

- (vi) A statement of the categories of documents that are held by it or under its control

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- 751 013 E-mail: nkmohanty@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 payment of Income Tax, Tax Deducted at Sources, Vouchers, etc. 	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- 751013 E-mail: braja.dash@nalcoindia.co.in
		Fee charged by the department for a copy of these documents.	As per the RTI Act.

Sl. No	Name/ Title of documents	Description	
01	<u>Finance & Accounts</u> <u>Department of Units & Regional Offices</u> <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. GGM(Finance) National Aluminium Co. Ltd. S&P Complex, Angul-759145. 2. GGM(Finance) National Aluminium Co. Ltd. M&R Complex, Damanjodi-763008. 3. Finance-in-Charge National Aluminium Co. Ltd. Port Facilities Office, Visakhapatnam-530035. 4. Finance-in-Charge National Aluminium Co. Ltd. Core-4, 5TH Floor, District Centre, SCOPE Minar, Laxmi Nagar, Delhi-110092 5. Finance-in-Charge National Aluminium Co. Ltd. J.K. Millennium Centre, First Floor, 46-D, Chowringhee Road, Kolkata-700071. 6. Finance-in-Charge National Aluminium Co.Ltd. 215,T.V. Industrial Estate,S.K.Ahire Marg,Worli,Mumbai-400030. 7. Finance-in-Charge National Aluminium Co. Ltd. 3E,Century Plaza,560 Anna Salai,Teynampet,Chennai-600018.
		Fee charged by the department for a copy of these documents.	As per the RTI Act.

SL. NO.	NAME / TITLE OF DOCUMENTS	DESCRIPTION	
01	<u>Marketing Dept.</u> ▪ Marketing Guidelines	Brief Write-up on the Documents	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. 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.
		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. 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 Company Ltd. Nalco Bhawan, P/1, Nayapalli Bhubaneswar- 751013 E-mail: himanshu.pradhan@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.
02	▪ Contract labour management	Brief write -up on the documents	It contains company guidelines related to contract 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 Company Ltd. Nalco Bhawan, P/1, Nayapalli Bhubaneswar- 751013 E-mail: himanshu.pradhan@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.

Sl. No.	Name/ Title of documents	Description	
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	Office of the General Manager (IE) National Aluminium Co. Ltd. Nalco Bhawan, P/1, Nayapalli Bhubaneswar- 751013 E-mail: saroj.patra@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	Office of the General Manager(IE) National Aluminium Co. Ltd. Nalco Bhawan, P/1, Nayapalli Bhubaneswar- 751013 E-mail: saroj.patra@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.
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	Office of the General Manager(IE&C) National Aluminium Co. Ltd. Nalco Bhawan, P/1, Nayapalli Bhubaneswar- 751013 E-mail: saroj.patra@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.

Sl. No.	Name/ Title of documents	Description	
06	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	Office of In-Charge Training & Dev. HRD Center of Excellence National Aluminium Co. Ltd. Nalco Bhawan, P/1, Nayapalli Bhubaneswar- 751013 E-mail: himanshu.pradhan@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.
07	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	Office of In-Charge Training & Dev. HRD Center of Excellence National Aluminium Co. Ltd. Nalco Bhawan, P/1, Nayapalli Bhubaneswar- 751013 E-mail: himanshu.pradhan@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.

Materials Dept.

SL. NO.	NAME / TITLE OF DOCUMENTS	DESCRIPTION	
01	Purchase Manual	Brief write up on the document & from where one can get a copy of rules regulations, instructions, manuals and records	The manual contains purchase procedures of the Company. Purchase manual is hoisted in NALCO's website.
		Fee charged by the department for a copy of rules regulations, instructions, manuals and records if any.	Nil

SL. NO.	NAME / TITLE OF DOCUMENTS	DESCRIPTION	
02	Vendor registrations Forms	Brief write up on the document & from where one can get	Vendors interested to do business with NALCO have to give their credential in the prescribed form. Form is available in NALCO's website
		Fee charged by the department for a copy of rules regulations, instructions, manuals and records if any.	Nil
03	Bank mandate Form	Brief write up on the document & from where one can get	To facilitate E-payment the form to be duly filled up by vendors/ contractors and submitted to NALCO to enabling e-payment. Form is available in NALCO's website.
		Fee charged by the department for a copy of rules regulations, instructions, manuals and records if any.	Nil
04	Specification of Major Raw materials	Brief write up on the document & from where one can get	The specification of major raw materials like Calcined Petroleum coke, Liquid Coal Tar Pitch, Aluminium Fluoride, Mercury/ Membrane Grade Caustic Soda Lye (ALT-A), Diaphragm Grade Caustic Soda Lye (LTE-A) etc. Documents available from NALCO's website.
		Fee charged by the department for a copy of rules regulations, instructions, manuals and records if any.	Nil
05	Details of Purchase order placed valuing more than Rs. 2 crore	Brief write up on the document & from where one can get	High value orders are hoisted at website for knowledge of viewers. Documents available from NALCO's website.
		Fee charged by the department for a copy of rules regulations, instructions, manuals and records if any.	Nil

SL. NO.	NAME / TITLE OF DOCUMENTS	DESCRIPTION	
06	Booklet on Ancillary & Downstream Development Programme	Brief write up on the document & from where one can get	To encourage the Small Scale Industries to participate in the tendering of stores and consumables of small value as per Govt. guidelines. Printed booklets are available in our office.
		Fee charged by the department for a copy of rules regulations, instructions, manuals and records if any.	Nil

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 From where one can get a copy of the rules, regulations, instructions, manual & records.	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. GM (TQM) National Aluminium Company Limited, Nalco Bhawan, P/1, Nayapalli, Bhubaneswar-751013. e-mail: sangeet.bhuyan@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 cannot be given to outsiders.