

# Suo Moto Disclosures/RTI Manuals

(Updated as on 10.07.2024)

Sr.No.	Details of Disclosure	Organization information
1	<b>Organization and Function</b>	
1.1	<b>Particulars of its Organization, functions and duties[Section 4(1)(b)(i)]</b>	
1.1.1	Name and address of the Organization	<p><b>"MOIL LIMITED"</b>, 1A, Katol Road, NAGPUR 440 013 (Maharashtra) (India)(<a href="https://moil.nic.in/userfiles/RTI_1.pdf">https://moil.nic.in/userfiles/RTI_1.pdf</a>)</p> <p>MOIL is a Schedule "A" Miniratna Category-I Company. It was originally incorporated as Manganese Ore (India) Limited in the year 1962. Subsequently, name of the Company was changed from Manganese Ore (India) Limited to MOIL Limited during the financial year 2010-11.</p> <p>MOIL was originally set up in the year 1896 as Central Province Prospecting Syndicate which was later renamed as Central Provinces Manganese Ore Company Limited (CPMO), a British Company incorporated in the UK. In 1962, as a result of an agreement between the Government of India and CPMO, the assets of the latter were taken over by the Government and MOIL was formed with 51% capital held between the Govt. of India and the State Governments of Maharashtra and Madhya Pradesh and the balance 49% by CPMO. It was in 1977, the balance 49% shareholding was acquired from CPMO and MOIL became a 100% Government Company under the administrative control of the Ministry of Steel.</p> <p>At present, MOIL operates its underground and opencast mines located in the Nagpur and Bhandara districts of Maharashtra and Balaghat district of Madhya Pradesh. All these mines are about a century old. The Balaghat Mine is the largest mine of the Company. The mine has now reached a mining depth of about 435 meters from the surface. Dongri Buzurg Mine located in the Bhandara district of Maharashtra is an opencast mine that produces manganese dioxide ore used by dry battery industry. This ore in the form of manganese oxide is used as micro-nutrient for cattle feed and fertilizers. MOIL fulfils about 46% of the total requirement of dioxide ore in India.</p> <p>MOIL produces and sells different grades of Manganese Ore. MOIL has also set up a plant based on indigenous technology to manufacture 1,500 MT per annum capacity of Electrolytic Manganese Dioxide (EMD). This product is used for the manufacture of dry battery cells. EMD produced by the Company is of good quality and well accepted by the market. MOIL is having a Ferro manganese plant with a capacity of 12,000 MT per annum for value addition.</p> <p>In order to promote non-conventional energy resources, MOIL has installed 4.8 MW Wind Energy Farm at Nagda Hills and 15.2 MW Wind Farm at Ratedi Hills, Dist. Dewas in Madhya Pradesh.</p>
1.1.2	Head of the organization	<b><u>Sh. Ajit Kumar Saxena, Chairman-cum-Managing Director</u></b> <a href="https://www.moil.nic.in/content/60/Board%20of%20Directors">https://www.moil.nic.in/content/60/Board%20of%20Directors</a>
1.1.3	Vision, Mission and Key objectives	<p>MOIL is having the historical background and dynamics of operating environment. The Company is having broad vision in the industrial horizons. The vision of the Company is as under: -</p> <p><b>Vision</b> - To sustain market leadership in Indian Manganese industry and be a globally diversified enterprise, through strategic alliances and technological upgradation.</p> <p><b>Mission</b> – Our mission is to create long-term value for our stakeholders, through exploration and development of natural resources, in an efficient, safe, cost effective and eco-friendly manner.<a href="https://www.moil.nic.in/upload_files/uzzrabd.pdf">https://www.moil.nic.in/upload_files/uzzrabd.pdf</a>; (<a href="https://moil.nic.in/userfiles/RTI_1.pdf">https://moil.nic.in/userfiles/RTI_1.pdf</a>)</p>
1.1.4	Function and duties	<p><b>The Company (MOIL Ltd.) has well defined procedures and guidelines for discharge of various functions.</b></p> <ul style="list-style-type: none"> <li>• Delegation of Powers</li> <li>• Structured Policies and Guidelines</li> </ul>

		<ul style="list-style-type: none"> <li>• Guidelines of Department of Public Enterprises</li> <li>• Guidelines of Central Vigilance Commission</li> <li>• Compliance of provisions of Statutes, etc.</li> </ul> <a href="https://moil.nic.in/userfiles/rti_4_norms.pdf">https://moil.nic.in/userfiles/rti_4_norms.pdf</a>
1.1.5	Organization Chart	<p><b>Organization Chart of Ministry of Steel (as on 6<sup>th</sup> June, 2023):</b>  <a href="https://steel.gov.in/sites/default/files/Organization%20Chart_06.06.2023.pdf">https://steel.gov.in/sites/default/files/Organization%20Chart_06.06.2023.pdf</a>;</p> <p><a href="https://www.moil.nic.in/content/59/Administrative%20Setup">https://www.moil.nic.in/content/59/Administrative%20Setup</a></p> <p>(<a href="https://moil.nic.in/userfiles/rti_3_decisionmaking.pdf">https://moil.nic.in/userfiles/rti_3_decisionmaking.pdf</a>)</p>
1.1.6	Any other details-the genesis, inception, formation of the department and the HoDs from time to time as well as the committees/ Commissions constituted from time to time have been dealt.	<p><a href="https://www.moil.nic.in/content/56/About%20MOIL;">https://www.moil.nic.in/content/56/About%20MOIL</a>;</p> <p><b>SDU Units at Mine Level:</b></p> <p><u><a href="#">Balaghat Mine</a></u></p> <p><u><a href="#">Beldongri Mine</a></u></p> <p><u><a href="#">Chikla Mine</a></u></p> <p><u><a href="#">DongriBuz.Mine</a></u></p> <p><u><a href="#">Gumgaon Mine</a></u></p> <p><u><a href="#">Kandri Mines</a></u></p> <p><u><a href="#">Munsar Mines</a></u></p> <p><u><a href="#">Sitapatore Mine</a></u></p> <p><u><a href="#">Tirodi Mine</a></u></p> <p><u><a href="#">Ukwa Mine</a></u></p> <p><a href="https://www.moil.nic.in/content/57/Location%20of%20Units">https://www.moil.nic.in/content/57/Location%20of%20Units</a>  <a href="https://moil.nic.in/content/227/SDU%20Units%20at%20Mine%20Level">https://moil.nic.in/content/227/SDU%20Units%20at%20Mine%20Level</a></p>
1.2	<b>Power and duties of its officers and employees [Section 4(1) (b)(ii)]</b>	
1.2.1	Powers and duties of officers (administrative, financial and judicial)	<p><b>MOIL Ltd. - Delegation of Powers:</b> Delegation of Powers are divided into two sections.</p> <ul style="list-style-type: none"> <li>• General Powers:</li> <li>• Functional Powers:</li> </ul> <p><a href="https://moil.nic.in/userfiles/rti_2_Delegation.pdf">https://moil.nic.in/userfiles/rti_2_Delegation.pdf</a></p>
1.2.2	Power and duties of other employees	Same as Sr. No. 1.2.1
1.2.3	Rules/ orders under which powers and duty are derived and	Same as Sr. No. 1.2.1
1.2.4	Exercised	Powers and duties are exercised and work allocated as per the provision of the statutes.
1.2.5	Work allocation	
1.3	<b>Procedure followed in Decision Making Process [Section 4(1)(b)(iii)]</b>	
1.3.1	Process of decision making Identify key decision making points	<a href="https://moil.nic.in/userfiles/rti_3_decisionmaking.pdf">https://moil.nic.in/userfiles/rti_3_decisionmaking.pdf</a>
1.3.2	Final decision making authority	Board of Directors
1.3.3	Related provisions, acts, rules etc.	<a href="https://www.moil.nic.in/upload_files/uzrabd.pdf">https://www.moil.nic.in/upload_files/uzrabd.pdf</a>
1.3.4	Time limit for taking a decisions, if	The decision about routine matters are taken in a time bound manner

	any	as per the Citizen Charter.
1.3.5	Channel of supervision and accountability	(1)Channel of supervision is as per the Organization Structure of MOIL Limited. (2)Every employee is accountable towards the duties assigned by the authorities from time to time.
1.4	<b>Norms for discharge of functions</b> [Section 4(1)(b)(iv)]	
1.4.1	Nature of functions/ services offered	Nature of functions/ services offered At present, MOIL operates its underground and opencast mines located in the Nagpur and Bhandara districts of Maharashtra and Balaghat district of Madhya Pradesh. All these mines are about a century old. The Balaghat Mine is the largest mine of the Company. The mine has now reached a mining depth of about 435 meters from the surface. Dongri Buzurg Mine located in the Bhandara district of Maharashtra is an opencast mine that produces manganese dioxide ore used by dry battery industry. This ore in the form of manganese oxide is used as micro-nutrient for cattle feed and fertilizers. MOIL fulfils about 46% of the total requirement of dioxide ore in India.
1.4.2	Norms/ standards for functions/ service delivery	The Company (MOIL Ltd.) has well defined procedures and guidelines for discharge of various functions. <a href="https://moil.nic.in/userfiles/rti_4_norms.pdf">https://moil.nic.in/userfiles/rti_4_norms.pdf</a>
1.4.3	Process by which these services can be accessed	1) Delegation of Powers 2) Structured Policies and Guidelines 3) Guidelines of Department of Public Enterprises 4) Guidelines of Central Vigilance Commission 5) Compliance of provisions of Statutes, etc. <a href="https://moil.nic.in/userfiles/rti_4_norms.pdf">https://moil.nic.in/userfiles/rti_4_norms.pdf</a>
1.4.4	Time-limit for achieving the targets	Targets are achieved as per the Scheduled Plan for every year.
1.4.5	Process of redress of grievances	Grievances are redressed amicably. Under the public grievance mechanism, the General Manager (Personnel) as Grievance Officer at corporate office and Mine Managers are the Grievances Officers at respective Mines. • The grievances may be submitted orally or by dropping the grievances in grievance box kept at prominent place at unit & Corporate Office. The grievance can be submitted by post or by online. • Grievance Officer are making all effects for timely redressal of the Public Grievance expeditiously so that the grievance of the aggrieved party / individual is redressed at the earliest, but not beyond stipulated period of 60 days. <a href="https://pgportal.gov.in/CPG OFFICE;">https://pgportal.gov.in/CPG OFFICE;</a> <a href="https://moil.nic.in/upload_files/39endnj.pdf">https://moil.nic.in/upload_files/39endnj.pdf;</a> Employees and customers can lodge a complaint at: <a href="https://moil.nic.in/user-complaints;">https://moil.nic.in/user-complaints;</a>
1.5	<b>Rules, regulations, instructions manual and records for discharging functions</b> [Section 4(1)(b)(v)]	
1.5.1	Title and nature of the record/ manual /instruction.	Information available with the Organization
1.5.2	List of Rules, regulations, instructions manuals and records.	Information available with the Organization
1.5.3	Acts/ Rules manuals etc.	Information available with the Organization
1.5.4	Transfer policy and transfer orders	It is available at: <a href="https://drive.google.com/file/d/1XJvsnsElnSmZgLqtv4HPhZigPJFxfP6y/view?usp=drive_link">https://drive.google.com/file/d/1XJvsnsElnSmZgLqtv4HPhZigPJFxfP6y/view?usp=drive_link</a>
1.6	<b>Categories of documents held by the authority under its control</b> [Section 4(1)(b) (vi)]	

1.6.1	Categories of documents	<a href="https://moil.nic.in/userfiles/rti_6.pdf">https://moil.nic.in/userfiles/rti_6.pdf</a>																	
1.6.2	Custodian of documents/categories	Respective Unit Head <a href="https://moil.nic.in/userfiles/rti_6.pdf">https://moil.nic.in/userfiles/rti_6.pdf</a>																	
1.7	<b>Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]</b>																		
1.7.1	Name of Boards, Council, Committee etc.	Board of Directors of MOIL Ltd.:																	
1.7.2	Composition	<a href="https://moil.nic.in/content/60/Board%20of%20Directors;">https://moil.nic.in/content/60/Board%20of%20Directors;</a> <a href="https://moil.nic.in/userfiles/file/InvRel/ccb.pdf">https://moil.nic.in/userfiles/file/InvRel/ccb.pdf;</a> <a href="https://www.moil.nic.in/content/146/Meetings">https://www.moil.nic.in/content/146/Meetings</a>																	
1.7.3	Dates from which constituted	11.11.2022																	
1.7.4	Term/ Tenure	For CMD & Functional Directors, as specified in their appointment order.  For Independent Directors, generally for a period of 3 years.																	
1.7.5	Powers and functions	<a href="https://moil.nic.in/userfiles/rti_2_Delegation.pdf">https://moil.nic.in/userfiles/rti_2_Delegation.pdf</a>																	
1.7.6	Whether their meetings are open to the public?	NO																	
1.7.7	Whether the minutes of the meetings are open to the public?	NO																	
1.7.8	Place where the minutes if open to the public are available?	NO																	
1.8	<b>Directory of officers and employees[Section 4(1) (b) (ix)]</b>																		
1.8.1	Name and designation	<ul style="list-style-type: none"> <li>•Shri Ajit Kumar Saxena, Chairman-cum-Managing Director</li> <li>•Shri Rakesh Tumane, Director (Finance)</li> <li>•Ms. Usha Singh, Director (Human Resource)</li> <li>•Shri Mirza Mohammad Abdulla, Director (Prod. &amp; Planning)</li> <li>•Ms. Rashmi Singh, Director(Commercial)</li> </ul> <a href="https://moil.nic.in/content/59/Administrative%20Setup">https://moil.nic.in/content/59/Administrative%20Setup</a>																	
1.8.2	Telephone, fax and email ID	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">Sh.Ajit Kumar Saxena</td> <td style="width: 20%;">(0712)-2592070</td> <td style="width: 40%;">cmd@moil.nic.in</td> </tr> <tr> <td>Sh. Rakesh Tumane</td> <td>(0712)-2592072</td> <td>dirfin@moil.nic.in</td> </tr> <tr> <td>Ms. Usha Singh</td> <td>(0712)-2590771</td> <td>dirhr@moil.nic.in</td> </tr> <tr> <td>Sh. Mirza Mohammad Abdulla</td> <td>0712)-2590775</td> <td>mma@moil.nic.in</td> </tr> <tr> <td>Ms. Rashmi Singh</td> <td>(0712)-2592272</td> <td>rashmi.singh@moil.nic.in</td> </tr> </table> <a href="https://moil.nic.in/content/59/Administrative%20Setup">https://moil.nic.in/content/59/Administrative%20Setup</a>			Sh.Ajit Kumar Saxena	(0712)-2592070	cmd@moil.nic.in	Sh. Rakesh Tumane	(0712)-2592072	dirfin@moil.nic.in	Ms. Usha Singh	(0712)-2590771	dirhr@moil.nic.in	Sh. Mirza Mohammad Abdulla	0712)-2590775	mma@moil.nic.in	Ms. Rashmi Singh	(0712)-2592272	rashmi.singh@moil.nic.in
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Ms. Rashmi Singh	(0712)-2592272	rashmi.singh@moil.nic.in																	
1.9	<b>Monthly Remuneration received by officers &amp; employees including system of compensation[Section 4(1) (b) (x)]</b>																		
1.9.1	List of employees with Gross monthly remuneration	The Monthly remuneration received by Board Level and below Board Level.  <a href="https://drive.google.com/file/d/1WSHYribSVppNurthla2bcgMugHN-g-pGh/view?usp=drive_link">https://drive.google.com/file/d/1WSHYribSVppNurthla2bcgMugHN-g-pGh/view?usp=drive_link</a>																	
1.9.2	System of compensation as provided in its regulations	Employees are entitled for Leave Encashment, Medical Facility, Gratuity, Provident Fund, Vehicle Loan, Insurance Coverage Benefits, etc.																	
1.10	<b>Name, designation and other particulars of public information officers[Section 4(1) (b) (xvi)]</b>																		
1.10.1	Name and Designation of the Public																		

	Information Officer (PIO), Assistant Public Information Officer (APIO) & Appellate Authority	<b>Details of CPIO/APIO at MOIL Ltd. are available at:</b> <a href="https://drive.google.com/file/d/1WSHYribSVppNurthla2bcgMugHN-g-pGh/view?usp=drive_link">https://drive.google.com/file/d/1WSHYribSVppNurthla2bcgMugHN-g-pGh/view?usp=drive_link</a>
1.10.2	Address, telephone numbers & email ID of each designated official.	
1.11	<b>No. of employees against whom Disciplinary action has been proposed/ taken(Section 4(2))</b>	
1.11.1	No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings	NIL
1.11.2	(ii) Finalized for Minor penalty or major penalty proceedings	NIL
1.12	<b>Programmes to advance understanding of RTI(Section 26)</b>	
1.12.1	Educational programmes	There is RTI Cell at MOIL Ltd. and its various units. The company organizes RTI Awareness Programmes at Head Office & various Units from time to time. Last year, the CPIO arranged one Session on RTI on 04.03.2024.
1.12.2	Efforts to encourage public authority to participate in these programmes	MOIL Ltd. issues circulars/emails to employees for participating in the RTI programmes. The Circulars and Notifications received from Central Information Commission from time to time are shared and made available to the employees.
1.12.3	Training of CPIO/APIO	RTI Training details. <a href="https://drive.google.com/file/d/1XKMCgV1HZ5r9OT3Xp3LQJthGOhjxytT9/view?usp=drive_link">https://drive.google.com/file/d/1XKMCgV1HZ5r9OT3Xp3LQJthGOhjxytT9/view?usp=drive_link</a>
1.12.4	Update & publish guidelines on RTI by the Public Authorities concerned	MOIL updates & published Guidelines on RTI on regular intervals and it was last updated in the website on 10.07.2024
1.13	<b>Transfer policy and transfer orders [F No. 1/6/2011- IR dt. 15.4.2013]</b>	
1.13.1	Transfer Policy And Transfer Orders[F No. 1/6/2011- IR Dt. 15.4.2013]	It is available at: <a href="https://drive.google.com/file/d/1XJvsnsElnSmZgLqtv4HPhZigPJFxfP6y/view?usp=drive_link">https://drive.google.com/file/d/1XJvsnsElnSmZgLqtv4HPhZigPJFxfP6y/view?usp=drive_link</a>
2	<b>Budget and Programme</b>	
2.1	<b>Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc.[Section4(1)(b)(xi)]</b>	
2.1.1	Total Budget for the public authority	It is available at: <a href="https://www.moil.nic.in/userfiles/Budget_RTI.pdf">https://www.moil.nic.in/userfiles/Budget_RTI.pdf</a>
2.1.2	Budget for each agency and plan & programmes	Same as Sr. No. 2.1.1
2.1.3	Proposed expenditures	Same as Sr. No. 2.1.1
2.1.4	Revised budget for each agency, if any	Same as Sr. No. 2.1.1
2.1.5	Report on disbursements made and place where the related reports are available	It is contained in the Annual Report: <a href="https://www.moil.nic.in/content/143/Financials">https://www.moil.nic.in/content/143/Financials</a>
2.2	<b>Foreign and domestic tours (F.No. 1/8/2012- IR dt. 11.9.2012)</b>	
2.2.1	Budget	Information available with the Organization.
2.2.2	Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Govt. and above, as well as the heads of the	Information available with the Organization.

	Department. (a) Places visited. (b) The period of visit.(c) The number of members in the official delegation.(d) Expenditure on the visit.	
2.2.3	Information related to procurements- (a) Notice/tender enquires, and corrigenda if any thereon.(b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured, (c) The works contracts concluded – in any such combination of the above-and, (d) The rate/ rates and the total amount at which such procurement or works contract is to be executed.	Information available with the Organization
2.3	<b>Manner of execution of subsidy programme [Section 4(i)(b)(xii)]</b>	
2.3.1	Name of the programme of activity	Not Applicable as MOIL Ltd. does not offer Subsidy Programme
2.3.2	Objective of the programme	
2.3.3	Procedure to avail benefits	
2.3.4	Duration of the programme/ scheme	
2.3.5	Physical and financial targets of the programme	
2.3.6	Nature/ scale of subsidy /amount allotted	
2.3.7	Eligibility criteria for grant of subsidy	
2.3.8	Details of beneficiaries of subsidy programme (number, profile etc.)	
2.4	<b>Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]</b>	
2.4.1	Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions	Not Applicable as MOIL Ltd. does not allocate any Discretionary and non-discretionary grants/State Govt./ NGOs/other institutions
2.4.2	Annual accounts of all legal entities who are provided grants by public authorities	
2.5	<b>Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4(1) (b) (xiii)]</b>	
2.5.1	Concessions, permits or authorizations granted by public authority	Not Applicable as MOIL Ltd. does not provide Concessions, permits or authorizations. The Company is a commercial organization does not grant any concessions, permits or authorizations
2.5.2	For each concession, permit or authorization granted - (a) Eligibility criteria, (b) Procedure for getting the concession/ grant and/ or permits of authorizations, (c) Name and address of the recipients given concessions/ permits or authorizations, (d) Date of award of concessions/ permits of	

	authorizations	
2.6	<b>CAG &amp; PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]</b>	
2.6.1	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament.	Information available with the Organization.
3.	<b>Publicity Band Public Interface</b>	
3.1	Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation thereof of [Section 4(1)(b)(vii)] [F No 1/6/2011-IR dt. 15.04.2013]	
3.1.1	Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	Information available with the Organization.
3.1.2	Arrangements for consultation with or representation by - (a) Members of the public in policy formulation/ policy implementation, (b) Day & time allotted for visitors, (c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants	Information available with the Organization.
3.1.3	Public- private partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	Not Applicable
3.1.4	Public- private partnerships (PPP)- Detailed project reports (DPRs)	
3.1.5	Public- private partnerships (PPP)- Concession agreements	
3.1.6	Public- private partnerships (PPP)- Operation and maintenance manuals	
3.1.7	Public- private partnerships (PPP) - Other documents generated as part of the implementation of the PPP	
3.1.8	Public- private partnerships (PPP) - Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government	
3.1.9	Public- private partnerships (PPP) - Information relating to outputs and outcomes	
3.1.10	Public- private partnerships (PPP) - The process of the selection of the private sector party (concessionaire etc.	
3.1.11	Public- private partnerships (PPP) - All payment made under the PPP project	
3.2	<b>Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]</b>	
3.2.1	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive - Policy decisions/	<ul style="list-style-type: none"> <li>• Policies (<a href="https://www.moil.nic.in/content/148/Policies">https://www.moil.nic.in/content/148/Policies</a>)</li> <li>• RTI Information Handbook</li> <li>• Citizen Charter</li> </ul>

	legislations taken in the previous one year	<ul style="list-style-type: none"> <li>List of Board of Directors</li> <li>Financials, Meetings, Policies</li> <li>CSR Activities</li> <li>List of Banned/Black listed Firms</li> <li>Employee Welfare Documents</li> <li>Vigilance Manual &amp; Activities</li> <li>Bill Status Documents; Marketing of Products</li> <li>Drafts/Documents</li> <li>Disclosures &amp; Events</li> <li>Detail about SDU Units at Mine Level (<a href="https://moil.nic.in/content/227/SDU%20Units%20at%20Mine%20Level">https://moil.nic.in/content/227/SDU%20Units%20at%20Mine%20Level</a>)</li> <li>And many more</li> </ul>
3.2.2	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive - Outline the Public consultation process	
3.2.3	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive- Outline the arrangement for consultation before formulation of policy	
<b>3.3</b>	<b>Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]</b>	
3.3.1	Use of the most effective means of communication - Internet (website)	Website of MOIL Ltd.: <a href="https://moil.nic.in/">https://moil.nic.in/</a>
<b>3.4</b>	<b>Form of accessibility of information manual/ handbook[Section 4(1)(b)]</b>	
3.4.1	Information manual/handbook available in Electronic format	Yes, it is available in the website of MOIL Ltd. ( <a href="https://moil.nic.in/">https://moil.nic.in/</a> ;) )
3.4.2	Information manual/handbook available in Printed format	Yes, the printed format of Information manual/handbook is available in the office of CPIO/APIO
<b>3.5</b>	<b>Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]</b>	
3.5.1	List of materials available Free of cost	<ul style="list-style-type: none"> <li>Policies (<a href="https://www.moil.nic.in/content/148/Policies">https://www.moil.nic.in/content/148/Policies</a>)</li> <li>RTI Information Handbook</li> <li>Citizen Charter</li> <li>List of Board of Directors</li> <li>Financials, Meetings, Policies</li> <li>CSR Activities</li> <li>List of Banned/Black listed Firms</li> <li>Employee Welfare Documents</li> <li>Vigilance Manual &amp; Activities</li> <li>Bill Status Documents; Marketing of Products</li> <li>Drafts/Documents</li> <li>Disclosures &amp; Events</li> <li>Detail about SDU Units at Mine Level (<a href="https://moil.nic.in/content/227/SDU%20Units%20at%20Mine%20Level">https://moil.nic.in/content/227/SDU%20Units%20at%20Mine%20Level</a>)</li> <li>And many more</li> </ul>
3.5.2	List of materials available At a reasonable cost of the medium	The certified copy of the above listed material can be obtained by citizen by paying reasonable fee as per RTI Act, 2005.
<b>4</b>	<b>E-Governance</b>	
<b>4.1</b>	<b>Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]</b>	
4.1.1	English	Yes, it is uploaded in the website
4.1.2	Vernacular/ Local Language	The company has initiated to provide Information Manual/Handbook in Hindi and will be uploaded soon
<b>4.2</b>	<b>When was the information Manual/Handbook last updated?[F No. 1/6/2011-IR dt 15.4.2013]</b>	



4.2.1	Last date of Annual updation	10.07.2024
<b>4.3</b>	<b>Information available in electronic form[Section 4(1)(b)(xiv)]</b>	
4.3.1	Details of information available in electronic form	Detail of Information is made available under 3.5.1 above. The information can be accessed at the company's website: <a href="https://moil.nic.in/">https://moil.nic.in/</a>
4.3.2	Name/ title of the document/record/ other information	
4.3.3	Location where available	
<b>4.4</b>	<b>Particulars of facilities available to citizen for obtaining information[Section 4(1)(b)(xv)]</b>	
4.4.1	Name & location of the facility	There is RTI Cell at the MOIL Ltd. as well as at its SDU Units
4.4.2	Details of information made available	As listed under 3.5.1 above; Interested people can visit the website for desired information. If the required information is not available on the website they can send email to CPIO at email id pio@moil.nic.in seeking the required information as per RTI Act, 2005. If the required information is available same shall be provided within prescribed time as per act. Any citizen of India who desires to obtain any information under the Right to Information Act, 2005 (Act) may make a request preferably in the application format in writing or through electronic means to the Public Information Officer/Assistant Public Information Officer.
4.4.2	Working hours of the facility	9.30AM to 5.30PM
4.4.3	Contact person & contact details (Phone, fax email)	Sh. Manish Malewar, Nodal Officer & Jt. Gen. Manager (Pers.); <a href="mailto:malewar@moil.nic.in">malewar@moil.nic.in</a>
<b>4.5</b>	<b>Such other information as may be prescribed under Section 4(i) (b)(xvii)</b>	
4.5.1	Grievance Redressal Mechanism	Grievances are redressed amicably. Under the public grievance mechanism, the General Manager (Personnel) as Grievance Officer at corporate office and Mine Managers are the Grievances Officers at respective Mines. • The grievances may be submitted orally or by dropping the grievances in grievance box kept at prominent place at unit & Corporate Office. The grievance can be submitted by post or by online. • Grievance Officer are making all effects for timely redressal of the Public Grievance expeditiously so that the grievance of the aggrieved party / individual is redressed at the earliest, but not beyond stipulated period of 60 days. <a href="https://pgportal.gov.in/CPGGOFFICE">https://pgportal.gov.in/CPGGOFFICE</a> ; <a href="https://moil.nic.in/upload_files/39endnj.pdf">https://moil.nic.in/upload_files/39endnj.pdf</a> ; Employees and customers can lodge a complaint at: <a href="https://moil.nic.in/user-complaints">https://moil.nic.in/user-complaints</a> ;
4.5.2	Details of applications received under RTI and information provided	It is available at: <a href="https://www.moil.nic.in/content/117/RTI">https://www.moil.nic.in/content/117/RTI</a>
4.5.3	List of completed schemes/ projects/ Programmes	Information available with the Organization
4.5.4	List of schemes/ projects/ programme underway	Information available with the Organization
4.5.5	Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	Information available with the Organization
4.5.6	Annual Report	It is available at: <a href="https://www.moil.nic.in/content/143/Financials">https://www.moil.nic.in/content/143/Financials</a>
4.5.7	Frequently Asked Question (FAQs)	Annexure – I
4.5.8	Any other information such as - (a) Citizen's Charter, (b) Result Framework Document (RFD), (c) Six monthly reports on the , (d)	It is available at: <a href="https://www.moil.nic.in/upload_files/uzzrabd.pdf">https://www.moil.nic.in/upload_files/uzzrabd.pdf</a>

	Performance against the benchmarks set in the Citizen's Charter	
<b>4.6</b>	<b>Receipt &amp; Disposal of RTI applications &amp; appeals [F. No 1/6/2011-IR dtd. 15.04.2013]</b>	
4.6.1	Details of applications received and disposed	It is available at: <a href="https://www.moil.nic.in/content/117/RTI">https://www.moil.nic.in/content/117/RTI</a>
4.6.2	Details of appeals received and orders issued	
<b>4.7</b>	<b>Replies to questions asked in the parliament[Section 4(1)(d)(2)]</b>	
4.7.1	Details of questions asked and replies given	Information available with the Organization
<b>5</b>	<b>Information as may be prescribed</b>	
<b>5.1</b>	<b>Such other information as may be prescribed [F.No. 1/2/2016-IR dt. 17.8.2016, F No. 1/6/2011-IR dt. 15.4.2013]</b>	
5.1.1	Name & details of - (a) Current CPIOs & FAAs, (b) Earlier CPIO & FAAs from 1.1.2015	(a) Current CPIO is Smt. Preeti Joshi
5.1.2	Details of third party audit of voluntary disclosure -(a) Dates of audit carried out , (b) Report of the audit carried out	Not applicable as the Third Party Audit of voluntary disclosure of MOIL Ltd. is being carried out for the First time during 2023-24
5.1.3	Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD - (a) Date of appointment , (b) Name & Designation of the officers	Sh. Manish Malewar, Nodal Officer & Jt. Gen. Manager (Pers.); <a href="mailto:malewar@moil.nic.in">malewar@moil.nic.in</a>
5.1.4	Consultancy committee of key stakeholders for advice on suo-motu disclosure - (a) Dates from which constituted, (b) Name & Designation of the officers	Information available with the Organization.
5.1.5	Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI - (a) Dates from which constituted, (b) Name & Designation of the Officers	Information available with the Organization.
<b>6</b>	<b>Information Disclosed on own Initiative</b>	
<b>6.1</b>	<b>Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information</b>	
6.1.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	Item / information, is disclosed in the website of MOIL Ltd., which is updated on regular intervals ( <a href="https://moil.nic.in/home">https://moil.nic.in/home</a> )
<b>6.2</b>	<b>Guidelines for Indian Government Websites (GIGW) is followed (released in February, 2009 and included in the Central Secretariat Manual of Office Procedures (CSMOP) by Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievances &amp; Pensions</b>	
6.2.1	Whether STQC certification obtained and its validity	Not yet obtained
6.2.2	Does the website show the certificate on the Website?	Same as above

# MOIL Ltd.

## FREQUENTLY ASKED QUESTIONS (FAQs) ON RTI

### **Q.1. What is Information?**

Information is any material in any form. It includes records, documents, memos, e-mails, opinions, advices, press releases, circulars, orders, logbooks, contracts, reports, papers, samples, models, data material held in any electronic form. It also includes information relating to any private body which can be accessed by the public authority under any law for the time being in force.

### **Q.2. What is a Public Authority?**

A "public authority" is any authority or body or institution of self government established or constituted by or under the Constitution; or by any other law made by the Parliament or a State Legislature; or by notification issued or order made by the Central Government or a State Government. The bodies owned, controlled or substantially financed by the Central Government or a State Government and non-Government organizations substantially financed by the Central Government or a State Government also fall within the definition of public authority. The financing of the body or the NGO by the Government may be direct or indirect.

### **Q.3 What is a Public Information Officer?**

Public authorities have designated some of its officers as Public Information Officer. They are responsible to give information to a person who seeks information under the RTI Act.

### **Q.4. What is the Fee for Seeking Information from Central Government Public Authorities?**

A person who desires to seek some information from a Central Government Public Authority is required to send, along with the application, a demand draft or a banker's cheque or an Indian Postal Order of Rs.10/- (Rupees ten), payable to the Accounts Officer of the public authority as fee prescribed for seeking information. The payment of fee can also be made by way of cash to the Accounts Officer of the public authority or to the Assistant Public Information Officer against proper receipt. However, the RTI Fee and the mode of payment may vary as under Section 27 and Section 28, of the RTI Act, 2005 the appropriate Government and the competent authority, respectively, by notification in the Official Gazette, make rules to carry out the provisions of this Act.

### **Q.5. What is the Fee for the BPL applicant for Seeking Information?**

If the applicant belongs to below poverty line (BPL) category, he is not required to pay any fee. However, he should submit a proof in support of his claim to belong to the below poverty line.

### **Q.6. Is there any specific Format of Application?**

There is no prescribed format of application for seeking information. The application can be made on plain paper. The application should, however, have the name and complete postal address of the applicant.

### **Q.7. Is it required to give any reason for seeking information?**

The information seeker is not required to give reasons for seeking information.

**Q.8. Is there any provision for exemption from Disclosure of Information?**

Sub-section (1) of section 8 and section 9 of the Act enumerate the types of information which is exempt from disclosure. Sub-section (2) of section 8, however, provides that information exempted under sub-section 3 (1) or exempted under the Official Secrets Act, 1923 can be disclosed if public interest in disclosure overweighs the harm to the protected interest.

**Q.9. Is there any assistance available to the Applicant for filing RTI application?**

If a person is unable to make a request in writing, he may seek the help of the Public Information Officer to write his application and the Public Information Officer should render him reasonable assistance. Where a decision is taken to give access to a sensorily disabled person to any document, the Public Information Officer, shall provide such assistance to the person as may be appropriate for inspection.

**Q.10. What is the Time Period for Supply of Information?**

In normal course, information to an applicant shall be supplied within 30 days from the receipt of application by the public authority. If information sought concerns the life or liberty of a person, it shall be supplied within 48 hours. In case the application is sent through the Assistant Public Information Officer or it is sent to a wrong public authority, five days shall be added to the period of thirty days or 48 hours, as the case may be.

**Q.11. Is there any provision of Appeal under the RTI Act?**

If an applicant is not supplied information within the prescribed time of thirty days or 48 hours, as the case may be, or is not satisfied with the information furnished to him, he may prefer an appeal to the first appellate authority who is an officer senior in rank to the Public Information Officer. Such an appeal, should be filed within a period of thirty days from the date on which the limit of 30 days of supply of information is expired or from the date on which the information or decision of the Public Information Officer is received. The appellate authority of the public authority shall dispose of the appeal within a period of thirty days or in exceptional cases within 45 days of the receipt of the appeal.

**Q.12. Is there any scope for second appeal under the RTI Act?**

If the first appellate authority fails to pass an order on the appeal within the prescribed period or if the appellant is not satisfied with the order of the first appellate authority, he may prefer a second appeal with the Central Information Commission within ninety days from the date on which the decision should have been made by the first appellate authority or was actually received by the appellant.

**Q.13. Whether Complaints can be made under this Act? If yes, under what conditions?**

If any person is unable to submit a request to a Public Information Officer either by reason that such an officer has not been appointed by the concerned public authority; or the Public Information Officer has refused to accept his or her application or appeal for forwarding the same to the appellate authority, as the case may be; or he has been refused access to any information requested by him under the RTI Act; or he has not been given a response to a request for information within the time limit specified in the Act; or he has been required to pay an amount of fee which he considers unreasonable; or he believes that he has been given incomplete, misleading or false information, he can make a complaint to the Information Commission.

**Q.14. What is Third Party Information?**

Third party in relation to the Act means a person other than the citizen who has made request for information. The definition of third party includes a public authority other than the public authority to whom the request has been made.

**Q.15. What is the Method of Seeking Information?**

A citizen who desires to obtain any information under the Act, should make an application to the Public Information Officer of the concerned public authority in writing in English or Hindi or in the official language of the area in which the application is made. The application should be precise and specific. He should make payment of application fee at the time of submitting the application as prescribed in the Fee Rules.

**Q.16. Is there any organization(s) exempt from providing information under RTI Act?**

Yes, certain intelligence and security organizations specified in the Second Schedule, are exempted from providing information excepting the information pertaining to the allegations of corruption and human rights violations. Courtesy – Guide on Right to Information Act, 2005 issued by the department of personnel and training Ministry of Personnel, Public Grievances and Pension Government of India.