised by the State Government, the Company has identified a suitable alternative location in Sundargarh district in Odisha for the smelter and power project. It is expected that water for proposed project would be allocated soon by the State Government.
- 2nd Wind Power Plant:** The Company is in advanced stage of finalization of the wind farm developer to set up another 50 MW wind power plant in any wind potential state in India.

Further, a consultant is finalised for carrying out feasibility study in the mined out area of Damanjodi for setting up of another wind power plant for the Company.

- Solar Power Plant:** In order to meet its renewable purchase obligation (RPO), NALCO is pursuing to set up a 15 MW solar power project, for which it has already prepared the feasibility report. The proposed Solar

Power Project has been registered with Rajasthan Renewable Energy Corporation Ltd. (RRECL).

Duties/main activities/functions of Public Authority:

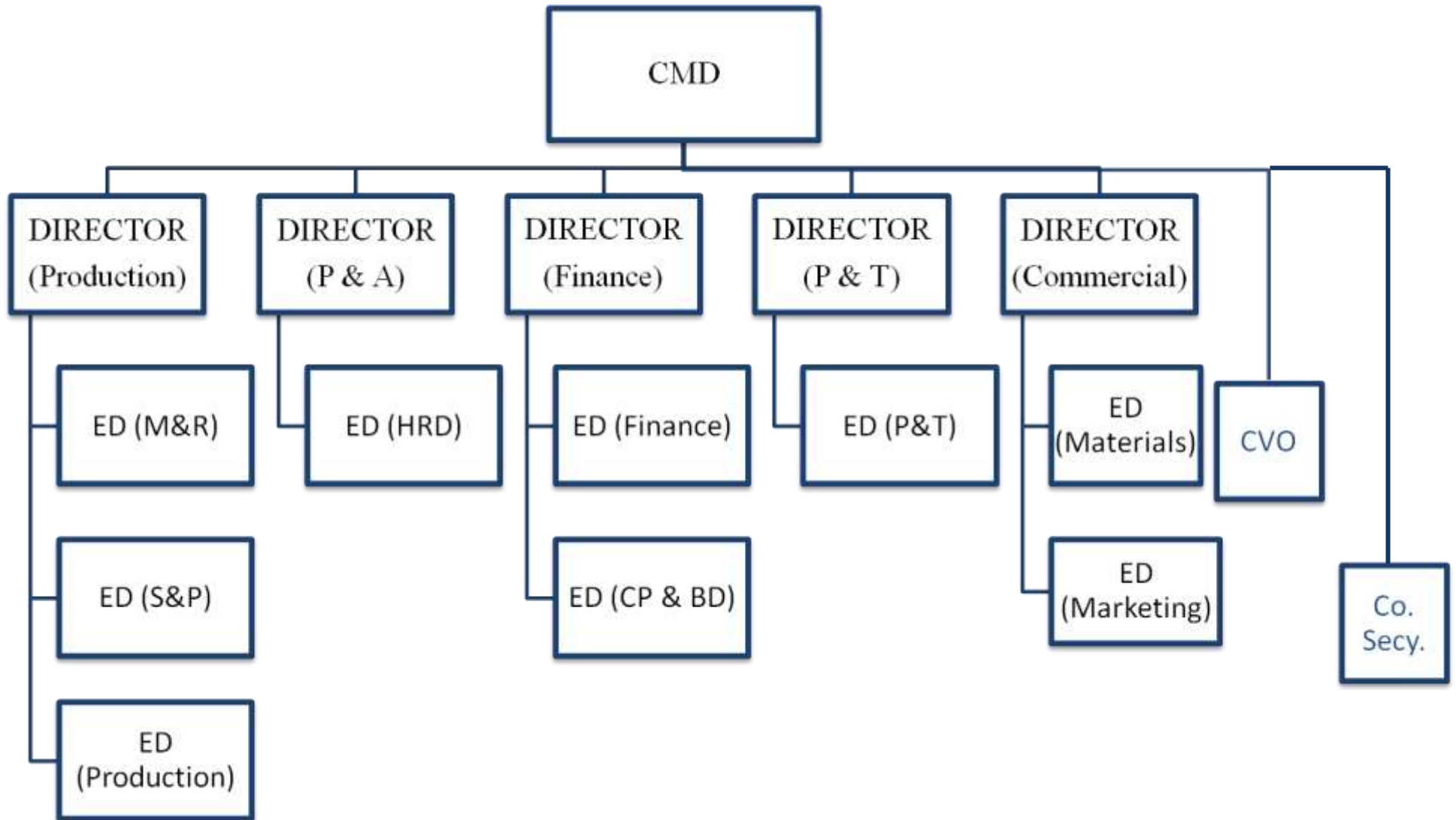
NALCO is in the business of mining of Bauxite, manufacture of Calcined Alumina, Alumina Hydrates, Zeolite and manufacture of Aluminium metal as well as aluminium rolled/special grade products using electric power generated by it for captive consumption.

List of Products/services being provided by the Public Authority with brief write up on them :

NALCO's products belong to Aluminium Sector in the non-ferrous metal category and are sold as commodities as per the details and specifications given below :

- PRODUCTS** : 1. Alumina
- Calcined Alumina
 - Alumina Hydrate
 - Speciality Aluminas & Hydrates
 - Detergent Grade Zeolite
2. Aluminium Metal
(High Purity, EC & CG)
- Standard Ingots
(each approx. 20 ± 3kgs /22.5 ± 1.5 kgs)
 - Sow Ingots
(each max. 750 kgs)
 - T - Ingots(each weighs 650 kgs ± 5 kgs)
3. Aluminium Wire Rods
- Wire Rods (in coil form, 9.5 / 11.95 mm dia, weight approx. 2 mt)
 - Flipped Wire Rod Coils (9.5 / 11.95 mm in coil form in steel cage, weighing 1200-1400 kgs)
4. Aluminium Billets (in five sizes)
- 127 ± 1.5 mm dia
 - 152 ± 1.5 mm dia
 - 178 ± 1.5 mm dia
 - 203 ± 1.5 mm dia
 - 229 ± 1.5 mm dia
5. Aluminium Flat Rolled Products
(Coils & Sheets in Alloys AA1050, AA1100, AA1200, AA3003, AA3105, AA5005, AA5052 & AA8011)

Organizational Structure Diagram at various Levels:
Organizational Structure Diagram of NALCO :



Expectation of the Public Authority from the Public for enhancing its effectiveness and efficiency:

1. NALCO as a public authority expects that the Indian citizen should seek information in respect of one subject only by way of one application. It creates problems for the PIO if the information seeker seeks information in respect of many subject by way of one application, because in a large company like NALCO, the information sought may be available in various departments, offices, units and obtaining the same from various sources within the stipulated period of 30 days may pose a practical difficulty. Even DOPT, Ministry of Personnel, Public Grievances & Pensions, Govt. of India in its Guidelines for Information Seekers in Part III of Circular No. 12/192/2009-IR says so.
2. NALCO expects that the purpose of the RTI Act should not be misused by seeking vexatious, frivolous and repeated questions from the Public Authority without serving any public purpose.
3. NALCO also expects that the RTI Act should not be used as a mechanism to redress the individual grievances/personal problems. The information seekers may use other redressal forums for the purpose rather than using RTI Act.

Arrangements and methods made for seeking public participation/contribution:

NALCO is a commercial organization and policies formulated by it relate to its internal management and control. All its policies are formulated in compliance with the provisions of all applicable statutes, rules, regulations and guidelines issued by Government/statutory authorities from time to time. Since NALCO follows DPE guidelines and other extant guidelines from Govt. of India, it is construed that there is public participation/contribution. NALCO's policies are also influenced by guidelines given by various Parliamentary Committees that will ensure contribution from the public in its policy decision.

Mechanism available for monitoring the service delivery and public grievance resolution:

The Company caters to two broad markets, namely export market and Domestic market. The Company, to be able to serve the domestic customers better, has a Marketing set-up in place, which consists of a Corporate Marketing Department at Bhubaneswar, Regional Offices at New Delhi, Kolkata, Chennai, Mumbai and a branch office at Bangalore. The Company has stockyards at Baddi, Jaipur and Faridabad in the North, Kolkata in the East, Vizag, Chennai and Bangalore in South and Bhiwandi and Silvassa in the West.

During the beginning of the financial year, Company signs Annual Memorandum of Understanding (MoU) with the customers in the domestic market for their

requirements for the whole year. The corporate marketing department and the regional offices are in regular touch with the customers regarding their requirements. The requirements of valued customers are then discussed with the production department during the beginning of every month to finalize the different product mix in order to satisfy the product requirements of the customers of the domestic and export markets.

For better coverage, the domestic market for aluminium is segregated product-wise and accordingly, the Company's marketing department has a CG Sector section handling Ingots, Sows and Billets & EC Sector section handling Wire rods. Both the sections are collaboratively responsible for customer acquisition, Despatch Instruction (DI) and truck planning, MOU requirements, redressal of customer complaint and feedback as well as coordination with Marketing-Finance wing for maintenance of customer account balances and re-adjustments as required from time to time. Considering the complexities of Rolled Products and modest export, both domestic and export sales are looked after by a special group of marketing personnel. Presently, the Company has dedicated executives both at Regional offices and Corporate Office for handling major customers.

Customer meets are also arranged by Regional Offices where customer feedback is gathered and the same is analyzed for further improvement in customer service and product requirements.

MIS and Marketing Research group are earmarked at Corporate Office & Regional Offices and their primary job is to collect information from the Market from time to time and provide vital information for decision making and formulating marketing strategy.

Public Grievances

With a view to keep its Human Resources contented and promote harmonious employer-employee relation, the Company has formulated and implemented formal grievance procedures for quick redressal of employees' grievances. The formal grievance procedure presently in operation in the Company is given below:

Grievance Procedure for Executives

Objectives :

- a) To provide a formal channel for redressal of grievances of individual executives in their employment relationship.
- b) To take all possible steps for redressal of grievances.
- c) To review and recommend action for minimizing such grievances in future.

Scope :

Executive employees in pay scales upto and including ` 36,600-3%-62,000/- (E-4 Grade) can invoke this procedure for redressal of their grievances. The procedure will cover all matters of employment relationship except the following:

- General issues involving scale of pay, allowances, fringe benefits, etc.;
- Disciplinary action taken under Conduct, Discipline and Appeal Rules of the Company;
- Cases relating to vigilance and security;
- Discharge or termination of services as per terms of employment contract;
- Promotion policies of the Company.

Executive employees in the pay scale of Rs.43,200-3%-66,000/-(E-5 Grade) and above will seek redressal of their grievances directly from heads of projects.

Procedure:

- i) The aggrieved executive may take up his grievance orally with the Head of the Department. The Head of the Department concerned may consult HRD/Finance Department and other agencies as required and take steps for redressal of the grievance expeditiously.
- ii) If the aggrieved executive is not satisfied with the reply of the Head of the Department, he may submit his grievance formally to the General Manager/Head of the Unit in writing giving all relevant details of his grievance within 30 days from the occurrence of the cause of the grievance.
- iii) All the grievances of individual executives will be registered in a register to be maintained in the office of General Manager/Head of the Unit. After examination and consideration, the decision of the General Manager/Head of the Unit will be communicated to the aggrieved executive within a fortnight. The General Manager/Head of the Unit may give a personal hearing to the executive before disposing of the grievance.
- iv) On receipt of the reply from the General Manager /Head of the Unit, if the aggrieved employee is still not satisfied, he may make an appeal to the Chairman-cum-Managing Director giving all details of his grievance in writing.
- v) The decision of the Chairman-cum-Managing Director will be communicated to the aggrieved executive within 30 days and will be final in the matter.
- vi) The decision on the grievance will be implemented expeditiously.

Grievance Procedure For Non-Executives

Objective:

With the object of providing workmen of the Company, a readily accessible machinery for prompt redressal of their day-to-day grievances, the management lays down the procedure and the machinery therefor, as specified herein:

Scope :

Individual grievances involving matters like the following may be taken up under this procedure:

- Physical working conditions and welfare amenities,
- Allotment of quarters,
- Attendance,
- Payment of wages, allowances, overtime, increments, arrears, etc.
- Recoveries from wages,
- Medical facilities,
- Seniority,
- Transfer,
- Leave,
- Promotion and acting in higher position.

Matters relating to collective bargaining/ disputes (involving groups), such as pay scales, allowances, bonus, hours of work and common benefits, etc. and also cases relating to disciplinary matters will be outside the purview of this grievance procedure.

In case of any grievance arising out of discharge or dismissal of workmen, this procedure shall not apply.

Procedure:

An aggrieved employee may in the first instance meet his immediate superior officer and present his grievance orally to him. The immediate superior officer may consult other connected agencies required for the redressal of the grievance and try to settle it within 3 days.

Stage I

- i) In case, however, the employee is not satisfied, he/she may seek redressal formally through grievance procedure at stage-I for which he/she has to fill in Form-I giving details of his/her grievance, within 60 days from the occurrence of cause of the

grievance to his/her Head of Department. On receipt of the grievance Stage-I , the Head of Department concerned will arrange to register in a register to be maintained in his office and take necessary steps for redressal of the grievance. In the process, he may consult the HRD/Finance Department and other connected agencies as required.

- ii) The Head of the Department may also give a personal hearing to the employee and collect additional information, if any, required for redressal of the grievance.
- iii) The Head of the Department will arrange for a formal reply to the employee concerned within 7 (seven) days of receipt of the grievance under intimation to the Dy.Manager(HRD)/ Manager(HRD) concerned.

Stage II

- i) In case the employee is still not satisfied with the reply received from the Head of the Department or he/she does not receive any reply within the stipulated period, he/she may take recourse to the grievance Stage-II by submitting Form-II to the Secretary, Grievance Committee, as notified in his/her unit, within 7 days from receipt of reply to stage-I or 15 days from the date of submission of Grievance Stage-I.
- ii) The Secretary, Grievance Committee shall register the grievance on behalf of the Grievance Committee and give an acknowledgment of the same to the aggrieved employee. He may collect relevant facts, and rules and guidelines on the subject of grievance from all sources concerned and prepare a detailed note for examination by the Grievance Committee consisting of the Chairman, two representatives of management and two representatives from the employees.
- iii) The employee concerned may be heard in person by the Grievance Committee if he/she likes. He/she may be allowed to be assisted by a co-employee of his/her Department/Unit before the Committee, if he/she so desires.
- iv) The Grievance Committee may seek assistance of the Head of the Department concerned and/or any other agency considered necessary for redressal of the grievance.
- v) The decision of the Grievance Committee will be communicated to the aggrieved employee within 30 days of receipt of the

grievance. In case of any delay in communicating the decision within the prescribed limit, the reason thereof shall be recorded in writing and the aggrieved employee shall be communicated of the delay.

- vi) If it is not possible for the Grievance Committee to arrive at a unanimous decision, the committee will make a reference of the grievance with record notes of the discussions/views, duly signed by the members of the committee, to the General Manager/Head of the Unit, who will decide the issue and send back his decision to the Secretary, Grievance Committee. The Secretary of the Grievance Committee will bring it to the notice of other members of the Committee and take steps for its implementation.
- vii) The decision of the Grievance Committee communicated to the aggrieved employee will be final subject to Stage III - Appeal.

Stage III - Appeal

The aggrieved employee may prefer an appeal to the General Manager/Head of the Unit against the decision of the Grievance Committee within a period of 7 days from the date of receipt of the reply of the Grievance committee. The General Manager/Head of the Unit may consult the Corporate HRD/Finance Department, where necessary, and also give a personal hearing to the appellant before giving a decision.

The decision of the General Manager/Head of the Unit, which will be final, will be communicated to the employee within one month from the date of receipt of the appeal.

Constitution of Grievance Committee:

The constitution of the committee will be as under:

- i) Chairman
- ii) Two representatives of management, and
- iii) Two representatives of the employees.

The Chairman will be nominated by the management.

An officer of HRD Department nominated by the management will be the Secretary of the Committee. It will be his responsibility to arrange for the meetings of the Grievance Committee, keep the necessary records and take action on the decisions of the Committee.

Representative of Workmen:

If there is a recognized union, it will intimate two names and alternate names in order of priority for representation in the committee. The management will select the required number from amongst the names recommended by the recognized union.

If there is no recognized union, two of the more representative registered trade union, functioning in the establishment according to their membership in the establishment, shall be asked by the management to intimate two names each along with alternate names in order of priority for representation in the committee. The management shall select the recommended names in such manner that each of the above mentioned two unions has at least one representative each on the committee.

In case of doubt as to which are the two more representative registered unions the matter may be decided in consultation with the conciliation officer.

The life of the Committee shall be one year, the existing members, however, continue to function on the Committee till the reconstitution of the fresh committee.

Meetings:

The Grievance Committee shall meet once in every fortnight or earlier, if necessary.

One member representing the management and one member representing the workmen besides the Chairman shall constitute the quorum for a meeting of the Committee.

Miscellaneous:

If the grievance arises out of an order given by the management/superior officer, such order shall be complied with before the workman concerned invokes the procedure laid down herein. If, however, there is a time lag between the issue of an order and its compliance, the grievance procedure may be invoked that the order nevertheless must be complied with, within the due date.

The aggrieved employee or any union on his behalf will not move for conciliation, adjudication or move any other Government machinery for intervention in the matter where an employee has taken up a grievance for redressal under this procedure until he has exhausted all the steps prescribed.

The aggrieved employee or his co-employee working within the organisation will be allowed to leave the Department by their superior on receipt of a call during the working hours if they are satisfied that the employees are required in connection with the proceedings of the Grievance Machinery. The time spent by the employee in this connection shall be treated as on duty.

No workman shall be harassed or victimized for having preferred a grievance to be processed under this procedure. Any complaint from a workman regarding harassment or victimization may be made directly to the Sr. Manager(HRD).

Decision on the grievance dealt with under this procedure will be in accordance with the existing policy, rules, regulations and procedures of the Company.

It would be the endeavor of the management to ensure speedy implementation of the decision of the Grievance Committee and the General Manager of the Unit.

Interpretations/Amendments:

In the event of any doubt/dispute in regard to the interpretation of any of the aforesaid provisions, the decision of the Chairman-cum-Managing Director will be final and binding on all concerned. The Chairman-cum-Managing Director shall be empowered to amend/supplement/substitute this procedure and to issue any administrative instructions in pursuance thereof.

Public Grievance Redressal System :

Apart from formal grievance procedures, Grievance Cell in the organisation for dealing with Public Grievance is functioning effectively since March 1985 for redressal of public grievance promptly, objectively and in a fair and just manner. In the production units/ corporate office, a grievance register is maintained. All the designated Public Grievance Officers observe every Wednesday as meeting day and ensure availability in the respective offices between 2.30 pm and 5.30 pm for smooth handling of grievance of the aggrieved citizen. A locked compliant box is placed at the reception for the convenience of complainants. A suitable page on the working of public grievance redressal machinery has been incorporated in the Nalco's website for general awareness. Time limit for disposal of public grievances within 3 months has been fixed and suitable instructions have been issued to all concerned to strictly adhere to the same. Grievance prone areas and the evaluation of the functioning of grievance redressal system are reviewed by the Chairman-cum-Managing Director on quarterly basis.

II. Please provide details of powers and duties of Officers and employees of the Organisation :

The powers and duties of the officers and employees of the Company stems mainly from the provisions of the Companies Act, 1956 and Memorandum & Articles of Association of the Company. The officers and workmen of the Company carry out the business operations of the Company in line with the objectives specified in the Memorandum of Association of the Company.

While discharging duties and responsibilities, officers and workmen of the Company are complying with applicable provisions of the all applicable statues and rules and regulations framed thereunder.

Since NALCO is a Government Company registered under the provisions of the Companies Act, 1956, the powers and duties of its Directors and conduct of its business is regulated by the provisions of the Companies Act, 1956, the Memorandum and Articles of Association of the Company and other enactment under various laws.

Being registered under the Companies Act, 1956, as per the Articles of Association of the Company, the powers to manage the affairs of the Company rest with the Board of Directors. The Board of Directors has authorized the Chairman and Managing Director to exercise all or any of the powers vested in the Board for the management and administration of the company except certain matters for which the approval of the Board and the President of India or the shareholders shall be necessary as the case may be. The Chairman & Managing Director, in turn, has delegated various powers upto certain limit to the officers of the Company.

The business of the Company is regulated and controlled by the Board of Directors of the Company subject to compliance of conditions stipulated by the Department of Public Enterprises, Ministry of Industry, Government of India regarding Navratna powers.

The Board of Directors of the Company have delegated certain powers to the Chairman-cum-Managing Director and other functional Directors of the Company for smooth functioning of day to day affairs of the Company. The Job Description and Responsibilities of Directors are given below:

I. Chairman-cum-Managing Director

The Chairman-cum-Managing Director is the Chief Executive Officer of the Company and is accountable to the Board of Directors. He is responsible for the effective functioning of the Company in pursuit of its mission, goals and objectives.

The Board of Directors have delegated powers to the Chairman-cum-Managing Director within the parameters stated in the Companies Act, 1956, Articles of Association of the Company and the guidelines issued by the Govt. of India from time to time.

His responsibilities, inter-alia, include the following:-

- Create a strategic vision for the business that stems from the Company's existing strength, builds on its distinctive competitive advantages and opportunities available.
- Establish the basic priorities, ethical values, policies, attitudes within the Company that will instill a sense of personal involvement in and commitment to the strategic vision throughout the organization.
- Develop business strategies and operating plans that reflect the long term corporate objectives.
- Undertake a programme for systematically strengthening management at all levels by training, retraining, development, delegation, motivation, recruitment and replacement.
- Closely monitor the operating and financial results against agreed plans and budgets as also against those achieved by the peers in the business and ensure timely remedial measures in furtherance of the Company's long term sustainability of financial health.
- Provide corporate leadership with a strong conviction, clear strategic vision, intellectual capacity and management experience.
- Compliance of provisions of Companies Act, 1956, SEBI Guidelines, Listing Agreement and Depositories Act, 1996 through Company Secretary.
- Establish efficient vigilance administration.
- Co-ordination among all Directors.

II. Director (Commercial)

Director (Commercial) is a member on the Board of Directors and report to the Chairman-cum-Managing Director. He is responsible for overall supervision, co-ordination and direction of marketing and materials functions of the Company. His specific duties and responsibilities inter-alia, include the following:

(A) Marketing

- Develop and implement appropriate strategies, policies & plans to promote and protect the Company's commercial interests in tune with Company's objectives and targets.
- Inter-face with the global metal exchanges, trading agencies, consumers and Government.
- Overall supervision, co-ordination and direction of marketing activities both for domestic as well as international markets, to enhance market share and maximize realization.
- Promotion of product diversification and market development for new products.
- Coordination for product mix etc.
- Sale and purchase of power.
- Market intelligence, information and customer satisfaction.

(B) Materials

- Formulation of policies and procedures for procurement, warehousing and inventory management and their implementation.
- Procurement of equipment, raw materials, fuels including non-CIL linkage coal, spares, components and consumables as required for production, project and operations of the Company.
- Create and monitor various logistic facilities for coal and other materials, inward, outward and internal transfers.
- Ensuring timely insurance coverage at competitive rates and prompt settlement of insurance claims, excluding insurance related to employees and life insurance.
- Ensuring efficient working of port facilities at Visakhapatnam and to comply with requirements as 'occupier' of port facilities.
- To lead, guide and motivate the team of high caliber commercial professionals.

III. Director(Finance)

Director(Finance) is a member on the Board of Directors and reports to CMD. As the functional Director in-charge of Finance and Planning, he is responsible for the financial , accounting and planning functions of the Company.

His responsibilities also include the following:-

- Prudent financial management in the Company including cost reduction, revenue maximization, budgetary control, planning and monitoring expenditure during the construction of new projects.
- Financial scrutiny of all proposals including matters pertaining to placement of orders, tendering and operation of contracts/tenders.
- Stock verification, maintenance of proper accounts and financial propriety and effectiveness of the procurement of materials and services.
- Keeping a track of foreign exchange and price trends besides assisting in negotiating contracts.
- Foreign Exchange management.
- Putting in place various systems to prevent financial irregularities in the Company.
- Ensuring compliance of various tax laws, Companies Act, SEBI guidelines, Foreign Exchange Management Act, Listing Agreement etc. relevant to Finance Department and Public Records Act.
- Business Development and Corporate Plan activities of the Company. All Greenfield projects up to DPR approval.
- Overall risk management of the Company.
- Formulating internal control and check systems including internal audit and implementation thereof.
- External audit and Government audit.
- Ensuring compliance to laws related to Excise, Sales tax, Customs, Entry tax, Service tax, VAT & other taxes.

IV. Director(Project & Technical)

Director(Project & Technical) is a member on the Board of Directors and reports to CMD. He is incharge of all project activities and is responsible for -

- Technical and engineering aspects pertaining to all new projects, expansion schemes, techno-economic evaluations and planning in coordination with Business Development Department.
- Implementation of all sanctioned/approved projects within the prescribed schedules and cost, except AMR projects of value more than Rs.5 crores.
- Coordination of technical and engineering matters with all the consultants in matters of process flow sheet, layout, energy balance and technological aspects of all the segments of the projects.
- Coordination with all consultants/departments/agencies in connection with implementation of projects.
- Technical problems connected with major modifications and alterations of the existing plant as and when required.
- Introduction of new and efficient technologies and other cost saving devices.
- All the technology, technical and engineering services required for the satisfactory performance of the various units of the Company.
- Representation in appropriate technical institutions involving use and development of Alumina /Aluminium in the country.
- Import substitution cell.
- Technical guidance to entrepreneurs for promotion of ancillary industries.
- Research and Development activities being carried out in collaboration with other research institutes and laboratories. (Day-to-day requirement of the process control laboratory will be under the unit heads).
- Implementation and maintenance of Electronic/IT systems including Enterprise Resource Planning systems in the Company.

V. Director(Human Resource)

Director(Human Resource) is a member of the Board of Directors and reports to CMD.

His responsibilities also include the following:

(A) Personnel Matters

- Recruitment, Establishment and Training.
- Formulation and implementation of personnel policies of the Company.
- Creating congenial environment for harmonious industrial relations and promotion of efficient work culture in the Company.
- Ensuring compliance of provisions of various industrial and labour laws.
- Industrial Engineering required for achieving high degree of efficiency in personnel function.

(B) General Administration Matters

- General administration functions in all units and offices
- Legal matters
- Transport
- Medical
- Exhibitions
- School facilities
- Land acquisition
- Estate Department
- Sports & Cultural activities
- Planning and implementation of security of the Company's properties, Personnel and establishment
- Hindi/Rajbhasha Cell
- Law and order in conjunction with the State authorities
- Civic amenities, bank, post office, police station, public health, fire services, welfare activities/facilities
- Horticulture and forestry
- Guest houses
- Development and maintenance of corporate image of the Company through appropriate media management and Corporate Social Responsibility activities
- Ensuring efficient peripheral development activities as a part of Corporate Social Responsibility

VI. Director(Production)

Director(Production) is a member on the Board of Directors and reports to the CMD. He is responsible for all the production activities of the Company at various units viz., Mining , Alumina Refining, Power Plant and Aluminium Smelter.

His responsibilities also include the following:-

- All technological matters related to production and services.

- Operation and maintenance of plant efficiently at rated capacity including control of consumption of material inputs and manpower, quality and costs.
 - Adoption of suitable product mix in consultation with Marketing and Finance Departments.
 - Recycling of wastes.
 - Coordination with all external agencies connected with production.
 - Coordination with Mahanadi Coal Fields Ltd. for regular and proper supply of linkage coal in terms of Fuel Supply Agreement.
 - Pursuing with Government for increasing the coal linkage & signing Fuel Supply Agreements.
 - Introduction of new and efficient methods and other cost saving devices.
 - Ensuring compliance to Safety, Health, Environment and Pollution Control provisions of relevant statutes.
 - All issues as 'occupier' of the factories under the Factories Act at Refinery, Smelter and Captive Power Plant and as 'owner' of Mines as per the Mines Act.
- III. Please provide list of Rules, Regulations, Instructions, Manual and records held by Public Authority or under its control or used by its employees for discharging functions as per the given format. This format has to be filled for each type of documents.**

Important Internal Rules, Regulations, Manuals and Records, which are held and used by the employees of the Company in discharge of their functions are given below :

Matters pertaining to company affairs

- Memorandum & Articles of Association.
- Statutory Registers under the Companies Act, 1956
- Statutory Registers under other applicable Acts and Rules & Regulations.
- Annual Reports
- Annual Returns
- Various Returns and Forms filed with the Registrar of Companies, Stock Exchanges, Depositories etc.
- Government Guidelines including Navratna guidelines.

- President Directives issued from time to time.
- Decisions of the Board of Directors/Committees of Directors in their Meetings as contained in the minute books including Agenda papers.
- Decision of the shareholders in the General Meetings/Extra-ordinary General Meetings as contained in the minute books including Agenda papers.
- Code of Internal Procedures and Conduct for Prevention of Insider Trading in dealing with securities of NALCO.
- Codes of conduct for Board Members and Senior Management Personnel.
- Listing agreement with Stock Exchanges(BSE&NSE) in which NALCO shares are listed.
- By-laws and Business Rules of Depositories(NSDL & CDSL)
- Share Transfer Deeds & Demat/Remat Requests kept in bound volumes.
- Delegation of Powers(DOP)
- Register of Members(Soft Copy)
- Parliament Questions on various aspects of functioning of the Company and replies by NALCO.
- Questions raised by State Legislatures on various aspects of functioning of the Company and replies by NALCO.

Matters pertaining to Finance & Accounts

- Accounting policies
- Accounting standards
- Accounts Manual
- Books of Accounts
- Statement of Quarterly Financial Results
- Annual Report
- Accounts Manual
- Documents pertaining to payment of Income Tax, Tax Deducted at Sources, etc.
- Vouchers, etc.

Matters pertaining to works, Contract, Commercial, Procurement & Marketing

- Purchase Manual
- Contract Manual
- Store Manual
- Marketing Guidelines
- Tender Documents,Purchase Orders/job contracts
- Tender Specifications & drawings for projects.
- Approved drawings and documents.

HR & Establishment Related matters

- HRD Manual
- Personal Files of Employees

- Various internal policies, rules & regulations pertaining establishment matters
- Performance Appraisal Reports of employees
- Delegation of Powers
- Service Rules
- CDA Rules

Project/Plant operation related matters

- Mining Lease
- MoU targets
- Operational Manuals
- Quality System Manuals.
- Detailed Project Report / Feasibility Reports of Projects implemented and those under implementation for the last 10 years.
- Documents relating to clearance and approval of Competent Authorities.
- Feasibility Reports / Detailed Project Report for last 10 years.
- Govt. Clearance / approval

Administration & CSR related matters

- Land Acquisition and other property related documents
- Quarter allotment Rules
- Norms for Guest House charges
- Norms for Vehicle allotment
- Policy/guidelines on Community Development & welfare activities, donation to charities, etc
- Documents containing information regarding community development and welfare activities carried out by the Company, etc.
- Resettlement and Rehabilitation policy
- Corporate Social Responsibility Scheme & NALCO Foundation

Public relations, publicity

- Advertisement guidelines

Vigilance related matters

- Vigilance Manual.
- CVC Guidelines issued from time to time.

Documents pertaining to legal matters

- Petition, complaints, written statements and other documents submitted to Hon'ble Courts, tribunals, etc.
- Orders of Hon'ble courts; etc.,

Agreements

- Agreement with Technology Suppliers & Process Licensors
- Agreement with Project Consultants, Consultants, etc.
- Agreement with vendors, transporters, service providers, etc.

Licences

Various licences as applicable to NALCO

Location and custody of important Documents:

Sl. No	Name/ Title of documents	Description	
01	<u>Company Secretary Department</u> <ul style="list-style-type: none"> ▪ Memorandum & Articles of Association ▪ Statutory Registers under the Companies Act, 1956 ▪ Share Transfer Deeds and Demat/Remat Requests kept in bound volumes. 	Brief write -up on the documents	Matters relating to formation and indoor management of the Company & share transfer activities including demat/Remat.
		From where one can get a copy of these records	Company Secretary National Aluminium Company Ltd. Nalco Bhawan, P/1, Nayapalli Bhubaneswar- 751 061 Telephone- 0674- 2300667(o) Fax- 0674-2300677 E-mail: knravindra@nalcoindia.co.in
		Fee charged by the department for a copy of these documents.	As per the RTI Act.

Note: All other documents pertaining to company affairs held in the Company Secretary Department are documents in the nature of Commercial Confidence, which are exempt for disclosure under Section 8(1)(d) of RTI Act,2005 and hence, can not be provided.

Sl. No	Name/ Title of documents	Description	
01	<u>Finance & Accounts Department</u> <ul style="list-style-type: none"> ▪ Accounting policies ▪ Accounting standards ▪ Accounts Manual 	Brief write -up on the documents	Matters relating to Finance and Accounts of the Company
		From where one can get a copy of these records	Executive Director(Fin.)/GM(Fin)/DGM(Fin) National Aluminium Company Ltd.

	<ul style="list-style-type: none"> ▪ Books of Accounts ▪ Statement of Quarterly Financial Results ▪ Annual Report ▪ Accounts Manual ▪ Documents pertaining to payment of Income Tax, Tax Deducted at Sources, Vouchers, etc. 		<p>Nalco Bhawan, P/1, Nayapalli Bhubaneswar- 751 013 Telephone- 0674-2301333/2300043/2301085 Fax- 0674-2300740 E-mail:ED-FIN@nalcoindia.co.in</p>
		Fee charged by the department for a copy of these documents.	As per the RTI Act.

Sl. No	Name/ Title of documents	Description	
01	<p><u>Finance & Accounts Department of Units & Regional Offices</u></p> <ul style="list-style-type: none"> ▪ Accounts Manual ▪ Books of Accounts ▪ Accounts Manual ▪ Documents pertaining to payment of Income Tax, Tax Deducted at Sources, Vouchers, etc. 	Brief write -up on the documents	Matters relating to Finance and Accounts of S&P Complex,Angul/ M&r Complex,Damanjodi/all Regional Offices.
		From where one can get a copy of these records	<ol style="list-style-type: none"> 1. GM(Finance) National Aluminium Co. Ltd. S&P Complex, Angul-759145. Telephone- 06764- 223749 Fax- 06764-223747 2. GM(Finance) National Aluminium Co. Ltd. M&R Complex, Damanjodi-763008. Telephone- 06853- 254511 Fax- 06853-254341 3. Finance-in-Charge National Aluminium Co. Ltd. Port Facilities Office, Visakhapatnam-530035. Telephone- 0891-2569554 4. Finance-in-Charge National Aluminium Co. Ltd. Core-4, 5TH Floor, District Centre,SCOPE Minar, Laxmi Nagar, Delhi-110092 Telephone- 011- 22010795 5. Finance-in-Charge

			<p>National Aluminium Co. Ltd. J.K.Millennium Centre,First Floor,46-D,Chowringhee Road,Kolkata-700071. Telephone- 033- 22801497</p> <p>6. Finance-in-Charge National Aluminium Co.Ltd. 215,T.V. Industrial Estate,S.K.Ahire Marg,Worli,Mumbai-400030. Telephone- 022- 24939288</p> <p>7. Finance-in-Charge National Aluminium Co. Ltd. 3E,Century Plaza,560 Anna Salai,Teynampet,Chennai-600018. Telephone- 044-24344162/24335483</p>
		Fee charged by the department for a copy of these documents.	As per the RTI Act.

SL. NO.	NAME / TITLE OF DOCUMENTS	DESCRIPTION	
01	<p><u>Marketing Dept.</u></p> <ul style="list-style-type: none"> ▪ Marketing Guidelines 	Brief Write-up on the Documents	<p>Objective: The main objective of the Marketing Guideline is to prescribe and streamline the Marketing Functions to be discharged by different personnel in the Marketing Dept. and other ancillary departments connected to Marketing Functions to work in close coordination to achieve overall Internal/Ministry target of the Department as well as the Company.</p> <p>Contents: The guideline encompasses laid down procedures and methodologies for Sale of Aluminium Metal, Rolled</p>

			Products, Chemicals (Hydrates & Alumina) and Zeolite-A in the Domestic as well as Export Market by marketing personnel across the company.
		From where one can get a copy of the rules, regulations, instructions, manual & records.	Executive Director (Marketing) National Aluminium Company Limited, Nalco Bhawan, P/1, Nayapalli, Bhubaneswar-751013. Tel: 0674 - 2300877 (o) Fax: 0674 - 2300521 e-mail: edmktg@nalcoindia.co.in
		Fee Charged by the Department for a copy of the Marketing Guidelines	As per the RTI Act.

Sl. No	Name/ Title of documents	Description	
01	HRD Department ▪ HR Policies, Rules, Schemes & its implementation	Brief write -up on the documents	It contains all HR policies like Conduct Rules, Leave, LTC, Wages & Salary Administration, Motivational Scheme, Advances, Welfare Scheme, Retirement benefits, Recruitment, Promotion, etc.
		From where one can get a copy of rules, regulations, instructions, manual and records	General Manager(H&A) National Aluminium Co. Ltd. Nalco Bhawan, P/1, Nayapalli Bhubaneswar- 751 013 Telephone- 0674- 2300607(o) Fax- 0674-2302023 E-mail: gmhna_corp@nalcoindia.co.in Or DY. General Manager(H&A) National Aluminium Company Ltd. Nalco Bhawan, P/1, Nayapalli Bhubaneswar- 751 013 Telephone- 0674- 2301360(o)

			Fax- 0674-2302023
		Fee charged by the department for a copy of rules, regulations, instructions, manual and records (If any)	As per the RTI Act.
02	▪ Contract labour management	Brief write -up on the documents	It contains company guidelines related to contact labour management in the Company and statutory compliance records.
		From where one can get a copy of rules, regulations, instructions, manual and records	General Manager(H&A) National Aluminium Co. Ltd. Nalco Bhawan, P/1, Nayapalli Bhubaneswar- 751 061 Telephone- 0674- 2300607(o) Fax- 0674-2302023 E-mail: gmhna_corp@nalcoindia.co.in Or DY. General Manager(H&A) National Aluminium Co. Ltd. Nalco Bhawan, P/1, Nayapalli Bhubaneswar- 751 061 Telephone- 0674- 2301561 Fax- 0674-2302023
		Fee charged by the department for a copy of rules, regulations, instructions, manual and records (If any)	As per the RTI Act.
03	▪ Manpower planning	Brief write -up on the documents	It contains procedures /rules / regulations / guidelines/ board approval/ manpower studies for manpower

			requirement for the Company and placement accordingly
		From where one can get a copy of rules, regulations, instructions, manual and records	General Manager(H&A) National Aluminium Co. Ltd. Nalco Bhawan, P/1, Nayapalli Bhubaneswar- 751 061 Telephone- 0674- 2300607(o) Fax- 0674-2302023 E-mail: gmhna_corp@nalcoindia.co.in Or DY. General Manager(IE) National Aluminium Co. Ltd. Nalco Bhawan, P/1, Nayapalli Bhubaneswar- 751 061 Telephone- 0674- 2300520(o) Fax- 0674-2302023 E-mail: javed.reyaz@nalcoindia.co.in
		Fee charged by the department for a copy of rules, regulations, instructions, manual and records (If any)	As per the RTI Act.
04	<ul style="list-style-type: none"> ▪ Incentive Schemes for Production & Productivity 	Brief write -up on the documents	Incentive scheme related to production& productivity
		From where one can get a copy of rules, regulations, instructions, manual and records	General Manager(H&A) National Aluminium Co. Ltd. Nalco Bhawan, P/1, Nayapalli Bhubaneswar- 751 013 Telephone- 0674- 2300607(o) Fax- 0674-2302023 E-mail: gmhna_corp@nalcoindia.co.in Or DY. General Manager(IE) National Aluminium Company Ltd. Nalco Bhawan, P/1, Nayapalli Bhubaneswar- 751 013

			Telephone- 0674- 2300520(o) Fax- 0674-2302023
		Fee charged by the department for a copy of rules, regulations, instructions, manual and records (If any)	As per the RTI Act.
05	▪ Social Accountability-8000	Brief write -up on the documents	Policy related to Social Accountability-8000
		From where one can get a copy of rules, regulations, instructions, manual and records	General Manager(H&A) National Aluminium Co.Ltd. Nalco Bhawan, P/1, Nayapalli Bhubaneswar- 751 013 Telephone- 0674- 2300607(o) Fax- 0674-2302023 E-mail: gmhna_corp@nalcoindia.co.in Or DY. General Manager(IE) National Aluminium Co. Ltd. Nalco Bhawan, P/1, Nayapalli Bhubaneswar- 751 013 Telephone- 0674- 2300520(o) Fax- 0674-2302023
		Fee charged by the department for a copy of rules, regulations, instructions, manual and records (If any)	As per the RTI Act.
06	▪ Training manual/Policy	Brief write -up on the documents	Training manual of the Company
		From where one can get a copy of rules,	General Manager(H&A) National Aluminium Co. Ltd. Nalco Bhawan, P/1, Nayapalli

		regulations, instructions, manual and records	Bhubaneswar- 751 013 Telephone- 0674- 2300607(o) Fax- 0674-2302023 E-mail: gmhna_corp@nalcoindia.co.in Or Chief Manager(Administration) HRD Center of Excellence National Aluminium Co. Ltd. Nalco Bhawan, P/1, Nayapalli Bhubaneswar- 751 061 Telephone- 0674- 2300041(o) Fax- 0674-2301243
		Fee charged by the department for a copy of rules, regulations, instructions, manual and records (If any)	As per the RTI Act.
07	<ul style="list-style-type: none"> ▪ Industrial Trainee/Apprentice Trainee/ Graduate Apprentice Trainee 	Brief write -up on the documents	Rules/Regulation on recruitment of Industrial Trainee/Apprentice Trainee
		From where one can get a copy of rules, regulations, instructions, manual and records	General Manager(H&A) National Aluminium Co. Ltd. Nalco Bhawan, P/1, Nayapalli Bhubaneswar- 751 013 Telephone- 0674- 2300607(o) Fax- 0674-2302023 E-mail: gmhna_corp@nalcoindia.co.in Or Chief Manager(Administration) HRD Center of Excellence National Aluminium Co. Ltd. Nalco Bhawan, P/1, Nayapalli Bhubaneswar- 751 013 Telephone- 0674- 2300041(o) Fax- 0674-2301243
		Fee charged by the department for a copy of rules,	As per the RTI Act.

		regulations, instructions, manual and records (If any)	
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SL. NO.	NAME / TITLE OF DOCUMENTS	DESCRIPTION	
01	<u>TQM Dept.</u> Guidelines <ul style="list-style-type: none"> ▪ Nomination of Quality Circles for External Competitions/ Conventions and amendments thereof. ▪ Scheme for intensification of Quality Circles and amendments. ▪ Scheme for “Kaizens” by Small Group Activity teams. 	Brief Write-up on the Documents	Objective: Matters relating to nomination of Quality Circles for External Competitions/ Conventions and amendments thereof, scheme for intensification of Quality Circles and amendments and scheme for “Kaizens” by Small Group Activity teams.
		From where one can get a copy of the rules, regulations, instructions, manual & records.	DGM (TQM) National Aluminium Company Limited, Nalco Bhawan, P/1, Nayapalli, Bhubaneswar-751013. Tel: 0674 - 2303242 (o) e-mail: rsdas@nalcoindia.co.in
		Fee Charged by the Department for a copy of the Marketing Guidelines	As per the RTI Act.

Note: The following types of information available with the Company shall not be disclosed as exempted under Section 8(1)(d) of the RTI Act.

- Strategic decisions and future growth plans of the Company.
- All technical documents relating to various manufacturing process, plant & machinery, site plans and maps etc. of the Company.
- All documents relating to R&D and agreements with various R&D institutions, Indian as well as foreign, on collaborative technology developments.
- All quality system documents, departmental procedure manual etc. which are of confidential in nature and can not be given to outsiders.

IV. Whether there is any provision to seek consultation/participation of public or its representatives for formulation of policies ? If there is, please provide details of such policy in the given format :

Sl. No	Subject/Topic	Is it mandatory to ensure public participation(yes/no)	Arrangement for seeking public participation
YES *			

*NALCO is a commercial organization and policies formulated by it relate to its internal management and control. All its policies are formulated in compliance with the provisions of all applicable statutes, rules, regulations and guidelines issued by Government/statutory authorities from time to time. Since NALCO follows DPE guidelines and other extant guidelines from Govt. of India, it is construed that there is public participation/contribution. NALCO's policies are also influenced by guidelines given by various Parliamentary Committees that will ensure contribution from the public in its policy decision.

- V. **Whether there is any provision to seek consultation/participation of public or its representatives for formulation of policies ? If there is, please provide details of such policy in following format.**

Sl. No	Subject/ Topic	Is it mandatory to ensure public participation(Yes/No)	Arrangement for seeking public participation
YES*			

*NALCO is a commercial organization and policies formulated by it relate to its internal management and control. All its policies are formulated in compliance with the provisions of all applicable statutes, rules, regulations and guidelines issued by Government/statutory authorities from time to time. Since NALCO follows DPE guidelines and other extant guidelines from Govt. of India, it is construed that there is public participation/contribution. NALCO's policies are also influenced by guidelines given by various Parliamentary Committees that will ensure contribution from the public in its policy decision.

- VI. **In the given format, give the information about the official documents. Also mention the place where the documents are available e.g. at secretariat level, directorate level, others (Please mention the level in place of writing " Others") :**

The availability of the official documents is already mentioned at point No. III.

- VII. **Please provide information on Boards, Councils, Committees and Other Bodies related to the Public Authority in the given format :**

Information on Boards, Councils, Committees and other Bodies related to NALCO is given below:

Name and address of the Affiliated Body	NALCO Foundation
Brief Introduction of the Affiliated Body	<p>In compliance with the Guidelines on Corporate Social Responsibility for Central Public Sector Enterprises, issued by the Department of Public Enterprises, Govt of India, the Board of Directors of the Company has set up a "NALCO Foundation" with a vision "To be an Agent to Engineer Holistic Development" to augment the existing periphery development activities being undertaken through RPDACs as a part of discharging its Corporate Social Responsibility (CSR).</p> <p>The Foundation has been registered under the Indian Trusts Act in the year 2010 and the Board of Directors of the Company have taken a decision to contribute 1% of Net Profit of the Company every year, in addition to 1% of net profit being spent through RPDACs. The Foundation will discharge its responsibilities within the guidelines issued by the Government of India from time to time.</p> <p>The NALCO Foundation has been formed with the following Mission:</p> <ul style="list-style-type: none"> (i) To work with communities in the vicinity of the Company's projects as partners for sustainable development; (ii) To take up sustainable development projects to support education, health, drinking water and basic amenities alongwith income generation programmes; (iii) To empower women to find a rightful place in Nation building; (iv) To empower children, differently abled persons (including physically and/or mentally challenged), old and destitute persons for a dignified living; (v) To promote art, culture, heritage and sports with emphasis on tribal art and culture in the vicinity of Settler's projects; and (vi) To promote environmental conservation measures. <p>NALCO Foundation is managed by a registered Trust. The thrust areas of the Trust are as</p>

	<p>under:</p> <ul style="list-style-type: none"> a. CSR related activities connected with system of mineral concession and legislation on behalf of the Founder; b. Areas related to the business of the Founder/Settler as a natural corollary to the business; c. Approach to be mostly project based rather than donation, so as to generate community goodwill, create social impact and visibility; d. Project based approaches for design, planning, implementation and evaluation of proposals; e. Assist the Founder for involvement of suppliers and service providers in order to ensure that the supply-chain also follows the CSR principles; f. Emphasis on principles of Sustainable Development based on the immediate and long term social and environmental consequences of the activities undertaken; g. Improvement of the existing ecological conditions; h. To work towards ensuring skill enhancement and employment generation by co-creating value with local institutions and people; i. Prepare comprehensive development plan in the areas of operation of the Founder; j. Assisting the Founder in fulfilling its role in the achievement of National plan goals and objectives as well as development goals adopted by our country, ensure gender sensitivity and inter generational equity, skill enhancement, entrepreneurship development and employment generation by co-creating value with local institutions and people.
<p>Role of the Affiliated Body</p>	<p>The role, main aims and objectives of the Trust are as follows:</p> <ul style="list-style-type: none"> a. To be an agent to engineer holistic development and inclusive growth while working with people as partners in the vicinity of Settler’s projects. b. To take up sustainable development projects to support education, health, drinking water and basic amenities along with income generation

	<p>programmes;</p> <ul style="list-style-type: none"> c. To empower women to find a rightful place in Nation building; d. To empower children, differently abled persons (including physically and/or mentally challenged), old and destitute persons for a dignified living; e. To promote art, culture, heritage and sports with emphasis on tribal art and culture in the vicinity of Settler's projects; and f. To promote environmental conservation measures. g. To bring about visible socio-economic changes through various developmental activities by adopting CSR as a strategic tool for sustainable and inclusive growth. h. To take steps to improve the quality of life for the local community and society at large. i. To work towards ensuring skill enhancement and employment generation by co-creating value with local institutions and people. j. To generate community goodwill, create social impact and visibility with emphasis on principles of Sustainable Development based on the immediate and long term social and environmental consequences of the activities undertaken and improvement of the existing ecological conditions. k. To construct/maintain/provide assistance for roads, bridges, tanks irrigation facilities, parks, playgrounds, libraries, schools, training institutions, museums, art galleries, community/ cultural/recreation centers for the benefit of the public and improving their quality of life. l. To carry out programs of afforestation, plantation and addressing the environmental issues including protection of birds, animals and all species of plants. m. To promote national integration, create awareness on various social, and economic issues and encourage, support & develop social welfare programmes for inclusive growth of the nation. n. To carry out any other programme for upliftment of the poor and downtrodden. o. To carry out approved eligible project or scheme as per Section 35AC of the Income Tax Act,
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	<p>1961 or any statutory amendment/changes thereto.</p> <p>p. To provide financial or any other assistance towards relief and rehabilitation of the populace affected by calamities like cyclones, earthquakes, epidemics, fire, famine, floods, war, riots, etc.</p> <p>q. To do all/any work of "Charitable Purpose" as defined in section 2(15) of the Income Tax Act, 1961 or any amendment thereto.</p> <p>r. To do/undertake all such lawful activities as are conducive or incidental to the attainment and furtherance of the above objects.</p> <p>With the setting up a Foundation, the Board of the Company is confident that there will be special attention on CSR activities, which will generate enough goodwill for the Company.</p> <p>The Foundation is focused on development of villages located within 15 kms radius of NALCO's Mines & Plants in Damanjodi and Angul, and also proposed mining areas in Pottangi (Koraput) and Visakhapatnam district in AP.</p>
Structure and Member Composition	<p>NALCO Foundation is being managed by a Trust consisting of the following members:</p> <p>Dr. T.K. Chand, CMD , NALCO,Chairman, NALCO Foundation</p> <p>Shri S C Padhy, Director (HR), NALCO, Trustee</p> <p>Shri K C Samal, Director (Finance), Trustee</p> <p>Shri S.B. Mishra, IAS (Retd.), Former Chief Secretary, Govt. of Odisha, Trustee</p> <p>Dr. R C Panda, IAS(Retd), Trustee</p>
Head of the Body	Chairman-cum-Managing Director, NALCO
Address & main office and its branches	<p>NALCO Foundation, Premises of HRD Centre of Excellence, NALCO Nagar, Chandrasekharapur, Bhubaneswar-751023 (Odisha).</p> <p>NALCO Foundation has no Branches as on date.</p>
Frequency of	3 to 4 months

Meetings	
Can public participate in the meetings?	No
Are minutes of the meetings prepared?	Yes

VIII. Please provide contact information about the Public Information Officers, Assistant Public Information Officers and Departmental Appellate Authority of the Public Authority :

Name	Designation	Office Address	Telephone Numbers		E-mail address
			Office	Residence	
Appellate Authority					
Shri S. K. Roy	Executive Director (Production) & FAA	Nalco Bhawan P/1, Nayapalli, Bhubaneswar - 751023	0674-2300305		skroy@nalcoindia.co.in
Public Information Officer					
Mr. K. N. Ravindra	ED-Company Secretary & PIO	Nalco Bhawan P/1, Nayapalli, Bhubaneswar - 751023	0674-2300677	0674-2553403	knravindra@nalcoindia.co.in
Assistant Public Information Officers					
Mr. S. S. Panda	AGM (Admn) & APIO	NALCO, Smelter Plant, Angul-759145	9437001361		sudhansu.panda@nalcoindia.co.in
Mr. SS Mallick	Assistant Manager(Law) & APIO	NALCO, M&R Complex, Damanjodi-763008	06853-254335		ssmallick@nalcoindia.co.in
Mr. G. Guru Charan Patra	Asstt. Officer (Secretarial) & APIO	NALCO, Mines Division, M&R Complex, Damanjodi-763008	9438207309	9438207309	
Mr. Kedar Nath Singh	DM (HR) & APIO	NALCO, Port Facilities, Vizag-530035	0891-2561434	0891-2558404	kedar.singh@nalcoindia.co.in
Mr. S. C. Rai	Sr. Manager (Admn.) & APIO	NALCO, Core4, 5th Floor, South Tower, District Centre, SCOPE Minar, Laxmi Nagar, Delhi-110092	011-23706080	9811179575	scrai@nalcoindia.co.in
Mr. B.B. Singhababu	RM(WR) & APIO	NALCO, 215, T. V. Industrial Estate, S. K. Ahire Marg, Worli, Mumbai - 400 025	022-24939288 / 89	9930772977	bbsinghababu@nalcoindia.co.in

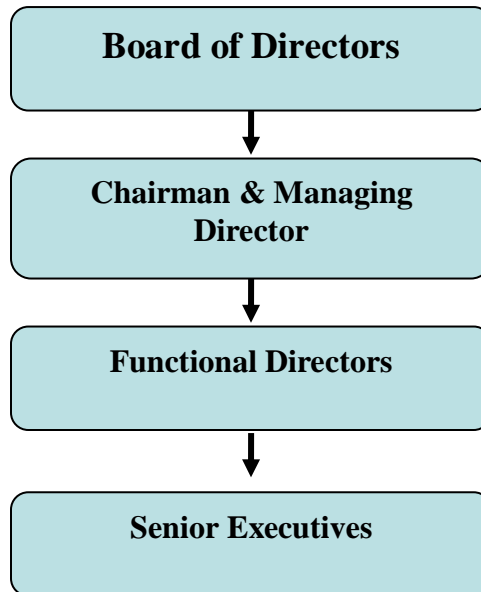
Name	Designation	Office Address	Telephone Numbers		E-mail address
			Office	Residence	
Ms. Meenu Arora	Manager (PR) & APIO	NALCO, Binoy Bhawan. 6 th Floor, 27-B, Camac Street , Kolkata - 700 016.	033-22801498	033-22847540	meenuarora@nalcoindia.co.in
Mr. J. R. Kapoor	RM(SR) & APIO	NALCO, 3E, Century Plaza, 560, Anna Salai, Teynampet, Chennai-600018	044-24349157		rkapoor@nalcoindia.co.in

IX. What is the Procedure followed to take a decision for various matters? (A reference to Secretariat Manual and rule of Business Manual, and other Rules/Regulations etc. can be made) :

Delegation of Powers(DOP), as amended from time to time, is followed to take decisions/approvals for various matters by different levels of officers of the Company for efficient conduct of day to day affairs of the Company.

X. What are the documented procedures/laid down procedures/defined criteria/rules to arrive at a particular decision matters? What are different levels through which a decision process moves? :

The decisions making process in the Company involves the following Channel:



Overall management of the Company rests with the Board of Directors of the Company, the highest decision making body within the Company.

The Board of Directors is accountable to the shareholders of the Company, which is the ultimate authority of a Company. Since 87.15% of the equity share

capital of the Company is held by the Govt. of India, NALCO is a Government company. Therefore, the Board of Directors of the Company is also accountable to Government of India.

As per the provisions of the Companies Act, 1956 certain matters require the approval of the shareholders of the Company in general meeting. Similarly, in terms of the Articles of Association of the Company and guidelines of Department of Public Enterprises certain matters require the approval of the President of India.

The primary role of the Board is that of trusteeship to protect and enhance shareholder's value. The Board oversees the Company's strategic direction, reviews corporate performance, authorizes and monitors strategic decision, ensures regulatory compliance and safeguards interests of shareholders. The Board ensures that the Company is managed in a manner that fulfils stakeholders aspirations and societal expectations.

The day-to-day management of the Company is entrusted with the Chairman -cum- Managing Director, who is supported by Functional Directors and other senior Officers of the Company.

The Board of Directors has also set up several Committees with specific functions and powers.

For effective discharge of his functions, the Board of Directors has delegated substantial powers to the Chairman-cum- Managing Director. The Chairman -cum-Managing Director, in turn, sub-delegated specified power to Functional Directors and other Officers subject to due control being retained by him and subject to such conditions which are consistent with the need of prompt, effective and efficient discharge of responsibilities entrusted to such a Director/Officer. Delegation of Powers(DOP), as amended from time to time, is followed to take decisions/approvals for various matters by different levels of officers of the Company for efficient conduct of day to day affairs of the Company.

The Chairman-cum-Managing Director is accountable to the Board of Directors. Functional Directors are accountable to the Chairman -cum- Managing Director. The Officers are accountable to concerned Functional Directors.

XI. What are the arrangements to communicate the decision to the public?

The decisions taken on issues related to the Public are generally communicated to them by way of letters sent by ordinary post/registered post/speed

post/courier /e-mail/by fax depending upon the importance and urgency. Important information is also hosted in the Company's official website.

XII. Who are the officers at various levels whose opinions are sought for the process of decision making?

The overall management of the Company rests with the Board of Directors of the Company, the highest decision making body within the Company.

The day to day management of the Company is entrusted with the Chairman-cum-Managing Director, who is supported by 5 Functional Directors and other Executive Directors, General Managers and other middle level managers ,whose opinions are sought for the process of decision making.

XIII. Who are the officers at various levels whose opinions are sought for the process of decision making?

Same as Sl. No.XII

XIV. Who is the final authority that vets the decision?

The Chairman-cum-Managing Director is the final authority that vets the decision in the Company in exercise of those powers that have been delegated to him by the Board of Directors of the Company. The Board of Directors is the ultimate decision making authority with respect to all other powers not delegated to the Chairman-cum-Managing Director.

XV. Please provide information separately in the given format for the important matters on which the decision is taken by the Public Authority.

Decision is taken on important matters at various levels of management as per the powers delegated/sub-delegated to them.

XVI. Directory of Officers and Employees.

Corporate Office, Bhubaneswar

STD CODE : 0674 EPABX : 2301988 to 2301999

Name & Designation	Office		Residence BSNL/Cell
	BSNL	Intercom	
Tapan Kumar Chand CMD	2300250 / 2300850 2300550 (Fax)	2240	
N. R. Mohanty Director (P&T)	2300245 / 2300720 2300470 (Fax)	2270	2745588
S. C. Padhy Director (HR)	2300430 2301751 (Fax)	2220	2301666
K. C. Samal Director (Finance)	2300480 2300612 (Fax)	2210	2720391
S. Mondal Director (Commercial)	2300540 2303227 (Fax)	2240	2300622
V. Balasubramanyam Director (Production)	2300660 2301608 (Fax)	2205	
P. K. Mohanty, IAS Chief Vigilance Officer	2302361 2301191(Fax)	2310	23000522
S. D. Sahu Executive Director (Finance)	2301333 2300740 (Fax)	2250	2720391 9437034691
B. K. Sathpathy Executive Director (BD)	2300546 2301740 (Fax)	2245	2721933 9437039933
S. K. Dash Executive Director (P&T)	2303023/2300546 2303193 (Fax)	2285	2300770 9437018770
A. K. Sahu Executive Director (H&A)	2301255 2301093 (Fax)	2600	2300608 9437030063
S. K. Roy Executive Director (Production)	2300305 2300610 (Fax)	2401	
K.N. Ravindra Ed-Company Secretary & l/c Law	2300677 2300677 (Fax)	2265	2553403 9437014550
S. K. Mishra GM (H&A)-II	2300552 2301290 (Fax)	2500	
A. Pattnaik GM (H&A)-I	2300607 2302023 (Fax)	2603	
S. K. Patel GM (Tech)	2300633	2284	
R. Brahma GM (Project)	2300328	2292	
R. N. Lenka GM (Marketing) & ED(Mktg)l/c	2302474	2300	2745074
S. Samantaray GM (Marketing)	2303116	2324	
B. K. Das GM (CP & SM)	2300745	2520	
M. P. Mishra GM (BD)	2300633	2208	
N. B. Tripathy GM (Finance)	2301085 2300740 (Fax)	2417	

A. Acharya GM(Finance)	2300896	2405	2726202 9437057999
A. K. Patra GM (Material) & ED(Mtls) I/c	2301814	2572	
R. Ramdas DGM (Elect)	2300275	2272	2301003 9437018697
N.C. Sahoo DGM (Systems)	2300899	2460	2303450 9437014044
DGM (Materials)	2301235	2434	2302530 9437023095
DGM (H&A)	2301360	2510	2390182 9437019018
DGM (H&A)	2301360	2510	2390182 9437019018
DGM(Finance)	2301758	2340	2740037
S. Samantaray DGM(Mktg.-Logistics)	2303116	2324	2300704 9437087900
B. P. Naik DGM(Finance)	2300878	2403	9437000658
DGM(H&A)	9437020483	2371	2725530
Javed Reyaz DGM(IE)	2300590	2621	2300644
Anil Bhatt DGM(CSR & CC)	2300680	2235	9437019036
DGM(Vigilance)	2300852	2640	9437055375

Mines & Refinery Complex, Damanjodi

STD CODE : 06853

Name & Designation	Office		Residence	
	BSNL	Intercom	BSNL/Cell	Intercom
B.N. Mohanty ED (M&R)	254515 250361 (Fax)	4000	255555 9437025415	3000
GM (AR.)	254239	4003	255367 9437020463	3003
GM (HRD & Admn.)	254550 253231 (Fax)	4009	254369 9437095195	3009
R. N. Tripathy GM (O&M)	254264	4006	254144 9437095544	3006
P.K. Shatapathy GM (Materials)	254505 254251 (Fax)	4007	255377 9437577439	3007
S.K. Bardhan GM (Finance)	254511	4008	255014 9437181767	3008
S. R. Nayak GM (SPP)	254275	4004	255010 9437054310	3004
S. Acharya GM (Project)	254513	4700	255374 9437025428	3700
A. Chakraborty GM (Mines)	268001 268002 / 03 (Fax)	4005	253321 9437025438	3005
P. K. Patro	2544277	2390	255088	3390

DGM(SHE)			9437095088	
S. Saha	254318	2370	255065	3370
DGM(T&C)			9937048636	
Md. Quasim	254201	4040	254213	3040
DGM(H&A)			9437007017	
N.B. Tripathy	254355	4100	255361	3100
DGM (Finance)			9937039393	
M. A. Raju	254273	4130	255150	3130
DGM (Mat)			9437095432	
S. K. Panda	254210	2380		
DGM (TS)			9437034900	
S. Choudhury	254346	2400	255041	3400
DGM (Chem)			9437025304	
U. C. Swain	254530	2600	253048	3600
DGM (M)			9437094548	
S. K. Padhi	254344	2603		3603
DGM (M)			9437030531	
S.P. Nanda	254512	2500	255650	3500
DGM (Elect.)			9437055650	
A.K. Swain	254382	2560	255600	3560
DGM (E&I)			9437054600	
S. Bandyopadhyay	254398	4340	255364	3741
DGM(Civil, Arch & Ceramic)			9437011364	
S. Acharya	254252	2802	255346	3802
DGM (Mech.)			9437055346	
Dr. S. Mishra	255212	4200	254033	3200
DGM (MS.)			9437094860	
P. K. Biswas	268009	7050	255360	6050
DGM (Mat)			9437205626	
A. K. Das	268010	7201	255173	6201
DGM (Mech.)			9437095517	
D.K. Mohanty	268015	7161	255095	6161
DGM (Mining)			9437055095	
Sudhakar Choudhury	268005	7070	255347	6070
DGM (E)			9437025433	

Smelter & Power Complex, Angul

STD CODE : 06764

Name & Designation (S/Shri)	MOBILE		O F F I C E		Residenc e
	Mobile No.	IC	BSNL	IC	BSNL
Shri S Acharya, ED [S&P]	9437007505	7001	22011	4001	220105
			0		
GMs of S&P Complex					
A.K. Joshi, TS, S&P	9437025418	5202	221922	4202	220066
A.K.Patra, Materials, S&P	9437064434	7017	220736	4722	220759
A.K.Sahu, H&A, S&P	9437004008	7007	220125	4008	220457
B.B.Nayak, O&M, CPP	9437021118	5211	220147	4341	221118
G.M Biswas, CPP	9437022982	5201	222413	4305	220982
M.K.Mohapatra, Projects, CPP	9437027871	5265	220035	4265	220871
S.D.Sahu, Finance, S&P	9437095318	7700	223749	4701	220711
S.K. Roy, Smelter	9437965437	7002	220645	6052	
S.K.Satpathy, O&M, Smelter	9437031132	7400	221327	4555	225875

S.Nanda, Projects, Smelter	9437029232	7004	220498	4004	223232
S.P.Patnaik, UECB	9437039933	7800	221323	4800	220113

DGMs, Smelter Plant & Common services.

A.C.T.Acharylu, PBC, MIS, S&S	9437570384	8500	220207	4346	220336
A.K.Nayak, E&I	9437071038	7551		4805	221531
A.K.Patnaik, Electrical	9437004503	7503	221019	4503	220085
A.K.Patra, Electrical, RP & CH	9437021719	7507		4507	220598
A.K.Shaw, RP	9437061068	7302		4831	221068
A.P.Mohanty, Civil [TS]	9437074800	7466		4494	223693
C.R. Swain, Electrical, PL	9437081646	7508		4508	221146
D.C.Samal, Electrical	9437028780	7512		4510	220780
D.Mohapatra, Mech.,	9437026449	7401		4443	225018
Dr. P.K Majhi, MS, S&P	9437022062	6605	220179	4605	220062
Dr.R.K.Maji, IT & D	9437061636	7736	220847	4730	220841
G.S.Mahapatra, H&A, Lean Slurry	9437074600	5831	220810	4041	220123
H.K.Mohanty, TQM & CC	9437055710	7086	220130	4086	220412
K.K.Panda, SHE	9437021340	7141	220228	4373	220340
L.M.Sahoo, Mech., UECB	9437094552	7806	221324	4081	220127
M.Dash, PL [O]	9437061026	7107		4153	221026
M.K.Mohapatra, Civil, Plant	9437031054	7465	221460	4462	223225
N.K. Mondal, CA [O]	9437021094	7110		4110	225194
P.K.Bir, Finance	9437020752	7702	221069	4705	220395
P.K.Mohanty, [H&A], S&P	9437022443	7006	220220	4006	222443
S.B.Prusty, Materials, Purchase	9437496819	7722	220459	4732	221065
S.C.Mishra, Mech., PL	9437022458	7403		4403	225475
S.N.Dash, LAB & PC	9437030638	7087	220750	4087	220638

DGMs (CPP)

A.K.Ghosh, Electrical	9437032109	5344			231109
A.K.Mohapatra, E&I	9437021030	5340	220274	4304	221030
A.P.Panda, Mechanical	9437024772	5268		4368	220772
B.B.Das, E & S, LSP	9437024462	5370	220462	4014	221091
B.K.Panda, Materials	9437045504	5900	220141	4733	220504
B.Minz, Mechanical	9437071191	5371		4371	222091
B.P Acharya, Civil	9437074700	5790	220715	4466	220211
Ch. PK Patra, Electrical	9437020985	5228		4878	220985
D.Manjit, Projects	9437213350	5880	221330	4552	221444
N.R. Mohanty, E&I	9437055607	5804			
P.K.Mohanty, RPD	9437071028	5801	220149	4557	221122
P.R Parija, Mechanical	9437054493	5850		4870	220518
R.K.Merkap, Mechanical	9437022618	5210	220227	4017	222618
S.K. Mishra, H&A	9437001366	5925	220720	6051	
S.K. Patnaik, E&S	9437025414	5373	220443		
S.K.Acharya, C&I	9437072198	5806		4806	220452
S.K.Jena, Finance	9437034612	5940	220143		
S.K.Pal, Electrical	9437031996	5377	221107	4223	220996
S.P.Kar, Mechanical	9437008002	5262	220202	4262	220405
T.B. Singh, Mechanical	9437072010	5271		4271	222010

Port Facilities, Vizag
STD CODE : 0891

GM (Port Facilities) 2561433 / 2561435 2500568
2561598 (Fax) 7702485757

Regional & Branch Offices

Branches	Office	Residence
NEW DELHI		
A.S. Ahluwalia	(011) 22010799	9818362550

Regional Manager (NR)		22010800 (Fax)		
<u>KOLKATA</u>				
Regional Manager (ER)	(033)	22874712 / 66224514	(033)	24997703
N. Pandab	(033)	22878936 (Fax)		9433012119
DGM (Marketing)		22872585 / 66224516		9831405682
		22810393 / 66224535 (Fax)		9831405682
<u>MUMBAI</u>				
BB Singh Babu	(022)	24939288 / 89		9930772977
Regional Manager (WR) I/C				
<u>CHENNAI</u>				
A.K. Murthy	(044)	24349157 / 24344162	(044)	24660199
Regional Manager (SR)		24335483 / 24335493		9789087768
		24343495 (Fax)		
<u>BENGALURU</u>				
Manager (Marketing)	(080)	25550390	(080)	30580181
		25586151 (Fax)		
<u>PARADEEP</u>				
K K Patra	(06722)	221286	(06722)	9437021547
AM (Mktg)		221286 (Fax)		

Note: Directory of Officers and Employees of the Company carries large volume of data, hence Telephone Directory covering upto DGM level has been provided.

XVII. Please provide information about the details of the budget for different activities under different schemes in the given format.

NALCO is a commercial organization and it does not receive any budgetary support from the Government.

For managing the affairs of the Company efficiently with financial prudence, the Company plans and prepares revenue and capital budgets annually for meeting its short term working capital needs as well as long term capital needs for financing various growth projects.

XVIII. The manner of execution of Subsidy Programmes. Please provide the information in the given format.

NALCO, being a commercial organization, does not have any subsidy schemes/programmes for public.

XIX. Particulars of recipients of concessions , permits or authorization granted by it . Please provide the information in the given format.

NALCO, being a business organization, does not grant any concession, permits or authorizations to the Public.

XX. Please provide the details of the Norms/Standards set by the Department for execution of various activities/programmes.

Sl. No	Item of work	Prescribed Norms
01	Information provided under RTI	30 days
02	Redressal of appeal by the Appellate Authority	30 days
03	Public Grievance redressal	90 days
04	Response to employee representation	07 days
05	Response to House Building Advance(HBA), Motor Vehicle Advance(MVA) and Special Advances	05 days
06	Replies to Shareholders/investors queries/ grievances	07 days

XXI. Please provide the details of the information related to the various schemes / Rules which are available in the electronic format.

The details of various schemes/rules available in the electronic format in HR manual are furnished below;

- 1.01 - Recruitment & Promotion Rules for Executives
- 1.02 - Promotion Scheme for Non-Executive to Executive level
- 1.03 - Recruitment & Promotion Rules for Non-Executive
- 1.04 - Verification of character & antecedent
- 1.05 - Application fee exemption for SC&ST
- 1.06 - Reimbursement of traveling expenses to candidates for interview
- 1.07 - Joining formalities
- 1.08 - Induction programme
- 1.09 - Probation assessment of executives
- 1.10 - Probation assessment of non-executives
- 1.11 - Training & Development
- 1.12 - Annual Performance Appraisal of Executives
- 1.13 - Annual Performance Appraisal of non-executives
- 1.14 - Forwarding of application for outside employment
- 2.01 - Conduct, Discipline & Appeal Rules
- 2.02 - Standing Order
- 2.03 - Grievances procedure for executives
- 2.04 - Grievances procedure for non-executives
- 3.01 - Nalco employee leave rule
- 3.02 - Nalco leave travel concession rule
- 4.01 - Memorandum of settlement on wages & allied matters for non-executives
- 4.02 - Circular on implementation of 4th LTWS

- 4.03 - Rationalisation of non-executive designation
- 4.04 - Rationalisation of date of annual increment
- 4.05 - Circular on revision of IDA pay scale
- 4.06 - Scheme for compensatory off & overtime
- 5.01 - Traveling allowance rules
- 5.02 - Conveyance allowance
- 5.03 - Cash handling allowance
- 5.04 - Nigh shift allowances
- 5.05 - Split shift allowances
- 5.06 - Kit allowances
- 6.01 - Nalco(House Building) advance rules
- 6.01a - Nalco employee(HBA) group
- 6.02 - Special advance for employees
- 6.03 - Motor vehicle advance
- 6.04 - Bicycle advance
- 6.05 - Furniture advance
- 6.06 - Multi-purpose advance
- 7.01 - Incentive scheme for acquiring professional qualification
- 7.02 - Scheme of incentive for promotion of family welfare
- 7.03 - Sarjana
- 7.04 - Productivity linked incentive scheme-Mines
- 7.05 - Productivity linked incentive scheme-Refinery
- 7.06 - Productivity linked incentive scheme-Smelter
- 7.07 - Productivity linked incentive scheme-CPP
- 7.08 - Performance linked benefit scheme
- 7.09 - Nirantar Utkarsha Puruskar
- 8.01 - Medical rules
- 8.02 - Medical examination rules
- 8.03 - Reimbursement of educational expenses
- 8.04 - Nalco foundation day scholarship scheme for engineering students
- 8.05 - Group insurance
- 8.06 - Benevolent fund scheme
- 8.07 - Assistance towards funeral expenses
- 8.08 - Rehabilitation scheme
- 8.09 - Retiring employee farewell scheme
- 8.10 - Nalco long service award scheme
- 8.11 - Nalco executive family welfare scheme
- 9.01 - Provident fund
- 9.02 - Nalco employee group gratuity life assurance scheme
- 9.03 - Scheme for voluntary retirement
- 9.04 - Processing of resignation
- 9.05 - Exit interview
- 9.06 - Contribution scheme for post retirement medical facilities
- 9.07 - Pension scheme

- Quality Policy (ISO 9001)
- Occupational Health & Safety Policy (ISO 18001)
- Environmental Policy (ISO 14001)
- Social Accountability Policy (SA 8000)
- Model Code of Business Conduct & Ethics for Board Members & Senior Management
- The Marketing guideline has been an intrinsic document of the Marketing Department and hence has not been converted into electronic format for inter-department / public viewing. However the following are available on the company's website:-
 - 1) Details about the products offered and their specifications alongwith chemical composition.
 - 2) Prices of different products and discounts offered.
 - 3) Registration process for overseas customers for both Chemicals (Alumina, Hydrates & Zeolites) and Metal.
 - 4) Details of export tenders floated by the company.
 - 5) MOU (Memorandum of Understanding) scheme document for the Domestic customers. Etc.
- Annual Reports (contains information pertaining to financial & physical performance)
- Quarterly Financial Statements

XXII. Means, methods or facilitation available to the public which are adopted by the department for dissemination of information.

Means of Communication:

1. Quarterly/annual financial results

The Company regularly intimates un-audited as well as audited financial results to Stock Exchanges soon after these are taken on record by the Board and publish them in leading English and vernacular newspapers in India. The results are also promptly uploaded in Corporate Filing & Dissemination System (CFDS) and displayed in Company's web site: www.nalcoindia.com.

2. News releases, presentations

Official news releases, presentations made to media and to Institutional investors/analysts are displayed at Company's website: www.nalcoindia.com. Such presentations are also sent to the Stock Exchanges in which Company's shares are listed.

3. Website

The Company's website: www.nalcoindia.com contains separate dedicated section 'Investors' page' wherein all shareholders/investors, debenture holders' information are available. Company's Annual Report, shareholding pattern, Quarterly financial results are available on the website in downloadable form.

4. Annual Report

Annual Report containing Directors' Report, Management Discussion and Analysis Report, Corporate Governance Report, Auditors' Report, Audited Accounts, Consolidated Financial statements and other important shareholders information is circulated to the members and others entitled thereto. It is also hosted in the Company's website.

5. Communication of decisions to the Public

The decisions are communicated to the public by way of letters/e-mails /fax etc. sent through post/registered post/speed post/courier depending on the need and urgency.

XXIII. Frequency Asked Questions(Q) and their Answers(A).

Q. Who can seek information under the RTI Act, 2005?

A. Any citizen of India can seek information from any Public Authority under the Act. A citizen who desires to obtain any information under the Act should make an application to the Public Information Officer (PIO) in writing in English or Hindi or in Odiya. The application should be precise and specific. The applicant can send the application by post or through electronic means or can deliver it personally in the office of PIO or can be sent through an APIO.

Q. Can an employee or office bearer of any Corporation, Association, Company, Trade Union, N.G. O. etc. by his/her official designation seek information under the RTI Act ?

A. No. The Act gives the right to information only to citizens of India. It does not make provision for giving information to Corporations, Associations, Companies, Trade Unions, N.G. Os. Etc, which are legal entities/persons, but not citizens. However, if an application is made by an employee or office bearer of any Corporation, Association, Company, Trade Union, N.G. O. etc indicating his/her name and such employee/office bearer is a citizen of India, information may be supplied to him/her. In such cases, it would be presumed that a citizen has sought information at the address of the Corporation, Association, Company, Trade Union, N.G.O. etc.

Q. What does "information" mean under the RTI Act ?

A. Information means any material in any form including records, documents, memos, e-mails, opinions, advices, press releases, circulars, orders, logbooks, contracts, reports, papers, samples, models, data material held in any electronic form and information relating to any private body which can be accessed by a public authority under any other law for the time being in force[S.2(f)].

Q. What does Right to Information mean?

A. Right Information includes the right to -

- i. inspect works, documents, records.
- ii. take notes, extracts or certified copies of documents or records.
- iii. take certified samples of material.
- iv. obtain information in form of printouts, diskettes, floppies, tapes, video cassettes or in any other electronic mode or through printouts. [S.2(j)]

Q. What is the time limit to get the information?

- A.**
- i. 30 days from the date of application
 - ii. 48 hours for information concerning the life and liberty of a person
 - iii. 5 days shall be added to the above response time, in case the application for information is given to Assistant Public Information Officer.
 - iv. If the interests of a third party are involved then time limit will be 40 days (maximum period + time given to the party to make representation).
 - v. Failure to provide information within the specified period is a deemed refusal.

Q. What is 'Third Party' Information and what is the procedure to get 'Third Party' information under the RTI Act?

A. Section 11 of the Act provides the procedure of disclosure of 'third party' information. According to it, if a Public Information Officer(PIO) intends to disclose an information supplied by a third party which the third party has treated as confidential, the PIO, before taking a decision to disclose the information shall invite the third party to make submission in the matter. The third party has a right to make an appeal to the Departmental Appellate Authority against the decision of the PIO and if not satisfied with the decision of the Departmental Appellate Authority, a second appeal to the concerned Information Commission. The PIO can not disclose such information unless the procedure prescribed in section 11 is completed.

As defined in Section 2(n) of RTI Act, "third party" includes a Public Authority. Reading the definition of the term, "third party" and Section 11 of the Act together makes it clear that if a Public Authority 'X' receives some information from another Public Authority 'Y' which that Public Authority has treated as confidential, then 'X' cannot disclose the information without consulting 'Y', the third party in respect of the information and without following the procedure prescribed in Section 11 of the Act, which is a statutory requirement.

Q. What is application fee and other charges payable to NALCO under the RTI Act and Rules made thereunder ? What is the accepted mode of payment ?

A. NALCO being a central Public Authority, the application fee and other applicable charges payable to the Company are as prescribed by the Government of India under the Right to Information (Regulation of Fee & Cost) Rules, 2005.

Application Fee U/S 6(1) of the Act : ₹ 10/-

Charges U/S 7(1) of the Act :

(a) For each page of A-4 or A-3 size paper created or copied : ₹ 2/-

(b) For each page of larger size paper : Actual charge or cost price.

(c) For samples or modules : Actual charge or cost price.

(d) For inspection of Records : No fee for the first Hour and a fee of ₹ 5/- for each subsequent hour (or fraction thereof).

For providing information U/S 7(5) of the Act :

(a) in diskette or floppy : ₹ 50/- per Diskette or Floppy.

(b) In printed form : At a price fixed for such publication or ₹ 2/- per page of photocopy of extracts from the publication.

The accepted mode of payment is a Demand Draft favouring National Aluminium Company Limited payable at Bhubaneswar or deposit in cash at any cash counter of NALCO and produce the receipt thereof or by way of Indian Postal Order . Payment through Money Order or through Treasury Challan or in the form of Court Fee Stamps/Revenue Stamps or through Post Office Deposit is not an accepted mode of payment for NALCO.

Q. What kind of information a Public Authority can deny to an Information Seeker ?

A. The type of information specified under Section 8 and Section 9 of the RTI Act is exempt from disclosure to any information seeker. Any Indian citizen seeking such kind of information, shall be denied information.

Q. Is partial disclosure allowed under the RTI Act ?

A. Yes, only that part of the record which does not contain any information which is exempt from disclosure and which can reasonably be served from any part that contains exempt information, can be provided (Section-10).

Q. Who is Deemed PIO and what is his responsibility and liability under the RTI Act ?

A. Any officer, who is a custodian of information and whose assistance has been sought by the PIO for servicing/providing the required information as sought by the information seeker, shall be the Deemed PIO. It is the responsibility of such officer to render

all assistance to the PIO seeking his/her assistance and for the purpose of any contravention of the provisions of the RTI Act such other officer shall be treated as a PIO. Section-5(5)

Q. Who are the Appellate Authorities under the RTI Act ?

A. First Appeal: First appeal to the officer senior in rank to the PIO in the concerned Public Authority within 30 days from the expiry of the prescribed time limit or from the receipt of the decision (delay may be condoned by the Appellate Authority if sufficient cause is shown).

Second Appeal: Second appeal to the Central Information Commission or the State Information Commission as the case may be, within 90 days of the date on which the decision was given or should have been made by the First Appellate Authority. (delay may be condoned by the Commission if sufficient cause is shown). Third Party appeal against PIO's decision must be filed within 30 days before first Appellate Authority; and, within 90 days of the decision on the first appeal, before the appropriate Information Commission which is the second appellate authority. Burden of proving that denial of Information was justified lies with the PIO.

First Appeal shall be disposed of within 30 days from the date of its receipt. Period extendable by another 15 days if necessary. (S.19)

Q. What are the penalty provisions under the RTI Act ?

A. Every PIO will be liable for fine of ₹ 250/- per day, up to a maximum of ₹ 25,000/-, for -

- i. not accepting an application;
- ii. delaying information release without reasonable cause;
- iii. malafidely denying information;
- iv. knowingly giving incomplete, incorrect, misleading information;
- v. destroying information that has been requested and
- vi. obstructing furnishing of information in any manner.

The Information Commission (IC) at the Centre and the State levels will have the power to impose this penalty. The Information Commission can also recommend disciplinary action for violation of the law against an erring PIO. (S.20)

XXIV. Related to seeking Information.

The requests seeking information under Section 6(1) of the RTI Act from NALCO may be sent either electronically through web application interface provided in the Company's website www.nalcoindia.com or through e-mail directly to a dedicated e-mail ID right to information@nalcoindia.co.in or to the e-mail ID of PIO or any APIOs of the Company. However, hard copy of the

same duly signed and address given together with application fee of ₹ 10/- should be immediately sent to the PIO, or in physical form either in NALCO's prescribed web downloaded and printed pdf form or in the form of a plain letter giving name and address prominently together with the prescribed application fee of ₹ 10/- by way of Cash or by Demand Draft or Bankers Cheque or Indian Postal Order. The Demand Draft or Bankers Cheque is required to be drawn in favour of "**National Aluminium Company Ltd.**" payable at Bhubaneswar.

As per amended Rule 3 of the Right to Information (Regulation of Fee and Cost) Rules 2005, a request for obtaining information under Section 6(1) of the Right to Information Act, 2005 shall be accompanied by an application fee of ₹ 10/- by way of Cash or by Demand Draft or Bankers Cheque or Indian Postal Order. The Demand Draft or Bankers Cheque is required to be drawn in favour of "**National Aluminium Company Ltd.**" payable at Bhubaneswar.

Since NALCO is a Central Public Authority, payment of application fee under Section 6(1) and charges/further fees under Section 7(1) & (5) through Post Office deposit or through treasury challan or court fee stamps is not an accepted mode of payment.

- When information is sought through the web application interface, the system will generate a Request Receipt ID for each information request. Information Seekers on completion of the entry of required information in the web enabled application and after committing/submitted the request are requested to take printouts of their requests in duplicate and send one copy duly signed to the address of PIO or any APIO along with application fee of ₹10/- (other than BPL category applicants. For BPL category applicants, there is no application fee.) and retain another copy for their future reference/correspondence, if needed.
- The application seeking information in either form must be sent along with the supporting documents like identity proof etc. and application fee of ₹ 10/- in the mode of payment stated above to the PIO or any APIO of the Company.
- All mandatory fields in the web enabled application need to be filled in before committing/submitted the request. Otherwise the system will not accept the request.

XXV. With relation to training imparted to public by Public Authority.

Scheme for Apprentice Training

SL no.	Related information	Answer/Practice
1.	Name of training programme with brief description	Apprenticeship Training
2.	Time Period for training programme / scheme	One year
3.	Objectives of training	As per statute
4.	Physical & Financial target (last year)	As per the provisions of the Apprenticeship Act.
5.	Eligibility for training	a. Degree in Engg. / Tech for Graduate Apprentice b. Diploma holder for Technician Apprentice c. ITI pass for Trade Apprentice
6.	Pre requisite for training (if any)	Recommendation from BOPT, Kolkata / RDAT, Kolkata, / DTET, Cuttack
7.	Description of help (Mention the amount of Financial help, if any)	Stipend as per the provision of Apprenticeship Act.
8.	Procedure of giving help	Payment of monthly stipend to all category of apprentice trainee's. Reimbursement of 50% of stipend paid from the Govt. of India in respect of Graduate & Technician Apprentice.
9.	Contact Information for applying	1. BOPT, Kolkata for Graduate Apprentices 2. DTET, Cuttack for Technician Apprentices 3. DTET / Concerned Training In-charge of respective Units for Trade Apprentices
10.	Application fee (Wherever applicable)	NIL
11.	Other fee (Wherever applicable)	NIL
12.	Application form (In case the application is made on plain paper please mention the details which the applicant has to provide)	No specific format
13.	List of enclosures/ documents	Educational qualification / Mark sheet
14.	Format of enclosures/ documents	NA
15.	Procedure of application	<p>Graduate Apprentice :</p> <p>1. Applications are receipt directly in the office of BOPT directly from the candidates b. Application receipt at NALCO are also forwarded to the BOPT.</p> <p>Technician Apprentice :</p> <p>1. Discipline wise quota / slot is allotted to Nalco by BOPT, Kolkata. 2. DTET, Cuttack / Concerned Principal forward the names for the Govt. quota.</p>

		<p>3. Applications are also received from LDPs and employees.</p> <p>Trade Apprenticeship :</p> <ol style="list-style-type: none"> 1. Quota / slot for Trade Apprenticeship is decided by DTET/RDAT. The same is also intimated to Nalco. 2. Concerned Principals of ITI forward the names of eligible Candidates to Nalco for Govt. quota. 3. Applications are received directly at the respective Training Institute from the LDP / SAP / Local candidates.
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16.	Process followed in the Public authority after receipt of the application	<p>Graduate Apprenticeship : As decided by BOPT, Kolkata</p> <p>Technician Apprenticeship: Kolkata</p> <p>Trade Apprenticeship : As per the approved rules/procedures / guidelines.</p>
17.	Normal time taken for issuance of certificate	Within 7 days of the receipt of the result / certificate from BOPT, Kolkata / RDAT, Kolkata.
18.	Validity period of certificate (if applicable)	Permanent
19.	Process of renewal (if any)	Not applicable
20.	Selection Procedure	<p>Graduate Apprenticeship :</p> <ol style="list-style-type: none"> 1. Candidates are selected through a Personal Interview by a Selection Committee. 2. The Selection Committee consist of representative from NALCO and BOPT, Kolkata. <p>Technician Apprenticeship :</p> <ol style="list-style-type: none"> 1. Discipline wise quota / slot is allotted to NALCO by RDAT, Kolkata 2. DTET or its authorized institutions forward the names against the allotted quota to NALCO for engagement of the apprentices. 3. On receipt of communication from the DTET or authorized institutions, students are intimated by NALCO to join for training. <p>Trade Apprenticeship : As per the approval of the Complex Administration.</p>
21.	Time table of training programme (in case available)	As per the shift allotted to the trainee.
22.	Process to inform the trainee about the training schedule	Office Notice Board / Traineeship offer letter to respective candidates by Registered / Speed Post to their present address.
23.	Arrangement made by the public authority for creating public awareness about the training programme.	Training is afforded as per the act.

24.	List of beneficiary of the training programme at various levels like district level, block level etc.	Under the jurisdiction of BOPT, Kolkata / DTET, Cuttack.
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Scheme for Industrial Trainee

SL No.	Related information	Answer/Practice
1.	Name of training programme with brief description	Industrial Trainee
2.	Time Period for Training Programme / Scheme	One Year
3.	Objective of Training	<p>A lot of students after graduating from colleges and professional institutes look for an opportunity to undergo training in Nalco in order to equip themselves with necessary skill and knowledge. Nalco being a Public Sector Undertaking has also equal obligation towards society for affording an opportunity to the youth of the society for their self development through training.</p> <p>Apart from the above, the students undergoing Master of Computer Application, Cost/Chartered Accountancy, Company Secretariship courses and their respective institution are approaching for providing training facility as a part of curriculum. The engagement of trainees will also enable our company to impart training to SC/ST/OBCs/LDPs from time to time. This will also enable the organization to meets its temporary or immediate requirement of manpower in respective area of disciplines from time to time. The company will have no obligation to absorb the trainees in regular posts after completion of their training period.</p>
4.	Physical & Financial Targets (Last Year)	Not applicable
5.	Eligibility for Training	As per the approved scheme.
6.	Pre requisite for training (If any)	As per the approved scheme.
7.	Description of help (Mention the amount of Financial help, if any)	Stipend - Rs. 7,500/- per month Rs. 10,200/- per month as per the scheme.
8.	Procedure of giving help	As per the approved scheme and rule.
9.	Contact Information for applying	In-Charge (Training), HCE, Nalco, Nalco Nagar, Bhubaneswar.

10.	Application fee (Wherever applicable)	NIL
11.	Other fee (Wherever applicable)	NIL
12.	Application form (In case the application is made on plain paper please mention the details which the applicant has to provide)	As per the specified format.

13.	List of enclosures / Documents	Certificate & Mark sheet of the qualifying examinations
14.	Format of enclosures / documents	Bio-data form
15.	Procedure of application	Letter from the Institute indicating Name of the student, Period of Training, discipline etc. to NALCO / Filled in application along with prescribed enclosures as per the advertisement.
16.	Process followed in the Public authority after receipt of the application	a. Verification of applications & short listing candidates for test / Interview. b. Intimation for appearing test / interview. c. Conducting test / Interview through selection committee. (Approval of Competent Authority thereof).
17.	Normal time taken for issuance of the Certificate	Within 7 working days of completion of training period.
18.	Validity period of Certificate (if applicable)	One time
19.	Process of renewal (if any)	Not Applicable
20.	Selection Procedure	Test / Interview of short listed candidates by a Selection Committee.
21.	Time table of training programme (in case available)	As per the shift allotted to trainee.
22.	Process to inform the trainee about the training schedule	Intimation is given to the head of the institution by post/ Intimation given to the candidate indicating the training schedule.
23.	Arrangements made by the Public Authority for creating public awareness about the training programme.	Display in the Notice Board / Intimation sent to Head of the Concerned Professional Institution.
24.	List of beneficiary of the training programme at various levels like district level, block level etc.	Across Country.

Scheme for Summer Training

SL No.	Related information	Answer/Practice
1.	Name of training programme with brief description	SIP / Summer Project / Project Training
2.	Time Period for Training Programme / Scheme	Four to Eight weeks.
3.	Objective of Training	Fulfillment of the academic requirement of the student.
4.	Physical & Financial Targets (Last Year)	NIL
5.	Eligibility for Training	Students of Engineering and Management Institute.
6.	Pre requisite for training (If any)	Student of the Institute / Request letter from concerned Professional Institute.
7.	Description of help (Mention the amount of Financial help, if any)	Not applicable.
8.	Procedure of giving help	Not applicable
9.	Contact Information for applying	In-Charge (Training) of respective Units of Nalco
10.	Application fee (Wherever applicable)	NIL
11.	Other fee (Wherever applicable)	NIL
12.	Application form (In case the application is made on plain paper please mention the details which the applicant has to provide)	Available in the concerned Training department.
13.	List of enclosures / Documents	Personal Bio-data filled up by the student along with photograph.
14.	Format of enclosures / documents	Bio-data form (enclosed)
15.	Procedure of application	a. Letter from the Institute indicating Name of the student, Period of Training, discipline etc to NALCO . b. Application in the prescribed Form
16.	Process followed in the Public authority after receipt of the application	As per requirement.
17.	Normal time taken for issuance of the Certificate	Within 7 days of completion of the Training and submission of Project to HCE
18.	Validity period of Certificate (if	Permanent

	applicable)	
19.	Process of renewal (if any)	NIL
20.	Selection Procedure	As per the approval of the Departmental Head.
21.	Time table of training programme (in case available)	Four to eight weeks and _____
22.	Process to inform the trainee about the training schedule	Intimation is given to the head of the institution By post / Displayed in the Notice Board.
23.	Arrangements made by the Public Authority for creating public awareness about the training programme.	Displayed in Notice Board / Information to Institutions (For Odisha only).
24.	List of beneficiary of the training programme at various levels like district level, block level etc.	Across Country level.

Scheme for Rajbhasa Training

SL No.	Related information	Answer/Practice
1.	Name of training programme with brief description	Rajabhasa –prangya & pravina
2.	Time Period for Training Programme / Scheme	Two programmes
3.	Objective of Training	Rajabhasa prasara
4.	Physical & Financial Targets (Last Year)	Not applicable
5.	Eligibility for Training	Nomination by member of – TOLIC, Angul
6.	Pre requisite for training (If any)	Nomination by member of – TOLIC, Angul
7.	Description of help (Mention the amount of Financial help, if any)	Nil
8.	Procedure of giving help	Not Applicable
9.	Contact Information for applying	Rajabhasa Adhikari, NALCO, Smelter Plant, Smelter and Power Complex, Angul
10.	Application fee (Wherever applicable)	Nil
11.	Other fee (Wherever applicable)	Nil
12.	Application form (In case the application	Nomination by member of – TOLIC,

	is made on plain paper please mention the details which the applicant has to provide)	Angul
13.	List of enclosures / Documents	Nil
14.	Format of enclosures / documents	Nil
15.	Procedure of application	As per the approved rule.
16.	Process followed in the Public authority after receipt of the application	Not applicable
17.	Normal time taken for issuance of the Certificate	3 months after publication of the result of the concerned examination.
18.	Validity period of Certificate (if applicable)	Permanent
19.	Process of renewal (if any)	Not applicable
20.	Selection Procedure	Nomination by TOLIC, Angul
21.	Time table of training programme (in case available)	a. 2 days per week for two months b. Two programmes. per year c. Normal Office hour of Nalco.
22.	Process to inform the trainee about the training schedule	Through the representatives of the TOLIC, Angul.
23.	Arrangements made by the Public Authority for creating public awareness about the training programme.	TOLIC, Angul meeting.
24.	List of beneficiary of the training programme at various levels like district level, block level etc.	Angul District
