

RTI Act. Sec. 4(1)(b)

S. No.	Requirements under the RTI Act.	Details.
(i)	The particulars of the organization, its functions and duties	<p>Originally Shipyard was set up under private management in 1941 in the name of Scindia Steam Navigation Co. Ltd. The Shipyard was taken over by the Government of India in 1952 under the corporate identity – HINDUSTAN SHIPYARD LIMITED.</p> <p>Hindustan Shipyard Limited, Visakhapatnam is a Public Sector Undertaking under the administrative control of Ministry of Defence, Government of India. Hindustan Shipyard is strategically located on the East coast of India at Visakhapatnam in Andhra Pradesh. The grid position of Visakhapatnam is latitude 17° 41' North and longitude 83° 17' East.</p> <p>Since its inception the shipyard has been playing a key role in building up the Nation's maritime strength.</p> <p>The registered and Head Office and Works of the Company is located at Gandhigram, Gandhigram post office, Visakhapatnam-530005. A full time Chairman and Managing Director with head quarters at Visakhapatnam is the Chief Executive of the Company. The board of directors deals with corporate policy and all important matters and affairs of the Company.</p> <p>The Officers and workmen of the Company carry out the business operations of the Company in line with the objectives specified in the Memorandum of Association of the Company.</p> <p>While discharging duties and responsibilities, all employees are to comply with the applicable provisions of all applicable statutory rules and regulations framed there under.</p>
(ii)	The powers and duties of the officers and employees	There is internal system of delegating specific and general authorities within the Company which are issued and revised from time to time in the form of Instructional Orders
(iii)	<u>The procedure followed in the decision making process, including channels of supervision and accountability</u>	

(iv)	The norms set for the discharge of functions	<p>Hindustan Shipyard Ltd., being a government Undertaking, executes Memorandum of Understanding with the Government of India for periodically setting up of its business targets.</p> <p>The Company has well defined procedures and guidelines for discharge of various functions. These are highlighted below:</p> <p>1) Delegation of Powers : The Board of Directors has delegated power to the Chairman-cum-Managing Director of the Company who in turn delegated power to the Functional Directors / Officers of the Company at various levels for discharging their functions and responsibilities within the powers delegated to them.</p> <p>2) Structured Policies and Guidelines: HSL is having well structured policies and guidelines governing major activities of the Company. While discharging the functions, the officers follow these laid down policies and guidelines.</p> <p>3) Guidelines of Department of Public Enterprises: HSL being a Public Sector Undertaking follows the guidelines of Department of Public Enterprises and directives of Government of India issued from time to time.</p> <p>4) Guidelines of Central Vigilance Commission: HSL, being a Public Sector Undertaking, follows the guidelines of Central Vigilance Commission.</p> <p>5) Compliance of provisions of Statutes, etc. : While discharging the respective functions, officers are required to comply with the provisions of all applicable Statutes and Rules and Regulations.</p>	setting
(v)	The rules, regulations, instructions, manuals and records, held or under the control of the company or used by the employees for discharging their functions	Functions in individual functional areas are based on Instructional Orders/ Office Orders issued from time to time and with respect to the policy laid down/ available in Manuals etc.	on
(vi)	A statement of the categories of documents that are held or under the control of the company	<p>The Company holds certain categories of documents which are required to be preserved and maintained under various applicable provisions of Law, viz.,</p> <ol style="list-style-type: none"> a) Memorandum & Articles of Association b) Agenda papers of Board Meetings c) Minutes of the Board Meetings d) Agenda papers of the Audit Committee of Board e) Minutes of the Audit Committee Meetings f) Annual Report g) Purchase Manual h) Delegation of Powers i) Conduct, Discipline & Appeal Rules of officers j) Certified Standing Orders 	

(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	HSL is a Public Sector Undertaking under Ministry of Defence, Dept of Defence Production and Policies formulated by it relate to internal Management. Hence there is no arrangement for consultation with the members of the Public prior to formulation of its internal policies. All its policies are formulated in compliance with the provisions of all applicable statutes, rules and regulations etc. Company has its own grievance system to deal with grievances of the employees. In addition, information on the Company is available on its Web Site at www.hsl.nic.in
(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	The Company publishes in the Annual Report every year which includes a report on Corporate Governance which inter-alia deals with the functioning of the Board procedure and its committees. Meetings of the Board, Committees and other bodies are not opened to the public, or the minutes of such meetings are not made accessible for public as the nature of business of HSL is that of a strategic defence establishment.
(ix)	A Directory of the officers and employees	List of Officers with their Telephone Nos., Staff and Workmen
(x)	The monthly remuneration received by each of the officers and employees, including the system of compensation as provided in the regulations	Pay Scales of Officers, Staff & Workmen
(xi)	The budget allocated to each of the agency, indicating the particulars of all plans, proposed expenditure and reports on disbursements made	The achievements of targets for financial year 2011-12 corresponding expenditure to be incurred shall be followed as per MOU entered with MoD.
(xii)	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes	There are no subsidy programmes executed by HSL to any agency except the subsidies that are drawn from GOI as per Shipbuilding Subsidy Scheme.
(xiii)	Particulars of recipients of concessions, permits or authorizations granted	Not applicable to the Company.

(xiv)	Details in respect of the information, available to or held, reduced in an electronic form	Information related to Company profile/ business is available at www.hsl.nic.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	HSL does not maintain any library for public use.
(xvi)	The names, designations and other particulars of the Public Information Officers.	Shri K.V.Surya Rao, DGM(P&A) - Public Information Officer, Phone No. 9493792200 Shri P.V.Nageswara Rao , Sr.Personnel officer- APIO, Phone No. 9493792800 <u>Appellate Authority</u> : C&MD, Hindustan Shipyard Ltd
(xvii)	Such other information as may be prescribed	Not applicable