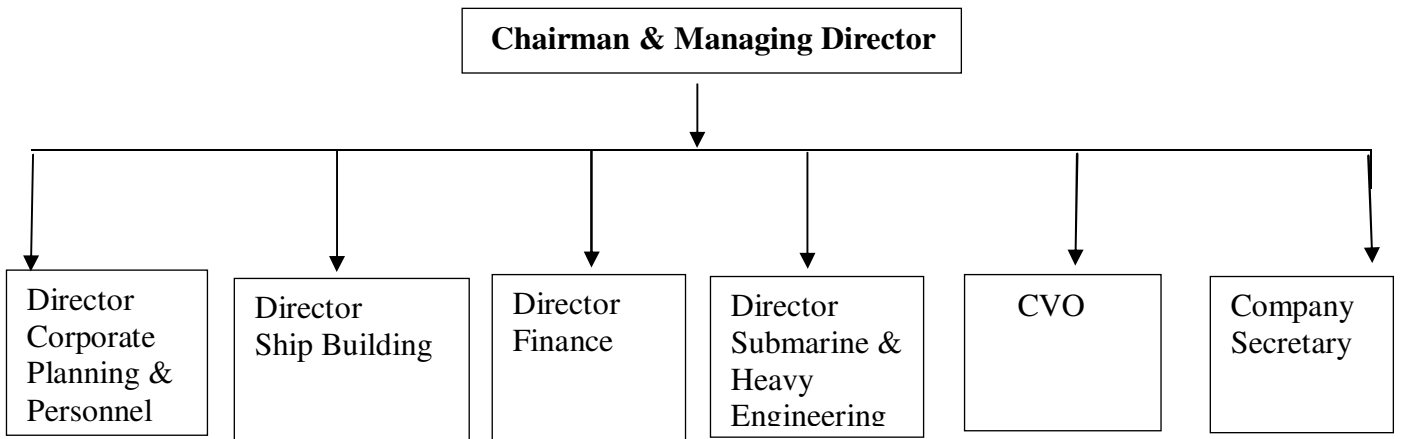


MAZAGON DOCK LTD

Right to Information Act – 2005

i. The particulars of organization, functions and duties

- The Board of Directors comprises the Chairman & Managing Director, Internal Directors and Govt appointed Directors



- The functions and duties of the Internal Directors are as follows:-

(a) **Director (Shipbuilding)**: The Director (Shipbuilding) is a member of the Board of the Directors and reports to the Chairman & Managing Director. As in charge of the Shipbuilding Division, he is responsible for the following:

To plan, direct and coordinate all the production and allied activities of the warship and merchant shipbuilding of the company in its South Yard, North Yard or any other unit/yard of the Company's or client's premises. To ensure optimum utilization of the men/machinery/facilities within the Shipbuilding Division. To develop new customer base and marketing strategies including those for Export of Products and services. To effectively liaise with the customers, inspection agencies and vendors for the smooth execution of all the projects. To keep abreast of the technology developments for effectively bringing into production, labour cost, methods/processes with an aim to improve productivity of various operations. To budget and monitor financial and physical progress of various projects under him and to take corrective measures for achieving best results and ensuring steady growth over time. To formulate Revenue & Capital budget for the division and effectively control the approved budgets. To strive to meet and surpass, the annual Targets set for the Division. To conceive Govt policies, guidelines, practices and procedures for improvement of the division's performance through adoption of best practices determined by Bench-Marking or other techniques aimed at continuous improvement in Quality, Customer Satisfaction and reduction in time and cost of products and services rendered.

(b) **Director(Submarine & Heavy Engg)** : The Director (Submarine & Heavy Engg) is a Member of the Board of Directors and reports to the Chairman & Managing Director.

As Head of Submarine & Heavy Engineering Division, he is responsible for the planning, direction and execution of all projects and tasks allocated to the Division.

(c) **Director (Corporate Planning & Personnel)** : The Director (Corporate Planning & Personnel) is responsible for preparing short and long term corporate plans, marketing strategy, export marketing, assessment of capacity and identification of potential diversification. Responsibility of personnel function includes organizational planning and development, performance appraisal of managerial personnel, management development and industrial relations. He is also responsible for planning and execution of Capital Works associated with infrastructure upgradation including civil repairs and for the management of the company's estate and immovable assets.

(d) **Director (Finance)** : Director (Finance) is a member of Board of Directors and reports to the Chairman & Managing Director. He is overall in charge of finance and accounts of the organization and is responsible for evolving and formulating finance policies as well as implementation thereof.

ii. The powers & duties of its officers and employees:

The Board of Directors has delegated Powers and the same have been promulgated vide Circular No.SEC/DOP/901 dated 31.7.2003.

The Company discharges its functions in accordance with the directives of the Board of Directors, the Presidential directives issued under the Articles of Association of the company, Guidelines issued by the Central Vigilance Commission, Directives issued by the Ministry of Defence, Quality and Procedure Manuals.

Officers are required to discharge their powers as per the notified Delegation of Powers. As in other organization, in MDL also, the broad objective of the organization are translated into various functions / activities, which are mandated to the Board of Directors to achieve the same within a specified period. The targets are set by the Board to achieve the broad objective of the organization, which are subsequently translated into the various business plans viz. Long, Short & Mid-term plans. The executive directors of the Board i.e. CMD & other Functional Directors are mandated to achieve these targets as outlined in the business plans. These are further cascaded down to the lowest rank of the employees. By virtue of various directives, instructions, orders in respect of executives, the roles & responsibilities i.e. duties of each executive is identified. These are further identified as Key Performance Areas (KPA's) with various measurement / indicators to achieve the same on periodic basis. These roles and responsibilities are fixed under a mechanism, which is known as Performance Management System (PMS). In respect of Non-Executives, though there is no formal mechanism like that of Executives, however, the daily / weekly target is fixed by the shop floor Engineers / Executives. Each Executive is supposed to achieve the identified targets mutually fixed between the concerned executives, superiors and its HoDs. The broad duties which executives are required to perform are as under:

a. Technical Duties:

Technical duties include Planning, Designing, Procurement, Production, Maintenance, Safety etc. All these activities are carried out on Project basis.

b. Financial Duties:

These include Budgetary Estimations, Fund Management, Procurement, Payment, Accounts Audit etc.

c. HR Duties:

HR function includes Manpower Planning, Recruitment, Promotions, Performance Management, Policy Formulation, Training & Development, Establishment matters, Statutory Compliance, Industrial Canteen, Employee Welfare etc.

d. Administration Duties:

These duties include Security, Fire Safety, Transportation & Ticketing, Estate & Guest House, Corporate Social Responsibility etc.

e. Medical Duties:

Medical functions include Hospitalisation, Outdoor Medical, Primary Health Check-ups & Medications etc.

f. Legal Duties:

Legal duties include cases pertaining to Company Law, Labour Law, Civil Law & Criminal Law.

g. ISO Manuals

Quality & Procedural norms are strictly followed as per ISO Manuals & every year, External Govt. approved auditors carry out audits of all depts & issue ISO Quality certificate.

iii. The procedure followed in the decision making process, including channels of supervision and accountability:

a. In MDL, at present, there are two Business Verticals i.e. Shipbuilding & Submarine. These two Business Verticals function like separate Strategic Business Unit (SBU). Each SBU has got a few embedded departments / functions viz. Planning & Designing, Quality Assurance, Commercial, Finance & HR. This apart, there are also separate departments, which sometimes function under a shared Service Model for these two verticals and primarily undertake various strategic & business roles. These departments are HR & Administration, Materials, Finance, Internal Audit, IT, Security

and Outsourcing etc., which cater to the requirement of both Business Verticals for the purpose of Production and Operation & Maintenance.

b. All these two Business Verticals and the common departments are grouped under four divisions viz. Shipbuilding, Submarine, Corporate Planning & Personnel and Finance. These four Divisions are headed by Functional Directors, who reports to the Chairman & Managing Director (CMD). CMD and all the Functional Directors are the members of the Board of the Company and are appointed by the Government of India. Each department comprises various sections. These departments are invariably headed by EDs / GMs and all sections are headed by the Sectional Heads viz. AGMs, DGMs & CMs.

c. The Board of Directors are empowered to discharge certain functions, which flow from the Memorandum of Understanding (MoU) and Articles of Association (AoA). The Board of Directors are assisted by CMD who exercise his powers in terms of the delegated powers of the Board. Further, CMD is assisted by the Functional Directors, who discharge various functions as per the delegated powers. These powers are further delegated down to the level by virtue of administrative order. In order to carry out various delegated powers, certain policies and procedures are in place with the approval of the Board of Directors. These powers are exercised by the delegated authority in accordance with the policies and procedures laid down by the Competent Authority.

d. MDL has been following a pyramid structure, where the jobs of the executives are closely monitored, supervised and guided by their next superiors. All the executives are accountable to their functions and decisions. The channel of supervision is upward, for e.g. assigned job of Head of Sections (HOS's) is monitored and supervised by the Head of Departments (HoD's). HODs performance is supervised and monitored by the respective Director. The performance of the Directors are monitored by the CMD, who is accountable to the Board for all matters.

iv. The norms set by it for the discharge of its functions:

Departments & Sections discharge their functions as per their respective policies & procedures, which are in the form of Manuals such as Finance & Accounts Manual, HR-Executives Manual, Purchase Manual, Project Implementation Manual, Preventive Vigilance Manual, Safety Manual, Security Manual etc. The detailed list of Manuals being followed by all the Departments is available at "Procedures & Manuals" under the Head "Procedure" on MDL Intranet Portal.

v. The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions:

Departments & Sections discharge their functions as per their respective policies & procedures, which are in the form of Manuals such as Finance & Accounts Manual, HR-Executives Manual, Purchase Manual, Project Implementation Manual, Preventive Vigilance Manual, Safety Manual, Security Manual etc. The detailed list of Manuals being

followed by all the Departments is available at "Procedures & Manuals" under the Head "Procedure" on MDL Intranet Portal.

vi. **A statement of the categories of documents that are held by it or under its control:**

Records being maintained by MDL are categorized as follows:

| Type | Definition | Examples |
|----------------------|---|--|
| Vital | Records that cannot be replaced and hence should never be destroyed. These records are essential to the effective continued operation of the organization and should not be transferred from the active section of the storage area (usually the general office area) | Property deeds, Legal documents, Incorporation documents, contracts. |
| Important | Records, that are necessary to an orderly continuation of the business and are replaceable only with considerable expenditure of time and money. Such records may sometimes be transferred to inactive storage but are usually not destroyed. | Tax records, Financial records, Sale records. |
| Useful | Records that are useful for the smooth, effective operation of the organization. Such records are replaceable, but their loss would involve some delay or inconvenience to the firm. | Letters, Business reports, some financial records. |
| Non-Essential | Records that have predictable value to the organization. Since the purpose for which they were created has been fulfilled, they may be destroyed. | Routine correspondence, Inter-Office memos, seasonal publication |

Further, files are being maintained by the Company under the categories as follows:

- a. Category A: Records which are considered as "VITAL" & "IMPORTANT" will be included in this category.
- b. Category B: Most records which are considered "USEFUL" will be included in this category.
- c. Category C: Some of the records which are considered "USEFUL" are included in this category.

- vii. **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.**

Ans: Not Applicable to MDL.

- viii. **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.**

Ans: Not Applicable to MDL.

- ix. **A directory of its officers and employees:**

Directory of Key Officials of Mazagon Dock Limited, Mumbai:

| Srl No. | Designation | Name | Tel No. (STD Code-022) |
|----------------|---|--|-------------------------------|
| 1 | Chairman & Managing Director | Rear Admiral (Retd) R.K.Shrawat, AVSM | 23738327 |
| 2 | Director (Shipbuilding) | Cdr (Retd) P.R.Raghunath | 23738150 |
| 3 | Director (Corporate Planning & Personnel) | Cmde (Retd) Rakesh Anand | 23738325 |
| 4 | Director (Submarine & Heavy Engineering) | Capt (Retd) Rajiv Lath | 23738384 |
| 5 | Director (Finance) | Mr.Sanjiv Sharma | 23738793 |
| 6 | Executive Director (Finance) | Mr.K.A.Iyer | 23752618 |
| 7 | Executive Director (East Yard) | Cmde Nitin Kumar Desai | 23738368 |
| 8 | Executive Director (Comm-EY) | Mr.H.V.Karekar | 23782310 |
| 9 | General Manager (SB-Design) | Mr.A.J.Das | 23738152 |
| 10 | General Manager (Services-EY) | Mr.J.A.Bakhale | 23724932 |
| 11 | General Manager (HR) | Mr.K.C.Das | 23710548 |
| 12 | Company Secretary/GM(L&E) | Mr.E.S.Selvaraj | 23726293 |
| 13 | General Manager (OTS) | Mr.H.M.Haryani | 23750725 |
| 14 | General Manager/PS(P15B) | Mr.K.Radhakrishnan | 23770688 |
| 15 | General Manager (CP) | Mr.A.A.Khan | 23780393 |
| 16 | General Manager (IP) | Mr.P.K.Bhattacharjee | 23755095 |
| 17 | General Manager (C-NP) | Mr.V.M.Shah | 23758815 |
| 18 | General Manager (F&A) | Mr.S.D.Kajawe | 23782377 |
| 19 | General Manager (PS-P75) | Cmde (Retd) T.V.Thomas | 23720040 |
| 20 | General Manager (EY-QA) | Mr.Shibu S Maret | 23774891 |
| 21 | General Manager (Prodn-EY) | Mr.M.B.Koyande | 23782307 |
| 22 | General Manager (SB-Works) | Mr.B.K.Singh | 23738155 |

| | | | |
|----|---------------------------------------|--------------------|----------|
| 23 | General Manager (TS) | Mr.K.S.Ramani | 23725090 |
| 24 | General Manager/PS(P17A) | Mr.P.S.Shenwai | 23744709 |
| 25 | General Manager(SB-MAT) | Mr.D.R.Kulkarni | 23738157 |
| 26 | Add. General Manager (Administration) | Cmde. S.S.Kailey | 23755797 |
| 27 | Chief Medical Officer | Dr.H.R.Desai | 23753837 |
| 28 | Chief Security Officer | Cdr. Pranaya Rawat | 23727108 |
| 29 | Public Relations Officer | Mr.P.N.Panthaky | 23711236 |

- x. **The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations:**

The pay scales for "Executives" are as follows:

| Grade | Group | Designation | Revised Pay Scale (₹) |
|-------|-------|-----------------------|-----------------------|
| E-9 | A | Executive Director | 62000-80000 |
| E-8 | | General Manager | 51300-73000 |
| E-7 | | Addl. General Manager | 43200-66000 |
| E-6 | | Dy. General Manager | 36600-62000 |
| E-5 | | Chief Manager | 32900-58000 |
| E-4 | | Manager | 29100-54500 |
| E-3 | | Dy. Manager | 24900-50500 |
| E-2 | | Asstt. Manager | 20600-46500 |
| E-1 | | Senior Engineer | 16400-40500 |
| E-0 | | B | Junior Engineer |

The pay scales for "Non-Executives" are as follows:

| Grade | Designation | Revised Pay Scale (₹) |
|-------|--|-----------------------|
| ID-10 | Chargehand Grade-I& II / Dy. O.S. / O.S. | 10500-31420 |
| ID-9 | Mistry / Selection Grade Asst. | 10000-29890 |
| ID-8 | Special Grade / Senior Grade Asst. | 9500-28410 |
| ID-7 | Highly Skilled Grade / Asst. | 9000-27880 |
| ID-6 | Skilled Gr-II / A Grade Clerk | 8000-23840 |
| ID-5 | Skilled Gr-I / Clerk | 7500-22430 |
| ID-4A | Semi-Skilled Gr-III / Record Tracer | 7250-21630 |

| | | |
|--------------|---|-------------------|
| ID-4 | Mazdoor Gr-III | 7000-20920 |
| ID-3A | Semi-Skilled Gr-II / Sr. Office Attendant | 6750-20200 |
| ID-3 | Mazdoor Gr-II | 6500-19500 |
| ID-2 | Semi-Skilled Gr-I/Mazdoor-I/Office Attendant | 6000-17980 |
| ID-1 | Unskilled | 5500-16510 |

Apart from the Basic pay, the Employees are paid the allowances as promulgated by the Govt. from time to time.

- xi The budget allocated to each of its agencies, indicating the particulars of all plans, proposed expenditures and reports on disbursements made.**

Ans: Not applicable to MDL.

- xii The manner of execution of subsidy programmers, including the amounts allocated and the details of beneficiaries of such programmes:**

| Category | Subsidy Heads | Amount in Rupees (In Lakhs) | | |
|--------------------|-------------------------------|-----------------------------|---------|---------|
| | | 2010-11 | 2011-12 | 2012-13 |
| Operatives & Staff | Canteen Subsidy | | | |
| | GL-4429200 | 1213.04 | 1146.25 | 1054.16 |
| | Housing Loan Interest Subsidy | | | |
| Executives | GL-4426000 | 0.13 | 42.71 | 42.87 |
| | GL-4425900 | 26.84 | 31.21 | 13.03 |
| | Housing Loan Interest Subsidy | | | |

- xiii Particulars of recipients of concessions, permits or authorizations granted by it.**

Ans: Not Applicable to MDL.

- xiv Details in respect of the information, available to or held by it, reduced in an electronic form.**

Ans: The General information on the Company is available on its website: www.mazagondock.gov.in.

- 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.**

Ans: No such facility exist in MDL, hence not applicable.

xvi. The names, designations and other particulars of the Public Information Officers.

Ans: Officers details under Right to Information Act-2005

| Sr.No | Designation | Name | Tel.No. | Fax No |
|-------|---|-------------------|--------------|--------------|
| 1. | Company Secretary/General Manager (L&E)- PIO | Shri E.S.Selvaraj | 022-23726293 | 022-23726293 |
| 2. | Public Relations Officer- Asst. PIO | Shri P.N.Pantakky | 022-23711236 | 022-23735829 |

| Designation | Name | Telephone No. | Fax No. |
|------------------------------|--|------------------------------|--------------|
| Chairman & Managing Director | Rear Admiral(Retd) R.K.Shrawat,AVSM- Appellate Authority | 022-23738327 022-23738334 | 022-23725043 |

xvii. Such other information as may be prescribed; and thereafter update these publications every year.

Ans: No such other information available.