

## Information Under Section 4(1) Of The Right To Information Act, 2005

Section of RTI Act, 4(1)	Requirements under the RTI Act.	Details
(i)	The particulars of the organization, its functions and duties.	Bengal Chemicals & Pharmaceuticals Ltd. (BCPL) with 100% shareholding by Govt. of India (through Ministry of Chemicals & Fertilizers) is a Government Company as per the Companies Act, 1956. The particulars, functions and duties of BCPL are fully enumerated in the Memorandum and Articles of Association.
(ii)	The power and duties of the officers and employees.	There is internal system of delegating specific and general authorities within the Company which are issued and cancelled from time to time as per approval of Competent Authority.
(iii)	The procedure followed in the decision making process, including channels of supervision and accountability.	Articles of Association is the internal rules for governing the Company.
(iv)	The norms set for the discharge of functions.	Performance of the Company is monitored by its Administrative Ministry. The BE & RE figures are strictly adhered to by the Company before passing over to the Ministry.
(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 holds certain Internal manuals like Purchase Manual, Project Manuals, Administrative delegation and Financial Power Manuals, Leave and Disciplinary Action Manual etc. for discharging the functions of the company.
(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 laws and statutes viz., minutes of the Board and general meetings of the shareholders, books of accounts, master roll etc.
(vii)	The particulars of any arrangement that exists for consultation which, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof	Various Parliamentary Committees such as, Committee on Public Undertaking have jurisdiction over the Company which superintends /audits the functioning of the Company and also provide directional guidance as may be necessary.
(viii)	A statement of the boards, councils, Committees and other bodies consisting of two or more persons constituted as its	The Company publishes the Annual Report containing therein Directors' Report and Directors' Responsibility Statement. The Board

	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 meeting are accessible for public.	of the Company has constituted an Audit Committee in compliance with Section 177 of Companies Act, 2013 and DPE's Guidelines on Corporate Governance. The Committee recommends, advices and guides the Board of Directors on Financial Policy decisions every year. Board of the Company has also constituted following Board Level Committees in compliance with Companies Act, 2013 and DPE's Guidelines on Corporate Governance: (i) Nomination & Remuneration Committee (ii) CSR & Sustainability Development Committee
(ix)	A directory of the officers and employees. A directory, containing businesses wise and location wise names, designation, office address office telephone etc.	Mentioned in the Company's website.
(x)	The monthly remuneration received by each of the officers and employees, including the system of compensation as provided in the regulations.	Mentioned in Annexure- A
(xi)	The budget allocated to each of the agency, indicating the particulars of all plans, proposed expenditure and reports on disbursements made.	Budgetary allocation is provided by the Government of India to the Company through annual Planned fund and Non-Planned fund as the case may be. The Company operates through its capital, Internal accruals and borrowings.
(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 unaudited quarterly financial results are placed in the Audit Committee and Board Meetings of the Company. The Company uses various electronic software for its accounting 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.	Not maintained by the Company.
(xvi)	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.	Not maintained by the Company.

(xvii)	The names, designations and other particulars of the Public Information Officers.	Shri Tapas Banerjee, Manager (HR & Admin), Bengal Chemicals & Pharmaceuticals Limited, 6, Ganesh Chunder Avenue, Kolkata- 700013. Phone No.: (033) 2237 1525/ 1526
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**Annexure- A**

Scale of pay of Bengal Chemicals & Pharmaceuticals Ltd.

LEVEL/GRADE	SCALE OF PAY 2007	
W1	6500-3%-11540/-	} <b>Non Officers</b>
W2	6700-3%-12010/-	
W3	7000-3%-13720/-	
W4	7350-3%-14530/-	
W5	7750-3%-15480/-	
W6	8200-3%-16570/-	
W7	8700-3%-17150/-	
W8	9600-3%-17930/-	
W9	10600-3%-19700/-	
10 (E0)	12,600- 32,500/-	} <b>Officers</b>
11 (E1)	16,400- 40,500/-	
12 (E2)	20,600- 46,500/-	
13 (E3)	24,900- 50,500/-	
14 (E4)	29,100- 54,500/-	
15 (E5)	32,900- 58,000/-	
16 (E6)	36,600- 62,000/-	
17 (E7)	43,200- 66,000/-	
18 (DF) (E8)	51,300- 73,000/-	
19 (MD) (E9)	65,000- 75,000/-	