

GARDEN REACH SHIPBUILDERS & ENGINEERS LIMITED
43/46, GARDEN REACH ROAD, KOLKATA-700024
WEST BENGAL

OBLIGATION OF PUBLIC AUTHORITIES UNDER SECTION 4(b)
OF RIGHT TO INFORMATION ACT-2005

1. THE PARTICULARS OF ORGANIZATION, FUNCTIONS AND DUTIES: The company came into being in 1884 as a small factory on the Eastern Bank of the river Hooghly. It was renamed Garden Reach Workshop in 1916, and was incorporated as a Company under the Indian Companies Act of 1913 with effect from 26th February 1934. The company was taken over by the Government of India on 1st April 1960. The Administrative Ministry for GRSE is Ministry of Defence, Department of Defence Production, Government of India, New Delhi.. GRSE is among the leading shipyards in the country and the premier yard in the East. It builds a wide range of sophisticated Warships and powerful Patrol Vessels. It is among the few shipyards in the world with its own Engineering and Engine Manufacturing divisions. Growing on its solid base of experience of over 130 years of excellence, GRSE looks confidently ahead to the challenges of the new millennium.

GRSE has eight production units and two Regional Offices-one at Delhi and another at Mumbai. The contact details are given below:

UNIT	ADDRESS	CONTACT NUMBERS
GRSE-MAIN UNIT	43/46, GARDEN REACH ROAD, KOLKATA-700024 (WEST BENGAL)	EPABX 2469-8100 TO 8114 FAX 033-2469 8150
GRSE-FOJ UNIT	P-70, KARL MARX SARANI, KOLKATA-700043 (WEST BENGAL)	EPABX 2439 1081/1091/1092/2262/2263/3243/3246 FAX 033-2439 2416
GRSE-CENTRAL DESIGN OFFICE (61-Park Unit)	61, GARDEN REACH ROAD, KOLKATA-700024 (WEST BENGAL)	FAX 033-2469 8144
GRSE-ENGINEERING DIVISION (61-Park Unit)	61, GARDEN REACH ROAD, KOLKATA-700024 (WEST BENGAL)	FAX 033-2469 1400
GRSE-RAJA BAGAN DOCKYARD (RBD) UNIT	44, GARDEN REACH ROAD, KOLKATA-700044 (WEST BENGAL)	EPABX 2469 3371/1538/6844 FAX 033-2469 6842
GRSE-TARATALLA UNIT	P-2/2, TARATALA ROAD, KOLKATA-700088 (WEST BENGAL)	EPABX 24698138/8139/6942 FAX 033-2469 8137
GRSE-TTC BARANAGAR	5, DR. R.N. TAGORE ROAD, KOLKATA-700056 (WEST BENGAL)	EPABX 2564 7144 FAX 033-2544 3421
GRSE-BELUR UNIT	DHARMATALA ROAD, P.O. BELUR MATH, BELUR, HOWRAH-711202	Tele: 033-2646 1897/5332
GRSE-DEP RANCHI	PLANT PLAZA ROAD, DHURWA,	EPABX: 0651-2408806 0651-2409360

	RANCHI-834004 (JHARKHAND)	FAX	0651-2408895
GRSE-DELHI OFFICE	SHIPYARD HOUSE, A1/314, SAFDARJUNG ENCLAVE, NEW DELHI-110029	Tele:	011-26171223 011-41651738
		FAX	011-2610 1646
GRSE-MUMBAI OFFICE	C/O MAZAGON DOCK LTD. DOCKYARD ROAD, MUMBAI-400010	Tele:	022-2372 5184
		TELEFAX:	022-2372 5184

Functions of the Organization: GRSE is engaged in design, manufacture and repair of Warships, Boats and Bridges mainly for use by the Indian Navy, Indian Police and Indian Army.

Duties: The every employee of the company is responsible for effective utilization of its resources (manpower, money, material, machines, buildings, electrical energy etc.). The production in-charges take care of effective utilization of the facilities and human resource with suitable restructuring of manpower and multi-skilling concepts. All concerned officers are duty bound to adhere to the set norms and procedures while procuring material, equipments, machines and services. Board of Directors ensures effective functioning of the Company through its various Board Meetings.

2. **THE POWERS AND DUTIES OF OFFICERS AND EMPLOYEES:** The Officers and employees are delegated Financial and Administrative Powers as per approved Delegation of Power. The Company is mainly engaged in Ship construction activities for Indian Navy. At times Repair activities for ships are also undertaken to cater to customer needs and to enhance company's resource utilization. There is a separate unit for Engine Assembly and Testing activities at Diesel Engine Plant, Ranchi. The Engineering Division manufactures Bailey Bridges for the use by Indian Army and other Government agencies. The Boat manufacturing activity is also undertaken on project basis.
3. **THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY:** The multi-stage decision making process is adopted in the Organisation and every decision is required approval from appropriate authority. Several guidelines have been published in the form of Purchase Manual, Works Manual, Standing Order and CDA Rules etc for the guidance of the employees working at various levels in the organization.
4. **THE NORMS SET BY THE ORGANIZATION FOR THE DISCHARGE OF ITS FUNCTIONS:** GRSE being a Public Sector Undertaking has set norms and procedures for discharging its functions at various levels of Management. GRSE has prepared Purchase Manual, Safety Manual, HR Manual, Contract Manual and Works Manual covering all important activities of its operations. These manuals assist the executives in carrying out the activities in a systematic, standardized and uniform manner and eliminate the use of human discretion at various points of decision making. Directives issued from Government of India from time to time as well as Central Vigilance Commission are covered in these Manuals in addition to provisions for compliance with all applicable Statutes, Rules and Regulations.

- 5. THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS, AND RECORDS, HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS:** The employees take guidance from various internal Rules, Regulations, Manuals and Records for discharging of their functions as detailed below:

For Company Affairs Related Matters:

- (a) Memorandum & Articles of Association
- (b) Government guidelines including Mini Ratna guidelines
- (c) President Directives issued from time to time
- (d) Agenda Papers of Board Meetings
- (e) Record Notes of the meeting of Board of Directors
- (f) Minutes of General Meetings held with Shareholders
- (g) Code of Conduct for Board Members and Senior Management Personnel
- (h) General Powers of Attorney issued in favour of Officers of the Company

For Finance & Accounts Related Matters:

- (a) Accounting Policies
- (b) Accounting Manual
- (c) Annual Reports
- (d) Delegation of Powers
- (e) Standing Orders
- (f) Finance Manual

For Establishment Related Matters:

- (a) Conduct, Discipline and Appeal Rules
- (b) Employees Handbook
- (c) Promotion Policy
- (d) Leave Rules
- (e) Medical Attendance and Treatment Rules
- (f) Post- Retirement Medical Benefits Scheme
- (g) TA/DA Rules
- (h) List of Employees
- (i) Standing Orders
- (j) Annual Performance Appraisal Reports (APAR)
- (k) HR Manual

For Procurement, and Contract Related Matters:

- (a) Purchase Manual
- (b) Works Manual
- (c) Safety Manual
- (d) Contract Manual

- 6. A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL:** GRSE has the documents in different categories such as Production Related, Finance Related, HR Related, Procurement Related. Further categorisation has been made with regard to the nature of documents contained in the same such as Confidential, Secret, Open to Public.
- 7. THE PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH, OR REPRESENTATION BY THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THEREOF:** The Garden Reach Shipbuilders & Engineers Limited is a Government Of India Undertaking under Ministry of Defence, Department of Defence Production for which each and every member of the Society is Public including the employees. The company while formulating any Policy Guidelines takes into consideration the views of its employees through various types of structured meetings with them.
- 8. A STATEMENT OF THE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS ITS PART OR FOR THE PURPOSE OF ITS ADVICE, AND AS TO WHETHER MEETINGS OF THOSE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES ARE OPEN TO THE PUBLIC, OR THE MINUTES OF SUCH MEETINGS ARE ACCESSIBLE FOR PUBLIC:**

The Company Management has constituted various standing committees in addition to its Board for effectively carrying out its activities. The Committees are constituted with their scope of work clearly defined to enable them to take decisions in a time bound manner. The details of Board and Committees are given below:

COMMITTEE	NAME	DESIGNATION	STATUS
BOARD OF DIRECTORS	Rear Admiral V.K. Saxena IN (Retd.)	Chairman & Managing Director	Chairman of the Board
	Shri S. S. Dogra	Director (Finance)	Director
	Shri A.K. Nanda	Director (Personnel)	Director
	Cmde S. Nayyar, IN (Retd.)	Director (Shipbuilding)	Director
	Shri A.K. Mahajan	Addl. FA (AK) & JS	Part Time Official Director
	Smt. Kanwaljit Deol	Independent Director	Director
	Shri Bharat Bhushan	Independent Director	Director
H.P.S.C.	Mr. K.S.Verma	G.M. (IEP, Fire and Safety)	Chairman
	Mr. S. Ray	G.M. (Finance)	Member
	Mr. S. GhoseChoudhury	A.G.M. (IA)	Member
	Mr. T. Pramanick	D.G.M. (Disposal)	Member-Secretary

Reserve Price Committee	Mr. K.S. Verma	G.M. (IEP, Fire and Safety)	Chairman
	Mr. S. Ray	G.M. (Finance)	Member
	Mr. V. Murthy	G.M. (Material)	Member

The Committee may co-opt any officer as and when required for the purpose of fixing reserve price.

Besides the above, there are several other committees which are constituted need based and exist only till the given task is accomplished such as Departmental Promotion Committees, Selection Committees, Procurement Committees, Excellence Award Committee, Hindi Award Committee, Hindi Books Procurement Committee, Enquiry Committees etc. Minutes of meetings of Boards, Committees and other Bodies are not open to the Public due to their Strategic Importance. The decisions of High Power Survey Committee are made known to the department concerned, while the recommendations of Enquiry Committees and Reserve Price Committee are kept Confidential due to strategic reasons.

9. A DIRECTORY OF ITS OFFICERS AND EMPLOYEES: The contact numbers of Key Personnel are given below:

DEPARTMENT	PERSON	DESIGNATION	EPABX NUMBER 033-2469-8100 to 8114
CMD's Secretariat	RAdm V.K. Saxena IN (Retd.)	Chairman & Managing Director	501/600
	Cdr. S.C. Jha	EA to CMD	519
	Mr. Tuhin Ghosh	PA to CMD	601
	Ms. Kanka Lala	PS to CMD	600
Vigilance	Mr. Subrat Das, IPoS	CVO	512
	Mr. Arun Bhadra	PA to CVO	626
	Mr. K. Mohan	S.M. (Vigilance)	716
	Mr. Deb Jyoty Das	Manager (Vigilance)	224
Personnel	Mr. A.K. Nanda	Director (Personnel)	502
	Mr. Biplab Ghosh	PA to D(P)	605
	Mr. A.R. Pal	CGM(ERP & YM)	513
	Mr. A.K. Mahapatro	G.M. (HR & A)	507/609
Administration	Lt. Col. S. Anand (Retd.)	AGM (Admin & Security)	520/666/24698135
Corporate Communication	Mr. Saikat Chattopadhyaya	Manager (Corporate Communication)	391
Marketing	Mr. Smarajit Saha	AGM (Business Devpt.)	391
Security	Lt. Col. S. Anand	A.G.M. (Admin & Security)	515/24697402
Medical	Dr. A.K. Halder	Chief Medical Officer	514/24893010
Finance	Mr. S. S. Dogra	Director (Finance)	504/606
	Mr. P. Mondal	PA to D(F)	607
	Mr. S. Ray	G.M. (Finance)	505/612
Shipbuilding	Cmde S. Nayyar, IN (Retd.)	Director (Shipbuilding)	503/602
	Mr. Rajiv Kumar	PA to D(S)	603

	Sinha		
	DIG Subroto Ghosh	G.M. (RBD)	24696842
	Mr. D. Maitra	C.G.M. (MW)	506/611
	Mr. S. Chaudhury	G.M. (FOJ)	24391072/400/24392416
Engineering	Mr. D. Vijayam	C.G.M. (Engg. & DEP)	24694961
Taratalla Unit	Cdr. R.N. Chattopadhyay, IN (Retd.)	A.G.M. I/C T.U.	24696943/8138/8139
Yard Modernization	Mr. Sanat Datta	A.G.M. (YM & Civil)	511/615
Commercial	Mr. V. Murthy	G.M. (Materials)	510/24692020
Commercial & Corporate Planning Deptt.	Capt. S.K.S. Kushwaha	C.G.M. (C & CP)	301
Planning	Cmde P.R. Hari, IN (Retd.)	C.G.M. (Planning & Contract Cell)	509/24694318
Quality Assurance & Vendor Development	Cdr. B. Sengupta	G.M. (QA & VR)	399/400
	Mr. Bipu Das	DGM (QA)	-
ERP	Mr. Sanjay Sarkar	A.G.M. (ERP)	456
Contract	Mrs. Suchita Nandi	A.G.M. (Contract)	648/749
Indl. Engg, Fire and Safety	Mr. K.S. Verma	G.M. (IE & P, Fire and Safety)	711, 2489-3957 (Tele fax)
Engineering Services	Cdr. Ganti Pradeep	D.G.M. (ES)	674
Official Language	Mr. M. K. Singh	Deputy Manager (OL)	303
Safety	Mr. D. K. Bagchi	Chief Safety Officer	726
Fire Services	Mr. P.K. Chakraborty	Chief Fire Officer	619
Delhi Office	Cdr. Harish Kumar, IN (Retd.)	AGM (RO)/Delhi	011-26171223
Mumbai Office	Cdr. Gaurav Pande, IN (Retd.)	D.G.M. (Mumbai)	022-23725184

10. THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS: The scales of pay of Board Level and below board level executives and non-unionized Supervisors in GRSE Ltd have been revised with effect from 1.1.2017 as follows:

Board Level Executives

CATEGORY	DESIGNATION	SCALE OF PAY (Rs.)
BOARD LEVEL	CMD	180000-320000
	Director	160000-290000
BELOW BOARD LEVEL	Chief General Manager (E-8)	120000-280000
	General Manager (E-7)	100000-260000
	Addl. General Manager (E-6)	90000-240000
	Dy. General Manager (E-5)	80000-220000
	Sr. Manager (E-4)	70000-200000
	Manager (E-3)	60000-180000
	Dy. Manager (E-2)	50000-160000
	Assistant Manager (E-1)	40000-140000
	Jr. Manager (E-0)	30000-120000
	SUPERVISOR	Supervisor (S-4)
Supervisor (S-3)		27600-96600
Supervisor (S-2)		25700-90000
Supervisor (S-1)		23800-83300
OFFICE ASSISTANT	Office Asst. (Gr-III)	8380-20340 Under Revision
	Office Asst. (Gr-II)	8455-20530 Under Revision
	Office Asst. (Gr-I)	8530-20710 Under Revision
	Office Asst. (Spl.)	8580-20830 Under Revision

11. THE BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENTS MADE: The annual budget projection is made by each department during July-August every year for the coming year. The detailed discussions and deliberations are carried out for justification of various expenditures projected in the budget, and finally the budget is put up before the Board for sanction. At the time of its utilization by the user department, once again it is vetted by the Finance Department before issuance of job number (for expenditures above Rs 1 Lakh) and by G.M. (IE & P) for expenditures on capital items costing up to Rs 1 Lakh. Finance Department also scrutinizes the proposal with finance angle and justification of the requirement and then issues a job number before procurement of items or services. The utilization of budget is monitored at the level of G.M. (Finance) as well as the Director (Finance).

12. THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES: As far as subsidy programmes are concerned, GRSE does not have any such schemes or programmes. However, few initiatives are taken under the banner of Corporate Social Responsibility, which are directly connected with the public for their benefits. Under this initiative, the need of socio-economic development of SC/ST community and the under privileged and needy segments of people in the neighbouring areas is addressed. Various initiatives taken by GRSE for improvement of Education, Health, Environment and Community Welfare are as follows:

Education: GRSE has a well established Technical Training Centre (TTC) for assisting the Trade Apprentices in enhancing their technical capabilities. The Trade Apprentices are selected as per the set norms for selection based on performance in written test and interview through open advertisement. They are placed in departments as per their technical discipline for one year on the job training, after which they are awarded the Training Certificate. Similarly the Marine Engineer (Trainees) are also selected and provided on the job training for one year. The Trade Apprentices are provided stipend during the training period to assist them in managing their expenses during learning.

Health: GRSE has set up medical centres in units to take care of health related issues of employees. It is permitted to consult outside doctors also for the self and family members, for which medical bills are duly reimbursed. In cases of serious illness, specialised hospitals are permitted to be consulted on case to case basis with prior approval of Management. Besides the above, blood donation camps within the factory premises, free health check-up for employees and free health camps are organized for communities in the nearby villages.

Environment: All Units of GRSE are adopting various initiatives towards improvement of environment in factory premises as well as are conscious about the environmental issues likely to affect the adjoining areas. The main steps taken in this direction are as follows:

- Sewerage Treatment Plants and Effluent Treatment Plants have been installed.
- Planting of trees in the yard is done on regular basis to improve Environment.
- Environmental Awareness Programmes are organized from time to time to spread message to public on maintaining the ecological balance.

Corporate Social Responsibility (CSR) Initiatives: GRSE regularly contributes in supporting the communities by way of assisting them financially in providing drinking water, medical assistance, and financial assistance to meritorious children by awarding them merit awards. This is a continuous initiative taken by the company by way of constituting a committee for steering the various initiatives under this fold.

13. **PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATIONS GRANTED BY IT:** The Garden Reach Shipbuilders & Engineers Limited is not connected with activities of granting any concession, permits or authorization. The prime customer of the Company is Indian Navy and the company's activities are not related with the general public in a direct manner.
14. **DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM:** Employee details, Production/Productivity Details, Individual Plant Performance reports, Monthly MIS are kept in electronic form.

15. 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:

As far as the facilities for citizens is concerned for information collection, an Officer of the rank of General Manager has been assigned the task of looking after the interests of Public by way of regular disposal of requests for information from the public. As such no reading room or library for public use is maintained by the company.

16. THE NAMES, DESIGNATION AND OTHER PARTICULARS OF THE PUBLIC INFORMATION AUTHORITIES:

Second Appellate Authority

(For deciding Second RTI Appeals and Complaints)

Central Information Commission
CIC Bhawan, Baba Gangnath Marg
Munirka, New Delhi-110067
Fax: 26186536
Helpline No.: 011-26767500

Facilitation Desk Email: fdesk-cic@gov.in

Working Hours: 0930 hours to 1800 hours (Saturday and Sunday Holidays)

Transparency Officer

(For implementing transparency in the organization)

Shri A.K. Nanda
Director (Personnel)
Garden Reach Shipbuilders & Engineers Ltd.
43/46, Garden Reach Road
Kolkata – 700 024
(West Bengal)

First Appellate Authority

(For deciding First Appeals)

Shri Arup Ratan Pal
Chief General Manager (ERP & YM)
Garden Reach Shipbuilders & Engineers Ltd.
43/46, Garden Reach Road
Kolkata – 700 024
(West Bengal)

**Central Public Information Officer
(For replying RTI Applications and supply of
information)**

Shri K.S. Verma

General Manager (IE & P, Fire and Safety)
Garden Reach Shipbuilders & Engineers Ltd.
43/46, Garden Reach Road
Kolkata – 700 024
(West Bengal)

**Central Assistant Public Information Officer
(For receiving RTI Applications and Appeals)**

Smt. Arunava Srivastava

Manager (IE & P)
Garden Reach Shipbuilders & Engineers Ltd.
43/46, Garden Reach Road
Kolkata – 700 024
(West Bengal)

**17. SUCH OTHER INFORMATION AS MAY BE PRESCRIBED; AND
THEREAFTER UPDATE THESE PUBLICATIONS EVERY YEAR:**

Various types of manuals such as HR Manual, Purchase Manual, CVC Manual, Maintenance Manual, Contracts Manual, Recruitment Rules Manual are reviewed and updated from time to time to keep them current.
