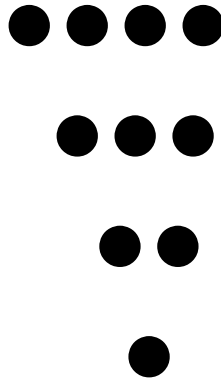




DURGAPUR CHEMICALS LT D

AN ISO 9001 -2008 & 14001 – 2004 CERTIFIED COMPANY
HEAD OFFICE- 6, LITTLE RUSSELL STREET, KOLKATA - 700071
WORKS : DURGAPUR – 713215, DIST: BURDWAN, WEST BENGAL



Information Hand Book
Under Right to Information Act
(Updated)

DURGAPUR CHEMICALS LTD

INFORMATION UNDER ITI ACT 2005

(i)	The particulars of the organization, its functions and duties	Durgapur Chemicals Ltd. (DCL) was incorporated on 31 st July 1963 wholly owned by the Government of West Bengal. DCL is engaged in manufacturing of Caustic Soda Lye, Liquid Chlorine, Hydrochloric Acid, Mono Chloro Benzene (MCB), Di-chloro Benzene (DCB), Sodium Pentachloro Phenate (SPCP), Stable Bleaching Powder, and Purified Hydrogen Gas. Most of our reputed customers are Multinational companies, PSU's , Power Sectors ,various Govt. Departments, Municipalities, Corporations etc. The company is having its factory at Durgapur and Registered/Head Office at 6, Little Russell Street, 2 nd Floor, Kolkata - 700071
(ii)	The powers and duties of the officers and employees	Day to day affairs of the company is looked after by the Managing Director
(iii)	The procedure followed in the decision making process, including channels of supervision and accountability	<p>Overall management of the Company is vested with the Board of Directors of the Company. The Board of Directors is the highest decision making body within the Company.</p> <p>As per the provisions of the Companies Act, 1956 certain matters require the approval of the shareholders of the Company in General Meeting.</p> <p>The Board of Directors is accountable to the shareholders of the Company, which is the ultimate authority of a Company. Durgapur Chemicals Ltd. being a Public Sector Enterprise (PSE), of Govt. of West Bengal, the Board of Directors of the Company is also accountable to State Government.</p>

(iv)	The norms set for the discharge of functions	Durgapur Chemicals Limited being a Govt. of West Bengal Enterprise , the company executes its function as per directives of Board through Managing Director
(v)	The rules, regulations, instructions, manuals and records, held or under the control of the company or used by the employees for discharging their functions	The Company is generally covered by West Bengal Service Rule (WBSR)
(vi)	A statement of the categories of documents that are held or under the control of the company	The Company holds certain categories of documents which are required to be preserved and maintained under various applicable provisions of law, viz., minutes of board meeting , general meetings of the shareholders, books of accounts, other statutory registers under Company's Act, 1956 etc.
(vii)	The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof	Not applicable
(viii)	A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advise, and as to whether meetings of those boards, councils, committees and other bodies are open to the public or the minutes of such meetings are accessible for public	The Company publishes the Annual Report in every year including Corporate Governance Report which inter-alia deals with the functioning of the Board procedure and its committees. Durgapur Chemicals Ltd. being a business organization and it has to face stiff competition in the market for selling its products, hence other than Annual Report , NIT, Public Notice - any commercial record, business data, plant operation report, Sales data or any other report which may divulge commercial secrecy is not open for public <u>Annual Report of the Company</u>

(ix)	A directory of the officers and employees	<p>The senior executive of the Companies are as follows:-</p> <ol style="list-style-type: none"> 1. Mr. Subrata Mukherjee, Director in Charge 2. Mr. Ranjit Singh, General Manager (works) 3. Mr. Vimal Kishore Mundra, General Manager (Commercial) 4. Mr. Atul Majumdar, Chief Development Engineer and in charge of Chief Mechanical Engineer 5. Mr. Sukomal Kanti Guha, Company Secretary and In charge of Personnel Department 6. Mr.B.D.Jadav, Manager (Production) 7. Mr. Subir Roy Choudhury, DY. Chief Electrical & Instrument Engineer 8. Shri Dayamoy Banerjee, Assistant Manager (Purchase & Stores)
(x)	The monthly remuneration received by each of the officers and employees, including the system of compensation as provided in the regulations	For payment of salary and for other remuneration, the company is generally guided by 5 th Pay Commission ROPA.
(xi)	The budget allocated to each of the agency, indicating the particulars of all plans, proposed expenditure and reports on disbursements made	NIL
(xii)	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes	Not applicable to the Company.
(xiii)	Particulars of recipients of concessions, permits or authorizations granted	Not applicable to the Company.
(xiv)	Details in respect of the information, available to or held, reduced in an electronic form	Books of accounts are being kept by the Company electronically The Company generally uses electronic software for it accounting functions, personnel functions

		and business functions.
(xv)	The particulars of facilities available to citizens for obtaining information including the working hours of a library or reading room, if maintained for public use	NIL
(xvi)	The names, designations and other particulars of the Public Information Officers.	SHRI SUKOMAL KANTI GUHA – COMPANY SECRETARY Public Information Officer SHRI SANDIP KUMAR DASGUPTA – ASSISTANT MANAGER (PERSONNEL) Assistant Public Information Officer
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(xvii)	Such other information as may be prescribed	As given below:-

Sec of RTI Act 19(1)	Requirements Under The RTI Act	Details
(i)	Appellate Authority	Shri subrata Mukherjee Director in charge Durgapur Chemicals Ltd. Durgapur – 713215 Dist : Burdwan Phone 0343 255 5762

Office Address Telephone	Head Office 6, Little Russell Street, Kolkata- 700071 Tel: 033 2287-1552, 2287-1556 DURGAPUR CHEMICALS LTD. DURGAPUR – 713215, DIST: BURDWAN, WEST BENGAL 0343 255- 6763
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Website	wwwdurgachem.com