

**Format for compliance of direction issued by the Central Information
Commission U/s. 19 (8) (a)**

**Jawaharlal Nehru Aluminium Research Development & Design Centre, Opp. Wadi
Police Station, Amravati Road. Nagpur- 440023 (www.jnarddc.gov.in)**

S.N.	Item	Description / Index and page nos.
4.1	Language in which Information Manual/Handbook Available - [F No. 1/6/2011-IR dt. 15.4.2013]	
4.1.1	English	Hindi and English
4.1.2	Vernacular/ Local Language	Not Applicable
4.2	When was the information Manual /Handbook last updated? [F No. 1/6/2011-IR dt 15.4.2013]	
4.2.1	Last date of Annual updation	Dec 2025
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	
4.3.1	Details of information available in electronic form	www.jnarddc.gov.in
4.3.2	Name/ title of the document/record/ other information	
4.3.3	Location where available	

4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	
4.4.1	Name & location of the facility	Website
4.4.2	Details of information made available	As uploaded on the website
4.4.3	Working hours of the facility	09:30 to 18:00 hours (Monday to Friday) Excluding holidays
4.4.4	Contact person & contact details (Phone, fax email)	Mrs R Vishakha Sr Administrative Officer & CPIO 07104 297014 Fax : 07014- 297042 Email-vishakha@jnarddc.gov.in
4.5	Such other information as may be prescribed under section 4(i) (b)(xvii)	
4.5.1	Grievance redressal mechanism	Committee formed – uploaded on website
4.5.2	Details of applications received under RTI and information provided	Application received during 2025-26 are 17 FAA 2025-26 is 1
4.5.3	List of completed schemes/ projects/ Programmes	Available on website – https://jnarddc.gov.in/en/projects/recent.aspx
4.5.4	List of schemes/ projects/ programme underway	Available on website – https://jnarddc.gov.in/en/projects/ongoing.aspx
4.5.5	Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	Details are available on notice boards displayed at Centre

4.5.6	Annual Report	Available on web site- https://jnarddc.gov.in/en/rti/rti_annual_report.aspx
4.5.7	Frequently Asked Question (FAQs)	Available on web site- https://jnarddc.gov.in/en/FAQ.aspx
4.5.8	Any other information such as a) Citizen's Charter b) Result Framework Document (RFD) c) Six monthly reports on the d) Performance against the benchmarks set in the Citizen's Charter	Citizens' / Clients' Charter available on home page. https://www.jnarddc.gov.in/Files/Admin/Client_Citizen_Charter_JNARDDC.pdf
4.6	Receipt & Disposal of RTI applications & appeals [F.No 1/6/2011-IR dt. 15.04.2013]	
4.6.1	Details of applications received and disposed	Application received during 2025-26 are 17
4.6.2	Details of appeals received and orders issued	FAA 2025-26 are 1
4.7	Replies to questions asked in the parliament [Section 4(1)(d)(2)]	
4.7.1	Details of questions asked and replies given	NIL