

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 ▪ Books of Accounts ▪ Statement of Quarterly Financial Results ▪ Annual Report ▪ Accounts Manual ▪ Documents pertaining to 	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. Nalco Bhawan, P/1, Nayapalli Bhubaneswar- 751 061 Telephone- 0674- 2301333/2300043/2301085 Fax- 0674-2300740 E-mail: edfin@nalcoindia.co.in

	payment of Income Tax, Tax Deducted at Sources, Vouchers, etc.	Fee charged by the department for a copy of these documents.	As per the RTI Act.
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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 National Aluminium Co. Ltd. J.K.Millennium Centre, First Floor, 46-D, Chowringhee Road, Kolkata-700071. Telephone- 033- 22801497 6. Finance-in-Charge National Aluminium Co.Ltd. 215, T.V. Industrial

			<p>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 Products, Chemicals (Hydrates & Alumina) and Zeolite-A in the Domestic as well as Export Market by marketing personnel across the company.</p>

		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-751061. 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- 751 061 Telephone- 0674- 2300607(o) Fax- 0674-2302023 E-mail: edhna@nalcoindia.co.in Or DY. General Manager(H&A)-I National Aluminium Company Ltd. Nalco Bhawan, P/1, Nayapalli Bhubaneswar- 751 061 Telephone- 0674- 2301360(o) Fax- 0674-2302023 E-mail: edhna@nalcoindia.co.in
		Fee charged by	As per the RTI Act.

		the department for a copy of rules, regulations, instructions, manual and records (If any)	
02	<ul style="list-style-type: none"> ▪ 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	<p>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: edhna@nalcoindia.co.in</p> <p>Or DY. General Manager(H&A)-II National Aluminium Co. Ltd. Nalco Bhawan, P/1, Nayapalli Bhubaneswar- 751 061 Telephone- 0674- 2301561 Fax- 0674-2302023 E-mail: edhna@nalcoindia.co.in</p>
		Fee charged by the department for a copy of rules, regulations, instructions, manual and records (If any)	As per the RTI Act.
03	<ul style="list-style-type: none"> ▪ 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	General Manager(H&A)

		one can get a copy of rules, regulations, instructions, manual and records	National Aluminium Co. Ltd. Nalco Bhawan, P/1, Nayapalli Bhubaneswar- 751 061 Telephone- 0674- 2300607(o) Fax- 0674-2302023 E-mail: edhna@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: edhna@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	▪ 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- 751 061 Telephone- 0674- 2300607(o) Fax- 0674-2302023 E-mail: edhna@nalcoindia.co.in Or DY. General Manager(IE) National Aluminium Company Ltd. Nalco Bhawan, P/1, Nayapalli Bhubaneswar- 751 061 Telephone- 0674- 2300520(o) Fax- 0674-2302023 E-mail: edhna@nalcoindia.co.in
		Fee charged by	As per the RTI Act.

		the department for a copy of rules, regulations, instructions, manual and records (If any)	
05	<ul style="list-style-type: none"> ▪ 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- 751 061 Telephone- 0674- 2300607(o) Fax- 0674-2302023 E-mail: edhna@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: edhna@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.
06	<ul style="list-style-type: none"> ▪ Training manual/Policy 	Brief write -up on the documents	Training manual of the Company
		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:

			<p>edhna@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 E-mail: edhna@nalcoindia.co.in</p>
		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	<p>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: edhna@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 E-mail: edhna@nalcoindia.co.in</p>

		Fee charged by the department for a copy of rules, regulations, instructions, manual and records (If any)	As per the RTI Act.
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SL. NO.	NAME / TITLE OF DOCUMENTS	DESCRIPTION	
01	<u>TQM Dept. Guidelines</u> <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-751061. 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.

