

SECTION 4 IN RIGHT TO INFORMATION ACT

Chapter-I, Particulars of Organisation, Its Functions and Duties

Particulars of organisation

Date of incorporation	Rashtriya Chemicals and Fertilizers Limited (RCF) was incorporated on 6th March 1978 as a result of reorganization of the erstwhile Fertilizer Corporation of India Limited (FCI).																				
Type of Company	Government Company as defined under Section 2(45) of the Companies Act, 2013 (Navranta Company)																				
Administrative Ministry	Ministry of Chemicals & Fertilizers, Department of Fertilizers, Government of India																				
Details of Disinvestment	<table><tr><td>Year</td><td>No. of shares</td><td>%</td></tr><tr><td>Feb - Mar 1992</td><td>31135800</td><td>5.64</td></tr><tr><td>Oct -Dec 1992</td><td>10237400</td><td>1.86</td></tr><tr><td>Mar-2013</td><td>68961012</td><td>12.5</td></tr><tr><td>Jun-2017</td><td>27584405</td><td>5</td></tr><tr><td></td><td>137918617</td><td>25.00</td></tr></table>			Year	No. of shares	%	Feb - Mar 1992	31135800	5.64	Oct -Dec 1992	10237400	1.86	Mar-2013	68961012	12.5	Jun-2017	27584405	5		137918617	25.00
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Shareholding Pattern	To view the latest shareholding pattern of the company. please click on the link https://www.rcfltd.com/investorrelations/shareholding-pattern-1																				
Listing with stock exchanges	The equity shares of the Company are listed on BSE Ltd. (Script code: 524230) & National Stock Exchange of India Limited (Script code: RCF). The share price details can be accessed on the following link of the Stock Exchanges - https://www.bseindia.com - https://www.nseindia.com																				
Authorised Share Capital	The shares are compulsorily traded in the dematerialized form. The Company has an agreement with NSDL and CDSL to enable the shareholders to deal in the shares of the company in dematerialized form. The ISIN No. for the purpose of dematerialisation is INE027A01015 . The details of equity share capital as on 31.03.2024 is given below: (i) Authorised Capital – Rs. 800 Crore (80,00,00,000 Equity shares of Rs.10/- each) (ii) Issued, Subscribed & Paid-up Share Capital – Rs.551.69 Crore (55,16,88,100 equity shares of Rs 10/- each)																				

(B). Vision, Mission & Value[click here](#)**(C). OBJECTIVES****a. General**

- To produce and market fertilizers and industrial chemicals efficiently, economically and in an environmental friendly manner.
- To maintain optimum levels of efficiency in the use of resources for maximizing return on investment.
- To take up and implement modernization and energy saving schemes.
- To continuously upgrade the quality of human resources and promote organizational and management development.
- To care for and protect the environment by minimizing the emissions including greenhouse gases and also improving on the standards laid down by Pollution Control Authorities and taking action to meet the requirements of ISO 14000 Standards.
- To increase customer satisfaction by providing quality products and services.
- To ensure corporate growth by expansion as well as diversification.
- To impart training and education to farmer

b. Financial Objectives

- To ensure adequate return on the capital employed and maintain a reasonable annual dividend on equity capital.
- To ensure maximum economy in expenditure.
- To manage and operate all facilities in an efficient manner so as to generate adequate internal resources to meet revenue cost and requirements for project investment, without budgetary support.
- To develop long-term corporate plans to provide for adequate growth of the Company's business.
- To reduce the cost of production of fertilizers and chemicals by means of systematic cost control measures, undertaking various energy saving schemes and thereby ensure market share and growth through cost-competitiveness.
- To have adequate working capital arrangements in place for meeting business requirements at competitive terms.
- To complete all planned projects within the scheduled time and approved cost.

(D). Business Operations

RCF is a leading Public Sector Undertaking engaged in manufacturing and trading of fertilizers and chemicals. RCF has two manufacturing units, one is located at Trombay (Mumbai) while other unit is located at Thal, Raigad district, about 100 KM from Mumbai.

RCF manufactures Urea, Complex (NPK) fertilizers, Bio-fertilizers, Micronutrients fertilizers, 100% water soluble fertilizers and wide range of Industrial Chemicals.

RCF markets Urea under the brand name *Ujjwala* and Complex fertilizer is sold under brand name *Suphala* (NPK 15:15:15). RCF Brands carry high brand equity and good recall value. RCF also produces various industrial chemicals that are used for the manufacture of dyes, solvents, leather, pharmaceuticals and a multitude of other products. Govt. of India has accorded "Miniratna" status to RCF.

RCF has been successfully operating various chemical and fertilizer plants for the past five decades. RCF has developed and has put into practice comprehensive Environment Management Plan with highest consideration towards mitigation of Pollution.

Both the units of RCF is accredited with ISO 14001 (Environment Management System), ISO 9001 (Quality management system), OHSAS 18001 (ISO 45001) Occupational Health and Safety, ISO 50001:2011 (Energy Management System) and ISO/IEC 27001 (Information Security Management).

R&D-lab and Central Chemical labs at RCF has been accredited with National Accreditation Board for Laboratory Testing and calibration (NABL) certification for micronutrients fertilizer and soil sample analysis.

RCF's Research & Development Division has developed Bio-fertilizer named "Biola", liquid micronutrient fertilizer named "Microla" and 100% water soluble (w.s.) fertilizer "Sujala" (19:19:19) with drip and foliar variants. R&D department has developed "Gypsum Sona" - value added Phospho-gypsum, water pH balancer, Organic Growth Stimulant, Soluble Silicon Fertilizer product etc. R&D department is also carrying out lab scale study for development of Nano technology based fertilizers. In addition to this, RCF has signed MoU with ICAR-CIRCOT for "Development of Nano-formulations for Fertilizer Applications" in Sept. 2019. It will increase yield using less quantity of fertilizer which will revolutionize the agriculture scenario.

The company has set up two Sewage Treatment Plant (STP) which are one-of-its-kind in the country. The sewage received from Municipal Corporation of Greater Mumbai (MCGM) is cleaned, aerated, filtered, chlorinated and then fed to Reverse Osmosis (RO) section. Each plant treats around 22.75 Million Liters per Day (MLD) of sewage received from MCGM which otherwise would have been drained in to the sea after minimal treatment. RCF generates about 30 MLD of treated water (both STP plants put together) for its use in our plants as process water. This has rendered RCF self sufficient for its process water requirement. A portion of the treated water is being supplied to M/s Bharat Petroleum Corporation Ltd. (BPCL), on mutually agreed terms.

RCF is effectively using Social Media platforms like YouTube, Facebook, Twitter & Instagram to reach out to the farming community. RCF has launched a comprehensive mobile application (APP) called "RCF Kisan Manch" dedicated to the farmers. This APP helps farmers to get real time data like Weather reports, mandi rates, tide details, RCF Sheti Patrika magazine etc. This APP is available in Marathi, Hindi, English and Kannada

language. RCF has established 150 Kisan Suvidha Kendra's pan-India to educate/ advise the farming community.

The initiative is getting appreciation from the farmers. RCF has two farmers training institutes at Nagpur & Thal.

RCF strongly believes in discharging its Corporate Social Responsibility (CSR) and has focussed its CSR activities towards empowering the under privileged. In the past, a host of CSR activities were undertaken by the company, which includes adoption of villages, providing drinking water, providing schooling facilities, scholarship to meritorious students, providing training to farmers, providing mobile medical Van facility, CSR activities in Aspirational District, etc.

(E) Functions & duties

Rashtriya Chemicals and Fertilizers Ltd. has been established to carry out the objectives specified in the Memorandum & Articles of Association of the Company. The main activities of manufacturing Fertilizers and Industrial Chemicals and marketing the same.

(F).Obligations

a. Towards suppliers

To ensure prompt dealings with integrity, impartiality and courtesy and help promote ancillary industries.

b. Towards employees

- To develop their capabilities and facilitate their advancement through appropriate training and career planning.
- To have fair dealings with recognised representatives of employees in pursuance of healthy industrial relations practices and sound personnel policies.

c. Towards community

- To develop techno-economically viable and environment-friendly products.
- To maintain the highest standards in respect of safety, environment protection and occupational health at all production units.

Chapter-II , Powers and Duties of Officers & Workmen

The powers & duties of the officers and workmen of the Company are derived mainly from job descriptions, manuals, terms and conditions of appointment and Delegation of Powers approved by The Board of Directors of the company. The officers & workmen of the Company are appointed for carrying out the business operations of the Company, which are in line with the objectives specified in the Memorandum of Association of the Company.

While discharging duties and responsibilities, officers & workmen of the Company are complying with the applicable provisions of statutes and rules and regulations framed thereunder.

Chapter-III , Procedures followed in the Decision-Making Process, Including Channels of Supervision and Accountability.

The decisions making process of the Company follows the following Channel

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.

As per the provisions of the Companies Act, 1956 certain matters require the approval of the shareholders of the Company in General Meeting.

The Board of Directors is accountable to the shareholders of the Company, which is the ultimate authority of a Company. RCF being a Public Sector Enterprise (PSE), the Board of Directors of the Company is also accountable to Government of India.

The day-to-day management of the Company is entrusted on the Chairman and the Functional Directors and other Officers of the Company. The Board of Directors has delegated powers to the Chairman, Functional Directors, and Executives of the Company through Delegation of Powers. The Chairman, Functional Directors and other officers exercise their decision-making powers as per this delegation of powers.

The Chairman, Functional Directors and other Executives are accountable to Board of Directors for proper discharge of their duties & responsibilities.

The powers, which are not delegated are exercised by the Board of Directors subject to the restrictions and provisions of the Companies Act, 1956.

BOARD OF DIRECTORS

CHAIRMAN

FUNCTIONAL DIRECTORS

EXECUTIVES

Chapter-IV , The Norms Set for Discharge of Functions

The company has its Article of Association and well defined procedure and guidelines in the form of delegation of powers, laid down policies and guidelines, manuals, compliance of provisions of various statutes , rules and regulations, guidelines of Department of Public Enterprises, guidelines of Chief Vigilance Commission, listing Agreement of Stock Exchanges and rules and regulations of SEBI for smooth operations of the Company.

Chapter-V , The Rules, Regulations, Instructions, Manuals and Records held by the Company or under its control or used by its Employees for Discharge of Functions

The overall objectives and framework of rules and regulations of the Company is laid down in the Memorandum and Articles of Association of the Company. Each Department of the Company, while discharging its functions, is guided by manuals, policy and guidelines, which are periodically reviewed and updated. The conduct of the employees is regulated by the Employees' (Conduct, Discipline and Appeal Rules) and Standing Orders. In addition, the Company follows the directives and guidelines issued by the Government of India on various matters. The operations of the Company is also guided by the Memorandum of Understanding entered into with the Government of India.

Chapter-VI, Statement of Categories of Documents that are held by the Company or under its control

The Company maintains various statutory documents, registers, books, licenses, Various functional HR Manual, Accounting Manual, Corporate IT Policy, Material Management Manual, SAP Manual, Engineering Manual, Safety Manual, Health awareness & occupational Health Manual, Vigilance Manual, agreement etc. for the business operation of the Company, as required under various statutes, rules and regulation as well as Delegation of authorities for the smooth functioning of the Company.

Chapter-VII , Particulars of Arrangement for Consultation with the Members of the Public in relation to the Formulation of Policy or Implementation Thereof

Rashtriya Chemicals and Fertilizers Ltd. is a Commercial Organisation and policies formulated by it relate to its internal management and therefore, there is no requirement for consultation with the members of the Public prior to formulation of its internal policies. However, internal policies of the Company are formulated in compliance with the applicable provisions of the statutes, rules and regulations etc.

The members of the public, who are dealing with the Company in its business transaction have any complaints/ grievances, they can approach through e-mail or through the concerned officers for redressal as hosted in the web-site www.rcfltd.com.

Chapter-VIII , Statement on the Board & Sub Committees of the Board and other Committees

The Management of the Company is vested with the Board of Directors. The Board comprises of Functional Directors, Govt. Nominee Directors and Independent Directors. The Board has constituted various committees with specific powers and distinct roles and responsibilities. The names of the Board of Directors can be accessed on the web-

site www.rcfltd.com.

Chapter –IX- Directory of Officers and Workmen

List of Officers above Sr. Managers will be uploaded (HR dept.)

Chapter – X - Statement of Monthly Remuneration of Officers and Workmen including the system of Compensation

Grade wise pay scale will be up loaded (HR dept)

Chapter – XI – The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made

This is not applicable for RCF.

Chapter – XII – The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes

Govt. offers subsidy for Urea as well as Complex Fertilizers manufactured / marketed by the Company. The subsidy is paid by the Govt. to the Company directly. Subsidy to be given to Urea / NPK fertilizers is as declared by the Govt. every year.

Chapter – XIII – Particulars of recipients of concessions, permits or authorisations granted by it

RCF does not grant any concession/ permits.

Chapter – XIV – Details in respect of the information, available to or held by it, reduced in an electronic form

The information related to the Company Profile / Business, Products, Services, Financial performance, Shareholding pattern etc. is available on Company's Website www.rcfltd.com

Chapter – 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

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 srjagtap@rcfltd.com for Trombay Unit & Marketing and pstadwalkar@rcfltd.com for Thal Unit seeking the required information as per RTI Act, 2005. If the required information is available same shall be provided within reasonable time.

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.

A) APPLICATION FEE

In accordance to directive given in the Gazette notification issued by Deptt. Of Personnel & Training, Ministry of Personnel, Public Grievances and Pension, Govt. of India, 34012/8(s)/2005-Estt.(B) dated 16.09.2005, the application for obtaining Information under sub-section (1) of section 6 must be accompanied by prescribed application fee drawn in favour account officer, payable at the local office where the application has been submitted. At present the application fee, which is subject to change from time to time, is as under :-

Application fee : Rs.10/-

Mode of payment : By cash against proper receipt or by demand draft / banker's cheque/ Indian Postal Order

Persons who belong to BPL category are not required to pay any fee provided necessary documents are produced in support of their claim.

B) ADDITIONAL FEE

In case it is decided to provide the information, the Requester shall be informed of the additional fees, if any, (as per Section 7(3) of RTI Act, 2005) required to be deposited by information seeker for the information sought and information shall be furnished after the receipt of the fee by the RCF, as per the Act.

In accordance with directives given in the above mentioned Gazette notification dated 16/09/2005, for providing the information under sub-section 7, of the Act an additional fee shall charged. At present, the applicable rates, which are subject to change from time to time, are given as under :-

a For each page (in A-4 or A-3 size paper)	Rs.2/- per page
b For a copy in larger size paper	Actual charge or cost price
c For samples or models	Actual cost or price
d For inspection of records	No fee for the first hour; and fee of Rs.5/- for each hour (or fraction thereof)

thereafter

Further, for providing the information under sub-section (5) of section of the Act, the fee shall be charged at the following rates :-

A For information provided in diskette or floppy	Rs.50/- per diskette or floppy
B For information provided in printed form	At the price fixed for such publication or Rs.2/- per page of photocopy for extracts from the publication

The mode of payment of above mentioned additional fees shall be the same as application fee.

Chapter – XVI – Names, Designation and other Particulars of Central Public Information Officers

In terms of Section 5 (1) of the Right to Information Act, 2005, the Company has designated various officials as Information Officers and Appellate authorities. The list of such officers available on the website of the Company.