

RTI DISCLOSURES

1.Organisation and Function

S. No.	Item	Details of disclosure	Information/Relevant Web Link	
1.5	Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]	(i) Title and nature of the record/manual/instruction.	Title and nature of the record/manual/instruction, which are available on the website of PFC for general public is given below :-	
			Name/Title of the document Annual Report	Web link https://www.npti.gov.in/annual-report
		(ii) List of Rules, regulations, instructions manuals and records.	Important Manuals which are being used by the employees of the Company for discharging their functions are given below: • Procurement manual, • Vigilance manual, • Servicing Manual	
		(iii) Acts/ Rules Manuals etc.		
		(iv) Transfer policy and transfer orders	The following statutory records are also maintained by PFC:- □ Register of Members, • Register of Directors • Register of Charges and • Register of Contracts or Arrangements in which Directors are interested, etc.	
			There is no transfer policy. However the employees are liable to transfer any of the Institute of NPTI as per administrative facilities and requirement.	