Garden Reach Shipbuilders & Engineers Ltd

(A Government of India Undertaking)
(Ministry of Defence)
61, Garden Reach Road, Kolkata-700 024

1.1 Particulars of Organization, functions and duties [Section 4(1) (b) (i)]

Name and address of the organization, genesis, inception, formation of the department

i) Name & Address of the Registered & Corporate Office:

Garden Reach Shipbuilders & Engineers Limited
"**GRSE Bhavan**"
61, Garden Reach Road,
Kolkata – 700024.

ii) Head of the Organization:

Commodore P.R Hari, IN (Retd.)

Chairman & Managing Director.

iii) Origin/ genesis/inception of the Company:

The company came into being in 1884 as a small factory on the Eastern Bank of the river Hooghly. In 1926, the amalgamation of workshops of River Steam Navigation Company (RSNC) and British India Steam Navigation Company (BISN) was finally effected and managed as a partnership concern. Garden Reach Workshop was incorporated as a Company under the Indian Companies Act of 1913 with effect from 26 February 1934. The company was taken over by the Government of India on 01 April 1960.

iv) The Administrative Ministry for GRSE: Ministry of Defence, Department of Defence Production, Government of India, New Delhi.

GRSE has six Production Units, one Technical Training Center and three Regional Offices- at Delhi, Mumbai and Visakhapatnam.

The contact details are given below:

UNIT	ADDRESS	CONTACT NUMBERS
GRSE BHAVAN (Regd. & Corporate Office)	**61, GARDEN REACH ROAD, KOLKATA-700024 (WEST BENGAL)**	EPABX: (033)-24698105, (033) 2469-8150 (Fax)
GRSE-MAIN UNIT	**43/46, GARDEN REACH ROAD, KOLKATA-700024 (WEST BENGAL)**	EPABX: (033) 2469-8124 Fax: (033) 2439-2416
GRSE-FOJ UNIT	**P-70, KARL MARX SARANI, KOLKATA-700043 (WEST BENGAL)**	EPABX: (033)-2439 2260/61
GRSE-61-PARK UNIT	**61, GARDEN REACH ROAD, KOLKATA-700024 (WEST BENGAL)**	EPABX: (033)-2469-6120, (033) -2469-1177
GRSE - RAJA BAGAN DOCKYARD (RBD) UNIT	**44, GARDEN REACH ROAD, KOLKATA-700044 (WEST BENGAL)**	EPABX: (033) 2469-4512 FAX: (033)-2489-7290
GRSE-TARATALA UNIT	**P-2/2, TARATALA ROAD, KOLKATA-700088 (WEST BENGAL)**	EPABX: (033) 24698138/8019/6943 FAX: (033)-2469 8137

GRSE-TECHNICAL TRAINING CENTRE, TARATALA	**P-2/2, TARATALA ROAD, KOLKATA-700088 (WEST BENGAL)**	EPABX: (033) 24698138/8019/6943/7603064718 FAX: (033)-2469 8137,
GRSE-DEP. RANCHI	**PLANT PLAZAROAD DHURWA ,RANCHI, 834004 (JHARKHAND)**	EPABX: (0651)- 2401428
GRSE-DELHI OFFICE	**SHIPYARD HOUSE ,A1/314, SAFDARJUNG ENCLAVE, NEW DELHI-110029**	TEL: (011)-2617-1223 / 09818229836
GRSE-MUMBAI OFFICE	**C/O. MAZAGON DOCK SHIPBUILDERS LIMITED, DOCKYARD ROAD, MUMBAI- 400010**	TELE : (022)-2372 5184 / (022)-2376-3108 TELEFAX: (022)-2372 5184
GRSE-VISAKHAPATNAM OFFICE	**C/O. Naval Dock Yard, Naval Base, Visakhapatnam-530014.**	**Contact Officer: Mr. Venu Gopal Swamy Karri,** Dy. Manager, GRSE, Mobile No: 7605055734, Email id: Venu.Karri@grse.in
GRSE –PMT- CHENNAI	**L&T Shipbuilding, Kattupalli, Tamil Nadu – 600120**	**Contact Officer: Mr. Vesarapu R Satya Sunil,** DGM (PP&C, PMT- Chennai), GRSE, Mobile No: 9163331746 Email id: Sunil.VRS@grse.co.in

v) Functions & Duties of the Organization: GRSE is engaged in Design, Manufacture of Warships mainly for use by the Indian Navy & Indian Coast Guard and also for other customers. The shipbuilding product profile ranges from Frigates, Missile and Anti-Submarine Corvettes, Fleet Tanker, Landing Ship Tank (Large), Landing Craft Utilities, Survey Vessels, Offshore Patrol Vessels, Inshore Patrol Vessels, Fast Attack

crafts, Fast Patrol Vessels, Hovercrafts, Fast Interceptor Boats, ASW shallow water Crafts, Patrol Boats & ferry Crafts.

Apart from shipbuilding & ship repair, GRSE has diversified into Engineering Business with a product profile of pre-fabricated Steel Bridges, various Deck Machinery Items such as Anchor Capstans, Boat Davits, Pumps, etc. and further, the **Marine Diesel Engine Plant** at **Ranchi**, which forms the Engine Division of GRSE, undertakes assembly, testing, servicing & repair of various models of Diesel Engines used for marine propulsion / power generation, under licence from **MTU, Germany**. **GRSE** has signed **license agreement** with **M/s MTU Friedrichshafen GmbH, Germany** to facilitate assembly of 4000 Series engines from Semi-Knocked Down condition to completely built-up Unit.

Though the **core competency** of GRSE has been shipbuilding, Bailey Bridge Unit of the shipyard is engaged in designing, developing and installing **Bailey Bridges** to far flung areas & terrain in India and abroad. The Company has delivered over **5500 Bailey Bridges** to Indian Army, BRO, Central and State PWDs and also to friendly neighborhood countries like Bhutan, Nepal, Sri Lanka and Myanmar.

vi) Vision, Mission, Values and key objectives:

https://grse.in/vision-mission-values-and-corporate-objective/

vii) Organizational chart - https://grse.in/organizational-structure/

1.2 Power and duties of its officers and employees [Section 4(1) (b) (ii)]

Garden Reach Shipbuilders & Engineers Ltd. (GRSE) is a Public Sector Undertaking under the Department of Defence Production, Ministry of Defence, Govt. of India. The powers of Company Officials are well defined at all levels in the organization. Duties are assigned to its Officers, Supervisors, Office Assistants and Operatives from time to time which are in line with the

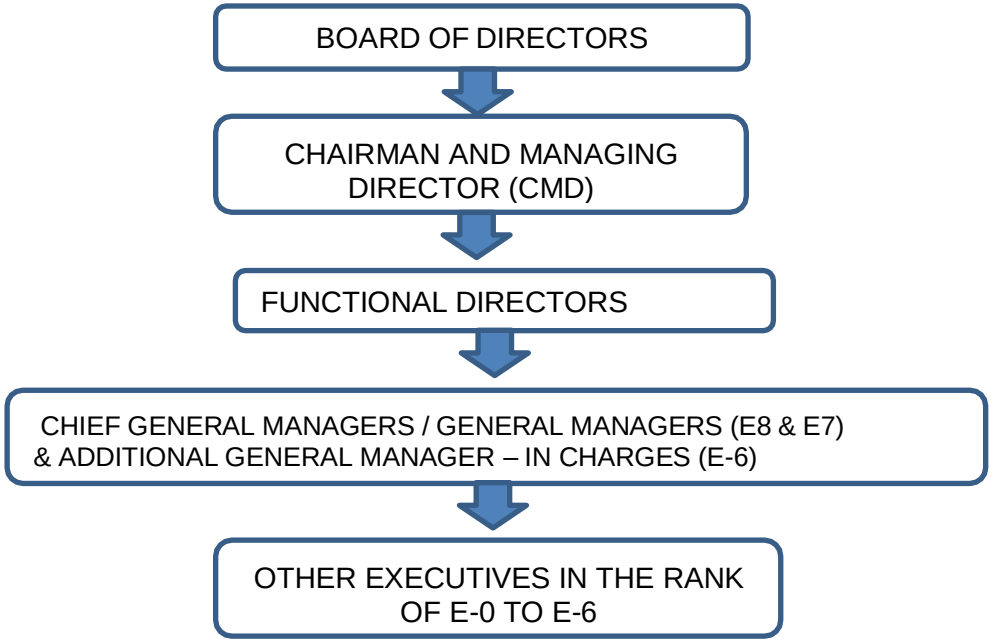
objectives specified in the Memorandum of Association of the Company. The powers and duties of employees of the Company are derived from the job descriptions, manuals, terms & conditions of appointments and delegation of powers enunciated by the Company. While discharging the duties and responsibilities, employees are complying with the provisions of the Companies Act

2013 & other applicable statutes, rules and regulations.

Delegation of Powers:
The powers have been delegated to the Chairman and Managing Director. Chairman and Managing Director has sub delegated some of the powers vested to him to the Functional Directors and other below Board level Executives to empower them to discharge their duties & functions commensurate with the responsibilities. These powers are revised from time to time depending upon Organizational requirements and also as per Guidelines of the Department of Public Enterprises (DPE) & Administrative Ministry i.e. Department of Defence Production, Ministry of Defence. Copy of Delegation of Powers is available with respective Sections/ Departments which are referred to for performing day-to-day work associated with their respective sections.

1.3 Procedure followed in decision making process [Section 4(1) (b) (iii)]

Presently, GRSE is having 05 Production Units in West Bengal in operation and 01 in Ranchi. In addition, there is one Technical Training Centre. Corporate Office is within the premises of 61 Park Unit. Procedures followed in the decision-making process, including channels of supervision and accountability is as under:


BOARD OF DIRECTORS
CHAIRMAN AND MANAGING DIRECTOR (CMD)
FUNCTIONAL DIRECTORS
CHIEF GENERAL MANAGERS / GENERAL MANAGERS (E8 & E7) & ADDITIONAL GENERAL MANAGER – IN CHARGES (E-6)
OTHER EXECUTIVES IN THE RANK OF E-0 TO E-6

Overall Management of the Company rests with the Board of Directors, the highest decision-making body within the Company.

The Board of Directors is accountable to the shareholders of the Company. GRSE being a Public Sector Enterprise, the Board of Directors of the Company is also accountable to the Government of India.

The primary role of the Board is that of trusteeship to protect and enhance shareholders' value. The Board oversees the Company's strategic direction, reviews corporate performance, authorizes & monitors strategic decisions, ensures regulatory compliance and safeguards interests of shareholders. The Board ensures that the Company is managed in a manner that fulfills stake holders' aspirations and societal expectations.

The day-to-day management of the Company is entrusted with the Chairman & Managing Director (CMD), who is supported by Functional Directors, Chief General Managers, General Managers, and other Officers and employees of the Company.

The Board of Directors have also set up following Committees with specific functions and powers: -

(i) Audit Committee

(ii) HR, Nomination and Remuneration Committee

(iii) CSR & Sustainability Committee

(iv) Project Review Sub-Committee

(v) Procurement Committee

(vi) Business Strategy & Capacity Augmentation Committee

(vii) MOU Committee

(viii) Legal Committee

(ix) Stakeholders Relationship Committee

(x) Risk Management Committee

For effective discharge of its functions, the Board of Directors have delegated substantial powers to the CMD and some of which have been sub delegated to Functional Directors, Chief General Managers, General Managers and other Officers subject to such conditions which are consistent with the need of prompt, effective and efficient discharge of responsibilities entrusted to such a Director / Officer.

CMD is accountable to the Board of Directors. Functional Directors, Chief General Managers, General Managers and other Officers are accountable to the authority as per the reporting channel.

1.4 Norms for discharge of functions [Section 4 (1) (b) (iv)]

The Company has well defined procedures and guidelines for discharge of various functions. These are highlighted below:

(a)Structured Policies and Guidelines

GRSE is having well- structured policies and guidelines governing major activities of the Company. While discharging the functions, the officers / employees follow these laid down policies and guidelines.

(a) Manuals

GRSE has procedural manuals covering all important activities viz. Purchase Manual, Accounts Manual, Human Resources Manual,

Store Manual, Sub-Contract Manual etc. These manuals ensure carrying of activities in a systematic and standardized manner and eliminate the scope of exercise of discretion. While discharging the functions, the Manuals facilitate the employees in carrying out their duties effectively.

(b) Guidelines of Department of Public Enterprises

GRSE being a Public Sector Enterprise follows the guidelines of Department of Public Enterprises, directives of Administrative Ministry and Government of India as applicable issued from time to time.

(c) Guidelines of Central Vigilance Commission

GRSE being a Public Sector Enterprise follows the guidelines of Central Vigilance Commission.

(d) Compliance of provisions of Statutes, etc.

While discharging the respective functions, officers are required to comply with the provisions of all applicable Statues and relevant Rules & Regulations

1.5 Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]

Important Internal Rules, Regulations, Manuals and Records, which are used by the employees of the Company in discharge of their functions, are given below:

Matters pertaining to Company affairs:

a) Memorandum & Articles of Association: https://grse.in/wp-content/uploads/2022/05/Certificate-of-Incorporation-MoA-AoA.pdf

b) Whistle Blower Policy-

https://grse.in/wp-content/uploads/2022/04/Whistle-Blower-Policy-1.pdf

c) Policy on Related Party Transactions-

https://grse.in/wp-content/uploads/2022/04/Policy-for-Related-Party-Transactions-GRSE.pdf

d) CSR & Sustainability Policy-

https://grse.in/wp-content/uploads/2022/04/GRSE-Revised-CSR-Sustainability-Policy-dated-07-Sep-2021-1-1-1.pdf

e) Policy on identification of Material Litigation and Creditors-

https://grse.in/wp-content/uploads/2022/04/Policy-on-Identification-of-Material-Litigations-and-Material-Creditors.pdf

f) Policy on determination of Materiality of Event or Information-
https://grse.in/wp-content/uploads/2022/04/Policy-on-Identification-of-Material-Litigations-and-Material-Creditors.pdf

g) Policy **for determining Material Subsidy-**
https://grse.in/wp-content/uploads/2022/04/Policy-for-Determining-Material-Subsidiaries-GRSE.pdf

h) Preservation of Documents and Archival Policy ------- https://grse.in/wp-content/uploads/2022/08/Preservation-of-Documents-and-Archival-Policy-of-GRSE.pdf

i) Insider Trading Code-
https://grse.in/wp-content/uploads/2022/08/Insider-Trading-Code-GRSE.pdf

j) Delegation of Power-
https://grse.in/wp-content/uploads/2022/05/Delegation-of-Power.pdf

(b) Matters pertaining to Finance & Accounts

(i) Accounting Policies;
(ii) Accounting Standards;
(iii) Accounting Manual.

(c) Matters pertaining to Contract, Commercial, Procurement, etc.

(i) Purchase Manual;
(ii) Stores Manual
(iii) Sub Contract Manual

(d) Establishment matters pertaining to GRSE employees

(i) Conduct, Discipline & Appeal Rules
(ii) Standing orders
(iii) Service Rules
(iv) HR Manuals
(V) Leave Rules
(vi) Medical Attendance Rules;
(vii) Post-Retirement Medical Schemes;
(viii) Pension Schemes
(ix) GRSE scheme on compensation package to bereaved family of deceased employees.
(x) Recruitment / Promotion Rules
(Xi) Pay & Allowances
(Xii) TA / DA Rules
(Xiii) Performance Management System
(Xiv) Performance linked Incentive scheme
(Xv) Performance Related Pay
(Xvi) Transfer Policy
(Xvii) Memorandum of Settlements, etc.

(e) Human Resource Development

(i) Training Policies;

(ii)Technical Training Centre (TTC) conducts Apprenticeship Training Programme, as per Apprenticeship Act, 1961 e.g. Trade apprentices, Diploma and Degree Engineers. In addition, one-year pre-sea training is conducted for engineering

graduates in Mechanical and Naval Architecture stream as per Directorate General of shipping curriculum.

(f) Public Relations, Publicity : https://grse.in/wp-content/uploads/2022/08/20211124_CC-Policy.pdf

(g) Advertisement Policy/Guidelines: https://grse.in/wp-content/uploads/2022/08/20211124_CC-Policy.pdf

1.6 Categories of documents held by the authority under its control [Section 4(1) (b) (vi)]

Various categories of documents that are being held by the Company or under its control are given below:

(a) Documents pertaining to incorporation

Memorandum & Articles of Association (Company's Secretarial Department)

(b) Documents pertaining to Board Meeting & General Meetings

-Agenda Papers of Board Meetings (Company's Secretarial Department)

-Minutes Book of Meetings of the Board of Directors (Company's Secretarial Department)

- Agenda papers of Board sub-committees (Company's Secretarial Department)

- Minutes Book of meetings of Board sub-committees (Company's Secretarial Department)

- Notices and Minutes Book of General meetings of the shareholders, etc. (Company's Secretarial Department)

(c) Documents pertaining to Accounts

- Financial Statements (Finance Department)
- Statement of Quarterly Financial Results (Finance Department)
- Annual Report (Company's Secretarial Department)
- Accounts Manual (Finance Department)
- Documents pertaining to payment of income Tax, Tax Deducted at Sources, Vouchers, etc. (Finance Department)

(d) Documents pertaining to Contracts, Commercial etc.

-- Purchase Manual (Purchase Department)
-- Stores Manual (Stores Department)
-- Sub-Contract Manual (Sub-Contract Cell)

(e) Documents pertaining to Production Operations

- --- Design Department
- -- Planning Department
- -- Production Head of Units.

(f) Documents pertaining to Safety, Fire and Works

- Chief Safety Officer
- Chief Fire Officer
- Works Manager of Units

(g) Documents pertaining to projects.

- MOUs / Contracts / Agreements (CorporatePlanning) / (CE&C) Department.
- Contracts of Repair Ships --- (Ship Repair group)
- Contracts with other Shipyards --- (Contract Cell)
- Detailed Project Report / Feasibility report (as Applicable) of Projects implemented and those under implementation for the last 10 years (CE&C department)
- Monthly Production Progress / Delay Analysis report (Planning department)
- D448 of Projects—(Planning)

(h) Documents pertaining to Establishment matter

(i) Documents containing the details of employees (HR Department)
(ii) Various employees related internal policies (HR Department)
(iii) Rules & regulations pertaining establishment matters (HR Department)

- Annual Confidential Reports of employees (HR Department)
- Delegation of Powers (Company's Secretariat Department)
- Welfare Schemes (HR Department)
- Corporate Social Responsibility Scheme (HR Department)
- Reservation Policy, Rosters (HR Department)
- Service matters related legal documents (HR Department)
- Documents pertaining to general administration, Estate matter, Law, arbitration, Quartering Rules, etc. (Administration Department)

(i) Advertising policies (CP&CC Department)

(j) Annual MOU with GOI (CP&CC Department)

1.7 Board, Councils, Committees and other Bodies constituted as part of Public Authority [**Section 4(1)(b)(viii)**]
https://grse.in/wp-content/uploads/2022/07/Board-of-Directors-and-its-Committees-GRSE.pdf

1.8 Directory of officers and employees [section 4(1)(b) ix]

The contact numbers of key personnel are given below:

DEPARTMENT	PERSON	DESIGNATION	CONTACT NUMBER
CMD Secretariat	**Commodore P.R.Hari, IN (Retd.)**	**Chairman& Managing Director**	033-2469-8130/31 (Ext: 1010)
	Cdr Sougata Maitra	EA to CMD, AGM	033-2469-8130/31 (Ext: 3010)
	Shri Raju Tiwari	JM , CMD Office	033-2469-8130/31 (Ext : 4130)
	Ms. Kanka Lala	PS to CMD	033-2469-8131 (Ext: 4140)
	Shri B Ghosh	SPS to CMD	033-2469-8130/31 (Ext: 4120)
Finance	**Shri Ramesh KumarDash**	**Director (Finance)**	033-2469-8134 (Ext.1050)
--DO-----	Shri Pradip Mondal	PA to D (F)	033-2469-8134 / Ext.3050

Shipbuilding	**Cdr Shantanu Bose, IN (Retd.)**	**Director (Shipbuilding)**	**033-2469-8132 (Ext.1030)**
---DO-----	Shri Rajiv Kumar Sinha	PA to D (S)	033-2469-8132 (Ext.3030)
Personnel	**DIG Subrato Ghosh, ICG (Retd.)**	**Director (Personnel) , Transparency Officer, Chief Information Security Officer.**	033-2469-8133 (Ext. 1040)
---DO---	Shri Kamal das	PA to D (P)	033-2469-8133 (Ext. 3040)
Vigilance	Shri B. K. Kachhap	Dy. General. Manager (I/C Vigilance)	033-2469-9330 (Ext -5314)
----DO-----	Shri Arun Bhadra	PA to CVO	033-2469-8129/9330 (Ext: -- 3060)
Technical	Shri M Venkatesh Murthy	CGM (Technical)	033-2469-7928 / 9163361892
Production Planning & Control	Cmde. Rajat Manchanda , IN (Retd.)	CGM (PP & C)	7042666347
Ship building	Cdr. Bhaskar Sengupta, IN (Retd.)	CGM (MW) & First Appellate Authority (FAA)	9831061577
----Do----	Cdr.Gaurav Pramod Pande	GM, PMT -P17A	9869277737

----Do----	Shri Manas Kr. Pandey	AGM (MW)	9163331729
----Do---	Shri Bipu Kumar Das	AGM, PL-3023	8420008811
---Do---	Cdr.Ambuj Kumar	AGM PMT P17 A	7596094143
--Do---	Shri Manas Ranjan Rath	DGM (SBS)	9163361815
CP&CC	Capt. SunilKumar, IN (Retd.).	CGM (Corporate Planning & Corporate Communication), Chief Risk Officer	8584888179
--Do----	Shri Aditya Banerjee	AGM. (CorporatePlanning &Corporate Communication)	9163331701
---Do----	Smt. Swagata Sen Roy	AGM (Corporate Communication)	(033)-2469-8998 Ext: 6306/ 8 42000889
CE & C	ShriAzhaguvel Somasundaram	AGM (CE & C)	8420006938
NGOPV, Innovation & New Technology	Cmde. Rajiv Sreedharan, IN (Retd.)	CGM(PS-NGOPV), Innovation & New Technology	9496840189
Ship Repair & Deck Machinery	Cmde.Indrajit Dasgupta, IN (Retd)	Chief General Manager (Ship Repair & Deck Machinery unit) & Project Superintendent (30mm Gun project)	9328112442

----Do----	Shri Chandra Shekhar Singh	AGM (Production Superintendent)	033-2469-8154 / 9163331709,
---Do----	Shri Sagar Gupta	DGM (Design) , TU	9831206489.
HR Dept.	Shri S. Srinivas	CGM (HR & ADMN.)	(033)-2469-8126/ Extn.507
--DO--.	Smt. Lipi Das	GM (ER & LEGAL)	(033)-2469-8166, Extn. -518.
FOJ Unit	Cdr.Bhubaneshwar Mishra, IN, (Retd).	CGM. FOJ, Chairman of Central Safety Committee	8420008803
---DO----	Shri S P Sahoo	DGM (Works) / FOJ	7603042830
RBD Unit	Commandant. Ashok Kumar Biswas, ICG,(Retd) .	GM (RBD), CLO, GRSE, EDCL	9831711199 / (033)2469-4512
----Do-----	Shri Chinmoy Biswas	DGM (Works) , RBD	033-2489-7152
QA & IND	Shri Gulshan Ratan	GM (QA&IND) / Chief Indigenization Officer	9163361893

---Do-----	Shri P K Mondal	AGM (QA)	9163361887
Materials	Shri Sujoy Chakravorty	GM (Materials) / Chief Information officer (MSME Act)	033-24694303
Administration	Shri Tapan Kanti Biswas	DGM (Administration)	9163331700
RTI & Public Grievance Cell	Mr. Subardan Toppo	DGM (HR-Legal & Unit HR) CPIO & PPGRO	7603039439 .
----Do---	Mr. Abhijit Ghosh	Sr. Manager (RTI & Public Grievance)	9831430604.
CDO	Cmde. Vinith B. Aerat, IN (Retd.)	GM (CDO)	(033)-2469-6120, (Ext.6399) / 9958871081
---DO--	Cdr. Manoj Kumar Gupta	GM (CDO)	9163331703
Contract / VD	Smt. Suchita Nandi	GM. (Contract & VD)	033-2469-7945/8420008800
Security	Lt. Col. S. Anand, IA,(Retd.)	AGM. (Security, Fire & OL)	9831854625
Fire Services	Shri P.K. Chakraborty	Chief Fire Officer	9163331732

Official Language	Shri M. K. Singh	Manager (OL)	7596094141
Finance	Smt. Aparajita Ghosh	GM (Finance)	033-2469-4439 /9163331716
Secretarial Dept.	Shri SandeepMahapatra	Company Secretary & Compliance Officer	9831447982
BB, 61 Park	Shri Natarajan Partheepan	GM (BB)	9163331768
--- DO----	Shri Subrat Kumar Sahu	DGM (BB)	7604045495
IT	Shri Sanjay Sarkar	AGM I/C (ERP)	85840-14354
Medical	Dr. Rajesh Chatterjee	DGM (Medical)/ Chief Medical Officer	033-2489-3010 / 7603042835
Engineering Services	Cdr. Prasenjit Roy	DGM (ES & CM)	9051422700
DEP Ranchi	Shri DKJ Singh	AGM I/C (DEP Ranchi Unit)	09771490394
--DO---	Shri Anjan Paul	AGM (P&S) & WM	06512446360 / 9934012640
Safety	Shri D. K. Bagchi	DGM (Safety) /Chief Safety Officer	9163331738

Garden Reach Shipbuilders & Engineers Ltd

(A Government of India Undertaking)
(Ministry of Defence)
61,Garden Reach Road, Kolkata-700 024

Yard Modernization	Shri. Sanat Datta	AGM I /C (YM)	9007157673
Delhi Office	Cdr. Harish kumar, IN (Retd.)	AGM (RO) / Delhi	(011)-2617-1223 / 9818229836
Mumbai Office	Cdr. Rajneesh Kumar, IN (Retd)	AGM (RO/Mumbai)	Telefax (022)-2372-5184 / (022)-2376-3108/ 9131105785,
Vishakhapatnam office	Mr. Karri Venu Gopal Swamy	RO / Vishakhapatnam	7382747087/ 9347676889
GRSE –PMT- CHENNAI	L&T Shipbuilding, Kattupalli, Tamil Nadu – 600120	Mr.Vesarapu R Satya Sunil, DGM (PP & C, PMT-Chennai)	916333176

1.9 Monthly remuneration received by officers & employees including system of compensation [Section 4(1)(b)(x)]

Remuneration of the Executives and Non-unionized Supervisors of the company is governed by the guidelines issued by the Department of Public Enterprises (DPE), Government of India. The pay scales are on Industrial DA (IDA) pattern. The DPE guidelines on pay scales of Executive and non- unionized Supervisors are also available on DPE website www.dpe.gov.in. The pay scales of Executives and Non- Unionized supervisors effective from 01.01.2017 are as under:

Chief Genl. Manager (E8)	120000-280000
General Manager (E7)	100000-260000
Additional General Manager (E6)	90000-240000
Deputy General Manager (E5)	80000-220000
Senior Manager (E4)	70000-200000
Manager (E3)	60000-180000
Deputy Manager (E2)	50000-160000
Assistant Manager (E1)	40000-140000
Junior Manager (E0)	30000-120000
Supervisor (S4)	29300-102600
Supervisor (S3)	27600-96600
Supervisor (S2)	25700-90000
Supervisor (S1)	23800-83300

The pay scales of Office Assistants category of employees other than Ranchi Unit effective from 01.01.2017 are as under:

Office Superintendent	22310 - 78100
Office Assistant. (Grade-I)	22180 - 77630
Office Assistant. (Grade-II)	21140 - 73990
Office Assistant (Grade-III)	20110 - 70390
Office Assistant (Grade-IV)	19900 - 69650 (New Scale)

The pay scales of Operatives category of employees effective from 01.01.2017 are as under:

Operatives (Chargeman)	22310 - 78100
Operatives (HSK-I)	22230 - 77810
Operatives (HSK)	21230 - 74310
Operatives (SK-I)	21180 - 74130
Operatives (SK-II)	20280 - 70980
Operatives (SK)	20110 - 70390
Operatives (SSK)	19900 - 69650
Operatives (Unskilled)	19780 - 69230

In addition to above, Dearness allowance, House Rent Allowance, Perk & Allowances, Medical Facilities, Provident Fund, Gratuity, Superannuation Benefits etc. are provided as applicable to the respective cadres in accordance with Company's rules as applicable and amended from time to time.

Data pertaining to monthly remuneration is calculated through SAP system and preserved in the system. Individual is issued payslip every month. Information is taken out from the system as and when required with the help of HRIS/ Payroll / ERP team.

1.10 : Name, designation and other particulars of Public Information Authorities:

Central Public Information Officer

Shri Subardan Toppo
Deputy General Manager (HR-Legal & Unit HR)
HR Corporate Office, Garden Reach Shipbuilders &
Engineers Ltd. (A Government of India Undertaking, Ministry of Defence),
61 Park Unit, 61, Garden Reach Road, Kolkata -700024.
West Bengal,
Mobile No : 91-7603039439
Email Id : Toppo.Subardan@grse.co.in

First Appellate Authority
Cdr. Bhaskar Sengupta , IN (Retd.)
Chief General Manager (CP & CC)
Garden Reach Shipbuilders & Engineers Ltd.
(A Government of India Undertaking, Ministry of Defence)
GRSE Bhavan
61, Garden Reach Road, Kolkata-700024
West Bengal,
Mobile No : 91-9831061557
Email Id : Sengupta. Bhaskar@grse.co.in

Transparency Officer/ Nodal officer
DIG Subrato Ghosh, ICG (Retd) ,
Director (Personnel),
GRSE Bhavan,
61, Garden Reach Road, Kolkata -700024.
West Bengal,
Telephone No: (033)-2469-8133
Email Id : dp@grse.co.in

1.11 No. of employees against whom Disciplinary action has been proposed /taken [Section 4(2)] :

HR Disciplinary Section retains the information. As and when required the information is shared to others.

1.12 Programme to advance understanding of RTI (Section 26) :

Nodal Officer, CPIO attend programs as and when conducted by the concerned Appropriate Government on RTI matters and carry out instructions of the Authority from time to time.

i) Educational Programs:

An in-house Awareness Programme on RTI Act was conducted in GRSE, Main Unit on 31st March 2021, 06th August,2021, 14th June, 2022, 28th January,2023, 13th June,2023.

ii) Training of CPIO / APIO:

a) CPIO has undergone training & workshop on RTI Act from 17.11.2018 to 21.11.1018 at Port Blair organized by National Productivity Council and also on 11 Oct.2019 organized by Ministry of Defence at Delhi.

b) Retd. ACPIO has also attended seminar-cum-training on Proactive Disclosure on 06.01.2020 organized by National Academy of

Defence Production, Nagpur.

iii) Update & publish guidelines on RTI by the public authority:

RTI procedure – https://grse.in/rti/file/RTI_Procedure_2024.pdf

1.13. Transfer policy and Transfer Orders [F. No. 1/6/2011- IR dt.15.04.2013]

Policy is contained in the HR manual and in the Employees Knowledge Portal for information of internal employees of GRSE.

Budget and Programs

2.1 Budget allocated to each agency including all plans, proposed expenditure and reports on disbursement made etc. [f. No. 1/8/2012-IR dt.11.09.2012]

Projects are executed based on the contract awarded to the Company by the customers either on competitive or nomination basis. No such budget is allocated for any sort of capital expenditure. All Capital expenditure of the company are generally carried on by funding from internal accrual only.

2.2 Information related to procurements:

After tenders are published in the NIC portal, the same is intimated to GRSE CP&CC department for uploading in the GRSE website. https://grse.in/tender-published/

2.3 Manner of execution of subsidy programme [Section 4(i) (b) (xii)]

GRSE does not have any such scheme or programme.

2.4 Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt.15.04.2013]

No discretionary/ non-discretionary grants/ allocations are applicable for GRSE.

2.5 Particulars of recipients of concessions, permits or authorizations granted by the public authority [Section 4(1)(b)(xiii)]

GRSE does not grant any concession, permit or authorization.

Publicity Band Public Interface

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 [Section 4(1)(b)(vii)] [F No 1/6/2011-IR dt. 15.04.2013]

GRSE 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 internal Policy Guidelines takes into consideration the views of its employees. The arrangement for consultation with Vendors exists through Vendor Meets, while the public at large takes the opportunity of Defense Expo exhibitions for communication of their feedback and views.

Public –Private Company (PPP) ---with capable Private Partners:

1) FPV GRSE Yard 2118: Ship for Indian Coast guard (Kamladevi) .

2) SVL GRSE Yards 3026-3028: Ships for Indian Navy .
3) ASWSWC GRSE Yards 3029, 3030, 3031, and 3032: Ships for Indian Navy,
4) Ocean Going Ferry Vessel, GRSE Yard 2119: Vessel for Govt. of Guyana,

3.2 Are the details of policies/decisions which affect public, informed to them [Section 4(1) (c)]

Policies which affect the public are generally uploaded on the website and also communicated through press releases. **Publish all relevant facts while formulating important policies or announcing decisions which affect public to makethe process more interactive**

Policies affecting the employees are communicated to the employees of the company via intra-mail, employee portal etc. from time to time.

3.3 Dissemination of information widely and in such form and manner which is easily accessible to the public:

General information about the company already available on GRSE Website and specific information which require publication for knowledge of the public are displayed on website and / or communicated via press releases. Communicated vide Press Release, YouTube, Social Medias (Facebook, Twitter, Instagram, LinkedIn, etc.)

3.4 Form of accessibility of information manual/handbook [Section 4(1) (b)]

The following documents are available and held by the Company on GRSE website: -

--Annual Reports (Contain information pertaining to Financial & Highlights of the Company's Performance)

-- Sub-Contract Manual

--- Telephone Directory of key officials

3.4 Whether information manual/handbook available free of cost

Certain manuals and General Policies available on website.

E. Governance

4.1 Language in which Information manual/Handbook Available [F.NO. 1/6/2011-IR dt. 15.04.2013)

English

4.2 When was the information Manual/Handbook last updated?

[F No. 1/6/2011-IR dt .15.04.2013]

28.02.2020

4.3 Information available in electronic form [Section 4(1) (b) (xiv)]

The following documents are available on website of GRSE

-Annual Reports (Contains information pertaining to Financial & Highlights of the Company's Performance)

-Sub Contract Manual

-Telephone Directory

4.4 Particulars of facilities available to citizen for obtaining information [Section 4(1) (b) (xv)

Name & Designation	Address	Telephone No.	Fax	Email-ID
Shri Subardan Toppo Dy. General Manager (HR-Legal & Unit HR) & CPIO	HR Corporate Office, Garden Reach Shipbuilders & Engineers Limited (A Government of India Undertaking, Ministryof Defence) , 61 Park Unit ,61 Garden Reach Road, Kolkata-700024, West Bengal.	7603039439	----------	Toppo.Subardan@grse.co.in

Working Hours of the Facility-

Monday to Friday - 8:00 AM to 5.06 PM

Saturday - 8:00 AM to 1.00 PM

(First and Third Saturday are weekly off days)

4.5 : Such other information as may be prescribed under section 4(i) (b) (xvii)

i) Grievance redressal mechanism
–https://grse.in/public-grievances/

ii) Details of application received under RTI and information provided:

Receipt and disposal of RTI applications and First Appeals w.e.f 01 April 2016 to 31 March 2017

Sl. No.	Particulars	Opening Balance	Received	Disposed of
1	RTI Applications	17	92	101
2	RTI First Appeals	1	13	10

Receipt and disposal of RTI applications and First Appeals W.e.f. 01 April 2017 to 31 March 2018

Sl. No.	Particulars	Opening Balance	Received	Disposed of
1	RTI Applications	8	63	68
2	RTI First Appeals	4	13	13

Receipt and disposal of RTI applications and First Appeals W.e.f. 01 April 2018 to 31 March 2019

Sl. No.	Particulars	Opening Balance	Received	Disposed of
1	RTI Applications	3	67	68
2	RTI First Appeals	3	16	18

Receipt and disposal of RTI applications and First Appeals W.e.f. 01 April 2019 to 31 March 2020

Sl. No.	Particulars	Opening Balance	Received	Disposed of
1	RTI Applications	2	70	69
2	RTI First Appeals	1	6	7

Receipt and disposal of RTI applications and First Appeals W.e.f. 01 April 2020 to 31 March 2021

Sl. No.	Particulars	Opening Balance	Received	Disposed of
1	RTI Applications	2	112	104
2	RTI First Appeals	0	10	10

Receipt and disposal of RTI applications and First Appeals W.e.f. 01 April 2021 to 31 March 2022:

Sl. No.	Particulars	Opening Balance	Received	Disposed of
1	RTI Applications	8	119	96

2	RTI First appeals	0	6	6

Receipt and disposal of RTI applications and First Appeals w.e.f. 01 April 2022 to 31 March 2023:

Sl. No.	Particulars	Opening Balance	Received	Disposed of
1	RTI Applications	30	246	263
2	RTI First appeals	0	21	19

iii) List of completed schemes/projects/Programs

Not Applicable

iv) List of schemes/projects/programme underway

Not Applicable

v) Details of all contracts including name of the contractor, amount of the contractor, amount of contract and period of completion of contract″ :
https://grse.in/information-regarding-purchase-orders-placed-for-values-greater-than-1-lakh/

vi) Annual Report:

https://grse.in/annual-reports/

vii) Any other information such as

Citizen's charter: https://grse.in/rti/file/Citizen_Charter_2024.pdf

4.6 Receipt & Disposal of RTI applications & appeals [F. No. 1/6/2011-IR dt. 15.04.2013]

i) Details of applications received and disposed

ii) Details of appeals received and orders issued

Receipt and disposal of RTI applications and appeals W.e.f. 01 April 2016 to 31 March 2017

Sl. No.	Particulars	Opening Balance	Received	Disposed of
1	RTI Applications	17	92	101
2	RTI Appeals	1	13	10

Receipt and disposal of RTI applications and appeals W.e.f. 01 April 2017 to 31 March 2018

Sl. No.	Particulars	Opening Balance	Received	Disposed of
1	RTI Applications	8	63	68

2	RTI Appeals	4	13	13

Receipt and disposal of RTI applications and appeals W.e.f. 01 April 2018 to 31 March 2019

Sl. No.	Particulars	Opening Balance	Received	Disposed of
1	RTI Applications	3	67	68
2	RTI Appeals	3	16	18

Receipt and disposal of RTI applications and appeals w.e.f. 01 April 2019 to 31 March 2020

Sl. No.	Particulars	Opening Balance	Received	Disposed of
1	RTI Applications	2	70	69
2	RTI Appeals	1	6	7

Receipt and disposal of RTI applications and appeals w.e.f. 01 April 2020 to 31 March 2021

Sl. No.	Particulars	Opening Balance	Received	Disposed of
1	RTI Applications	2	112	104
2	RTI Appeals	0	10	10

Receipt and disposal of RTI applications and appeals w.e.f. 01 April 2021 to 31 March 2022

Sl. No.	Particulars	Opening Balance	Received	Disposed of
1	RTI Applications	8	119	96
2	RTI Appeals	0	6	6

Receipt and disposal of RTI applications and appeals w.e.f. 01 April 2022 to 31 March 2023

Sl. No.	Particulars	Opening Balance	Received	Disposed of
1	RTI Applications	30	246	263
2	RTI Appeals	0	21	19

4.7 Replies to questions asked in the parliament [Section 4(1) (d) (2)] Details of questions asked and replies given :

GRSE does not provide reply to questions asked by Parliament directly. It provides reply to MOD and MOD provides reply

toParliament appropriately.

Information as may be prescribed

5.1 Such other information as may be prescribed [No. 1/2/2016-IR dt.17.08.2016, F. No. 1/6/2011-IR dt.15.04.2013]

h) (a) List of current FAA, CPIO .
https://grse.in/rti/file/Name_designation_of_CPIO_FAA_TO_&_NO.pdf

b) Earlier: FAA & CPIO from 01.01.2015:

Sl. No.	Name & Designation	Appt.	w.e.f.	To	Address	STD Code	Telephone Nos. Office	Fax	E- Mail
1.	Rear Admiral A. K. Verma, IN (Retd.) Ex- CM&D	FAA	01.01.15	31.12.16	Garden Reach Shipbuilders & Engineers Limited 43/46 Garden Reach Road. Kolkata-700 024	033	2469 8130/31	2469 8119	cmd@grse.co.in

2	Shri A R Pal, CGM (Tech.)	FAA	26.04.17	16.07.21	Garden Reach Shipbuilders & Engineers Limited 43/46 Garden Reach Road, Kolkata- 700024	033	2469- 8100	---------	Pal.ArupRatan@grse.co.in
3	DIG Subrato Ghosh ICG (Retd)	FAA	17.07.21	22.06.23	Garden Reach Shipbuilders & Engineers Limited 61 Garden Reach Road, Kolkata- 700024	033	24691177	---------	Ghosh.Subrato@grse.co.in
4	Shri K.S. Verma, Ex-GM (IEP ,Safety &Fire)	CPIO	01.01.15	31.08.18	Garden Reach Shipbuilders & Engineers Limited 43/46 Garden Reach Road , Kolkata- 700024	033	24893957		Iep.gm@grse.co.in

5	Shri Sandip Biswas (DGM- Law)	CPIO	01.09.18	30.09.23	Garden Reach Shipbuilders &Engineers Limited 43/46Garden Reach Road , Kolkata- 700024	033	24893957		Biswas.Sandip@grse.co.in
6	Smt. Lipi Das GM (HR & A)	CPIO	01.10.23	10.12.23	Garden Reach Shipbuilders &Engineers Limited ,43/46 Garden Reach Road, Kolkata- 700024	+91	8420008812		das.lipi@grse.co.in

ii) Details of third-party audit of voluntary disclosure:

a) **Dates of audit carried out** -01.08.2018

b) **Report of the audit carried out-** https://grse.in/wp-content/uploads/2022/05/trans.-audit-certificate0001.pdf

iii) Appointment of Nodal Officer not below the rank of Joint Secretary/Additional HOD:

https://grse.in/wp-content/uploads/2022/08/Name-designation-and-other-perticulars-of-Public-Information-Authority2.pdf

c) **Date of appointment:**
d) **Name & Designation of the officer:** DIG Subrato Ghosh, ICG (Retd), Director (Personnel)

iv) Consultancy Committee of key stake holders for advice on Suo- Motu disclosure:

https://grse.in/wp-content/uploads/2022/05/Consultative-Committee0001_30jul.pdf

a) Date from which constituted: 15.07.2021

b) Name & Current Designation of the officers:

i) Shri Venkatesh Murthy, Chief General Manager (Technical): Chairman
ii) Shri S Srinivas, Chief General Manager (HR & A), Member
iii) Smt. Lipi Das, General Manager (ER & L) , Member

v) Committee of CPIOs/ FAAs with rich experience in RTI to identify frequently sought information under RTI:
In commensurate with the size and nature of operations of the company, there is one CPIO and one FAA.

They meet frequently as and when required.

Information disclosed on own initiative:

6. Information Disclosed on own initiative:

6.1 Item/information disclosed so that public have minimum resort to use of RTI Act to obtain information

GRSE website has various headings as dropdowns in its home page depicting various activities of GRSE. The various drop downs and their subheadings present are listed below:

1) "Vendor"

a) Vendor payments Option Upload
b) TDS Certificate
c) Vendor details
d) GRSE Policy on Vendor Development
e) Vendor Registration application Status
f) PSG Number Wise List
g) Vendor Registration Process
h) Manual Vendor Registration Form & Re-Validation Vendor Registration Form.
i) Online Seller Registration
j) Vendors Required
k) Vendor Rating
l) Vendor Grievance
m)Vendor Login

2) "Investor Corner"

a) Annual Reports
b) Financial Results
c) Corporate Governance Reports
d) Board of Directors & Committees

e) Notices and Corporate Announcements
f) Shareholding Pattern
g) Shareholder's Information
h) Dividend
i) Policies
j) Investor Grievance
k) Investors Presentations
l) Annual Returns
m) IEPF
n) Annual General Meeting

3)"News Room"

a) Press Releases
b) GRSE Varta
c) Rajbhasha Jagriti

4)"Tender"

5)"Green Initiatives"

6) "Public Grievance"

7) "Achievement"

a) Achievement Highlights

b) Recent Accolades
c) MOU Rating
d) Raksha Mantri Best Performing Shipyard Awards
e) Raksha Mantri's Award for Excellence Design Effort 15-16

f) Best Performing Defence Ship yards for four years in a row.
g) A profit making & dividend paying company for the past 28 Yrs.
h) Approximately 90% indigenously content on ASW Corvettes & LCUs.

8) "Vigilance"

a) Vigilance Corner
b) Vigilance Week 2017
c) Vigilance Week 2018
d) Vigilance Week 2019
e) Vigilance Week 2020
f) Vigilance Week 2021
g) Vigilance –Online Integrity Pledge
h) Register New Complaint

9) "Our Company"

a) Corporate Leadership
b) Chairman's Message

c) Vision, Mission, Values
d) Organization Structure
e) About Us
f) Historical Background
g) Ten Years at a Glance
h) Citizen's Charter
i) Signed MOU 2020-21

10) "Policy"

a) MSME Policy
b) Samanvyay Flyer
c) Subcontract Manual
d)Sustainability Report
e) Swatch Bharat
f) Official Language Implementation
g) Whistle Blower Policy
h) Complaint Policy
i) Internal Complaints Committee
j) Integrity Pact

11)"Important Notice & Announcement"

12)"Corporate Social Responsibility"

13) "Latest Events"

6.2 Guidelines for Indian Government Website (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 and Pension, Govt. Of India)

i) Whether STQC certification obtained and its validity.

STQC Audit is undergoing and will be updated after completion of the audit.

ii) Does the website show the certificate on the website?

Certificate will be updated on the website after the completion of the audit.

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