



HINDUSTAN SHIPYARD LIMITED
(A Ministry of Defence Undertaking)

RTI INFORMATION MANUAL

(In pursuant to Sec. 4(1)(b) of the RTI Act, 2005)

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Particulars of Organisation, Functions and Duties [Sec. 4(1)(b)(i)]

Introduction:

Originally the first green field shipyard was set up under private management in 1941 in the name of Scindia Steam Navigation Co. Limited and subsequently taken over by the Government of India in 1952 under the corporate identity – **HINDUSTAN SHIPYARD LIMITED**.

Hindustan Shipyard Ltd. is the nation's premier shipbuilding organization catering to the needs of shipbuilding, ship repairs, submarine construction and refits as well as design and construction of sophisticated state-of-the-art offshore and onshore structures. The company has direct sea access, excellent infrastructure, skilled work force, rich expertise garnered over the years in building 180 vessels and repairing 1955 vessels of various types which enabled with to offer competent services for the Defence and Maritime sectors. Considering the strategic requirements, the yard was brought under the administrative control of the Ministry of Defence on 22 Feb 2010. Since its inception, the shipyard has been playing a key role in building up the Nation's maritime strength.

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.

The Registered office, Head office and works of the company is located at Scindia Junction, Gandhigram (PO), Visakhapatnam – 530005 whereas the regional office at New Delhi.

A full time Chairman and Managing Director is the Chief Executive of the Company. The Board of Directors deals with corporate policy and all important matters and affairs of the Company.

The Officers, Staff 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.

While discharging duties and responsibilities, all employees are to comply with the applicable provisions of all applicable statutory rules and regulations framed thereunder.

Vision, Mission and Objectives:

Vision:

- To be an internationally competitive and modern shipyard for construction, repair and refitting of ships & submarines and achieve Mini Ratna status by 2026.

Mission:

- To continuously innovate and improve financial performance in construction & repair of vessels within contractual time, cost and quality standards.

Objectives:

- To construct and repair of Naval ships and Strategic / Conventional submarines.
- To modernise the yard for efficient construction of Naval ships and submarines
- To augment technological capabilities for the design and construction of ships and Submarines.
- To develop the expertise and adequately skilled manpower necessary for the anticipated future orders.
- To incorporate 'Best Practices' in all key activities of the yard including Production, Planning, Purchase, Marketing and Human Resource Management.
- To upgrade welding, cutting, plumbing and outfitting technologies.
- To upgrade ERP and IT systems for efficient information management and transparent operations.
- Finalisation of ToT and design collaborations for new ships and submarine projects.

Product Profile

Since inception, the Shipyard has built 200 ships, refitting 5 submarines and repaired 2000 vessels till date of various types. The product profile includes cargo liners, bulk carriers, passenger vessels, offshore platform vessels, inshore platform vessels, survey vessel, mooring Vessel, HSD oiler, landing ship tanks, training Ship, tugs, supply vessels, drill ship, dredgers, oil recovery & pollution control vessel, research vessel, floating cranes, barges etc. for varied number of customers like Indian Navy, Indian Coast Guard, ONGC, GML, Port trusts, DCI, SCI, Andaman & Nicobar administration etc.

Ship Repairs:

The Dry dock, constructed in the year 1971, is an important adjunct to the Shipyard for undertaking repairs of ships and oil rigs. With a size of 244 x 38 M, it is capable of handling vessels up to 70,000 DWT. The Dry Dock, the biggest and modern dock in the East Coast, with 544 meters of berths with a depth of 10 M, has accomplished intricate repair jobs on a variety of Naval Ships including Submarines, Merchant Ships and Oil Rigs.

Submarine Refit:

HSL happens to be the only yard in India to have carried out the refits of three classes of submarines (refit of two Egyptian submarines in 1971, refit of F-class (INS Vagli) and EKM class (INS Sindhukirti) submarine). The Medium Repair-cum-Modernisation of Russian built INS Sindhukirti, was successfully completed and handed over to the Navy on 26 Jun 2015. This has earned many accolades for the shipyard.

During the refit, nearly 100 Km of cabling and 30 Km of high pressure piping was renewed, thereby making this the most advanced platform ever to be undertaken in an Indian yard proving the Yard's capability to take up orders to construct generation next Greenfield submarines. Incidentally, this was the only instance where retrofitting of missile system in an existing submarine was undertaken in the country. The submarine achieved RPM of 350 during its very first sea sortie for Full Power Trials, thus certifying the quality of work by the yard.

Considering the expertise gained in INS Sindhukirti, HSL has been awarded for Normal Refit of INS Sindhuvir, a Kilo class submarine of the Indian Navy at a cost of Rs 500 Cr. For this project, HSL has signed a contract with SC Zvyozdochka shipyard, Russia on 28 Mar 17 for technical support during NR of INS Sindhuvir at HSL. Refit of the submarine commenced in July 2017 and will continue for a period of 27 months.

Organisational Chart:

- [Click here to view the Organisation Chart](#)

Annual Reports

- [69th AR 2020-21](#)
- [68th AR 2019-20](#)
- [67th AR 2018-19](#)
- [66th AR 2017-18](#)
- [65th AR 2016-17](#)
- [64th AR 2015-16](#)
- [63rd AR 2014-15](#)
- [62nd AR 2013-14](#)
- [61st AR 2012-13](#)
- [60th AR 2011-12](#)
- [59th AR 2010-11](#)
- [58th AR 2009-10](#)
- [57th AR 2008-09](#)

Board of Directors and Power and duties of HSL Officers and Employees [Sec. 4(1)(b)(ii)]

HSL Board of Directors comprises of 7 members which includes Chairman & Managing Director, Director (Corporate Planning & Personnel), Director (Finance & Commercial), Director (Strategic Projects) (currently vacant - Addl. Charge with C&MD) and three part-time directors, one nominated by Government of India and two Independent Directors. The photographs along with their office address are placed in HSL official website (www.hslvizag.in).

The powers of the officers and employees of HSL are well defined at all levels in the Organisation and are derived from various documents such the Articles of Association, the Sub-Delegation of Powers etc.

Name	Designation	Powers & Duties
Cmde Hemanth Khatri	Chairman & Managing Director	Overall in-charge of Corporate, Financial and Production affairs of the organisation under the direction of Board of Directors.
Cdr J P Gupta	Director (Corporate Planning and Personnel)	In-charge of HRD, Maintenance, Corporate Affairs and Security & Fire Service in HSL and also responsible for formulating new policies w.r.t HRD and its implementation.
Shri S V Ramababu	Director (Finance & Commercial)	In-charge of Finance, Commercial and legal activities of HSL and also responsible for formulation of policies relating to Finance and Commercials and its Implementation.
Cmde Kunjunmon E Mathew	Director (Shipbuilding)	In-charge of Ship Building activities of HSL. Head all the production activities, Design & quality.
Cmde Girideep Singh	Director (Strategic Projects)	In-charge of Ship Repair and Submarine construction & retrofitting in HSL.
Shri T Venkateswarlu	Chief Vigilance Officer	In-charge of of Vigilance Department in HSL.
Shri Sanjay Mehrishi, Deputy Director General, Exports Promotion Cell	Government Director	----
Dr (Mrs) N Rajalakshmi	Independent Director	----
Shri A Deviprasad Shetty	Independent Director	
Shri MVSS Gupta	General Manager (Technical)	In-charge of Corporate Planning, Security & Fire Service , Maintenance, IT & ERP divisions of HSL under the supervision of D(CP)

Name	Designation	Powers & Duties
Shri N Ashok Kumar	General Manager (Production- Hull Systems)	In-charge of Production Hull Systems of HSL under the supervision of D(S)
Shri DV Subba Rao	General Manager (Commercial)	In-charge of Commercial division of HSL under the supervision of D(FC)
Shri N Appa Rao	General Manager (Ship Repair Complex)	In-charge of Ship Repairs division of HSL under the supervision of D(SP)
Shri Ch Srinivasa Rao	General Manager (Production- Engineering Systems)	In-charge of Production Engineering Systems of HSL under the supervision of D(S)
Shri D Srinivasa Rao	General Manager (QC & Safety)	In-charge of Quality Control & Safety of HSL under the supervision of D(S)
Capt. G Venkateswaralu	General Manager (PP&PM)	In-charge of Project Planning & Project Management and Business Development of HSL under the supervision of D(S)

- The duties of other HSL officers and employees are being assigned to them time to time by their respective Heads of Department.

Procedure followed in the decision making process, including channels of supervision & accountability [Sec. 4(1)(b)(iii)] and norms set by it for the discharge of its functions [Sec. 4(1)(b)(iv)]

Hindustan Shipyard Ltd., being a Government Undertaking executes Memorandum of Understanding with the Government of India for periodically setting up of its business targets.

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

1) Delegation of Powers :

The Board of Directors has delegated power to the Chairman-cum-Managing Director of the Company who in turn sub-delegate power to the Functional Directors / Officers of the Company at various levels for discharging their functions and responsibilities within the powers delegated to them.

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.

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.

4) Guidelines of Central Vigilance Commission:

HSL, being a Public Sector Undertaking, follows the guidelines of Central Vigilance Commission.

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.

The rules, regulations, instructions, manuals and records, held by HSL or under its control or used by its employees for discharging their functions [Sec. 4(1)(b)(v)]

Each department of HSL discharge their functions in accordance with policy, Manual, Guidelines, Instructional Order etc. which are reviewed and updated from time to time The following are some of the rules, act, policy, manual followed by HSL discharging functions:

S.No.	Name of the Document	Nature
(a)	Conduct, Disciplinary and Appeal Rules	Deals with the service rules applicable to all the Executive cadre employees of HSL.
(b)	Staff Service Rules	Deals with the service rules applicable to all the Staff cadre employees of HSL.
(c)	Certified Standing Order	Deals with the service rules applicable to all the Workmen cadre employees of HSL.
(d)	Leave Travel Concession Rules	Applicable to all the eligible employees as per the government norms.
(e)	Delegation of Powers	Deals with the delegation and sub-delegation on powers among the executive cadre employees of HSL.
(f)	HR Manual	Deals with the Policies, procedures, rules and regulations regarding human resources management in Hindustan Shipyard Ltd.
(g)	Purchase Manual	Deals with various activities of Purchase procedures in the organization viz, identifying the demands, vendor development, raising indents, tendering, receiving bids and its evaluation, placement of orders, monitoring of receipt, acceptance and payment.
(h)	Security Manual	Deals in clarifying the roles, responsibilities and authority of the concerned personnel who are directly responsible for maintaining security, as well as the employees at large, each of whom has a role to play in ensuring security in the yard.
(i)	Quality Manual	Deals with the ability to provide products and services consistently that meet customer and enhance customer satisfaction. It also addresses the risks and opportunities associated with its context and objectives and the ability to demonstrate conformity to specified QMS requirements.
(j)	Public Procurement Policy	To enhance the local content and indigenization through increase vendor / manufacturing base in shipbuilding projects.
(k)	The Code of Business Conduct & Ethics of	To enhance ethical and transparent process in managing the affairs of the company

S.No.	Name of the Document	Nature
	Board and Senior Management Member.	
(l)	Vigilance Manual	It comprising of compilation of various rules, instructions and guidelines on vigilance administration from time to time.
(m)	Service Manual (Commercial Department)	To deal with the emerging objectives and functions of Outsourcing section of the Main Commercial Department and the procedure to follow for procurement of services/ works consistent with extant policy and regulations of Gol.
(n)	Materials Manual	To deal with the emerging objectives and functions of Outsourcing section of the Main Commercial Department and the procedure to follow for procurement of services/ works consistent with extant policy and regulations of Gol.
(o)	Planning Manual	It endeavors to capture the modern trends in planning of shipyard activities and serve as guidelines for planning shipbuilding activities from time to time.

STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY HSL OR UNDER ITS CONTROL [Section 4(1)(b)(vi)]

HSL maintains various documents, registers, manuals, records, books, licenses, certificates, policies, returns, MOUs etc. under various laws and rules/regulations. These documents are available in either electronic format or hard copy or both. The broad category of available documents is furnished hereunder:

(a) Finance & Accounts:

Accounts Manual, Books of Accounts, Annual Reports, Documents and Returns filed with various Tax authorities, etc. General Manager (Finance) / HoD of Finance Department is the custodian of these documents.

(b) Corporate Affairs:

Agenda Papers and Minutes of Board Meetings, Committee Meetings, Shareholders Meetings etc., Statutory Registers maintained under various statutory provisions, Returns & Forms filed under various statutory provisions, various policies adopted by the Board of Directors of HSL etc. Company Secretary (Addl. General Manager (CS)) is the custodian of these documents.

(c) HR Function:

HSL Conduct, Discipline & Appeal Rules and Standing Orders, Documents relating to the employees, Documents, forms and returns maintained and filed under various labour legislations, etc. General Manager (HR) / HoD of HR Department is the custodian of these documents.

(d) Technical Documents:

Design & Drawings, Agreements, Detailed Project Reports etc. for the business operations of the Company. General Manager (Production) / the concerned HoDs of the Production Departments are the custodian of these documents.

(e) Other Documents:

Sub-Delegation of Powers, Materials Manual, Documents relating to the property of the Company, etc. HoD's of the concerned department.

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 [Section 4(1)(b)(vii)]

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 <http://www.hslvizag.in/>

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 [Section 4(1)(b)(viii)]

The Company publishes 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.

Directory of HSL's officers and employees [section 4(1)(b)(ix)]

The directory of the CMD, Directors, Chief Vigilance Officer and General Managers are furnished hereunder:

Sl.	Employee Name	Designation	Official Phone	Official Email ID
1.	Cmde Hemant Khatri	Chairman & Managing Director	9493792777	cmd@hslvizag.in
2.	Cdr Gupta J.P.	Director (Corporate Planning & Personnel)	9493792189	dcp@hslvizag.in
3.	Sri S V Ramababu	Director (Finance & Commercial)	9493792299	dfc@hslvizag.in
4.	Cmde Kunjumon E Mathew	Director (Shipbuilding)	9493792005	dsb@hslvizag.in
5.	Cmde Girideep Singh	Director (Strategic Project)	9493792003	dsp@hslvizag.in
6.	Sri T Venkateswarlu	Chief Vigilance Officer	8800688776	cvo@hslvizag.in
7.	Shri MVSS Gupta	General Manager	9493792677	gmtech@hslvizag.in
8.	Shri N Ashok Kumar	General Manager	9493792902	gmprhs@hslvizag.in
9.	Shri DV Subba Rao	General Manager	9493792715	gmcommercial@hslvizag.in
10.	Shri N Appa Rao	General Manager	9493792713	gmshiprepairs@hslvizag.in
11.	Shri Ch Srinivasa Rao	General Manager	9493792714	gmpres@hslvizag.in
12.	Shri D Srinivasa Rao	General Manager	9493792053	gmqc@hslvizag.in
13.	Capt G Venkateswaralu	General Manager	9493792022	gnbdd@hslvizag.in

The monthly remuneration received by each of HSL's officers and employees, including the system of compensation as provided in its regulations [section 4(1)(b)(x)]

The Pay scales of Officers, Staff & Workmen are hereunder:

Officers:

S.No	Pay Code	Pay Scale	Designation
1.	B	Rs 180000 – 320000	Chairman & Managing Director
2.	C	Rs 160000 – 290000	Directors
3.	E8	Rs 120000 – 280000	Executive Directors/ Chief General Managers
4.	E7	Rs 100000 – 260000	General Managers
5.	E6	Rs 90000 – 240000	Additional General Managers
6.	E5	Rs 80000 – 220000	Deputy General Managers
7.	E4	Rs 70000 – 200000	Senior Managers
8.	E3	Rs 60000 – 180000	Managers
9.	E2	Rs 50000 – 160000	Deputy Managers
10.	E1	Rs 40000 – 140000	Assistant Managers
11.	E0	Rs 30000 – 120000	Junior Managers

Staff & Workmen:

S.No	Pay Code	Pay Scale
1.	SR15	Rs 29950 – 85600
2.	SR14	Rs 28950 – 82850
3.	SR13	Rs 27900 – 79900
4.	SR12	Rs 26900 – 77150
5.	SR11	Rs 25950 – 74700
6.	SR10	Rs 25050 – 72000
7.	SR09	Rs 24150 – 69250
8.	SR08	Rs 23300 – 66900
9.	SR07	Rs 22500 – 64750
10.	SR06	Rs 21700 – 62600
11.	SR05	Rs 20900 – 60550
12.	SR04	Rs 18500 – 53700
13.	SR03	Rs 17750 – 51400
14.	SR02	Rs 16850 – 49050
15.	SR01	Rs 15950 – 46350
16.	WR12	Rs 27500 – 79200
17.	WR11	Rs 27050 – 77550
18.	WR10	Rs 26550 – 76000
19.	WR09	Rs 26100 – 74900

S.No	Pay Code	Pay Scale
20.	WR08	Rs 24150 – 69250
21.	WR07	Rs 23300 – 66900
22.	WR06	Rs 21700 – 62600
23.	WR05	Rs 20900 – 60550
24.	WR04	Rs 18500 – 53700
25.	WR03	Rs 17750 – 51400
26.	WR02	Rs 16850 – 49050
27.	WR01	Rs 15950 – 46350

- In addition to the above Basic Pay all the employees are being paid with Dearness Allowance, House Rent Allowance (for employee not residing in Company Quarter), Travelling Allowance, Provident Fund, Gratuity, Superannuation Benefits, etc. are provided as per the Company's rules framed within the framework of Government guidelines. Further to the above, Staff & Workmen are being paid with other allowances as the wage revision negotiations with Recognised Union.

The budget allocated to each of HSL's agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made [section 4(1)(b)(xi)]

The achievements of targets for financial years and corresponding expenditure to be incurred shall be followed as per MOU entered with MoD. However, the annual reports are published in HSL website www.hslvizag.in.

The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes [section 4(1)(b)(xii)]

There are no subsidy programmes executed by HSL. However, in the FY 2020-21 HSL has spent an amount of Rs 25.78 lakhs towards the various CSR related activities. These activities include contribution to PM Care Funds to fight against the Covid-19, providing food to migrant workers, undertaken sanitation & cleanliness in public places etc. The details of the CSR activities are published in HSL website www.hslvizag.in

Particulars of recipients of concessions, permits or authorisations granted by HSL [section 4(1)(b)(xiii)]

Since no subsidy is given to the general public in carrying out its business activities as stated above as the same is not applicable to the Company.

Details in respect of the information, available to or held by HSL, reduced in an electronic form [section 4(1)(b)(xiv)]

The information relating to the Company Profile / Business, Board of Directors and the Key Personnel, Products & Services, Annual Reports, Financial Statements, Tenders, Policies, Human Resources, Corporate Governance, Shareholding Pattern, Corporate Social Responsibility, Press Releases etc. is available at HSL's website www.hslvizag.in. Apart from these, HR Manual, Purchase Manual, Security Manual, Quality Manual etc are also available in electronic format.

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 [section 4(1)(b)(xv)]

HSL does not maintain any library for public use. However, any citizen who desires to obtain information may write to Public Information Officer, HSL along with prescribed fee as per the provision of the RTI Act, 2005.

The names, designations and other particulars of the public information officers [section 4(1)(b)(xvi)]

S.No	Name & Designation	Official Address
1.	Cdr J.P. Gupta, Director (CP) & First Appellate Authority	Hindustan Shipyard Limited, Gandhigram PO, Visakhapatnam Andhra Pradesh – 530 005 Phone No. 09493792189 Email id: dcpp@hslvizag.in
2.	Shri R Rajendra Kumar, General Manager (HR)-AC & Public Information Officer	Hindustan Shipyard Limited, Gandhigram PO, Visakhapatnam Andhra Pradesh – 530 005 Phone No. 09493792525 Email id: gmhr@hslvizag.in
3.	Shri P Vara Prasad, Manager (HR) & Assistant Public Information Officer	Hindustan Shipyard Limited, Gandhigram PO, Visakhapatnam Andhra Pradesh – 530 005 Phone No. 09493792804 Email id: rti@hslvizag.in

The following are the previous CPIOs and FAA under RTI Act, 2005 of HSL from 01 Jan 2015:

<u>Name</u>	<u>Period</u>
<u>Public Information Officer:</u>	
Shri K Koteswara Rao	27 Feb 2021 to 02 Aug 2021
Shri Sunil Gaur	01 Sep 2019 to 25 Feb 2021
Shri KV Surya Rao	01 Sep 2010 to 31 Aug 2019
<u>First Appellate Authority</u>	
Shri S Ramesh Varma	18 May 2018 to 17 Dec 2018
Cmde. PHM Salih	15 Feb 2016 to 15 May 2018
Cmde. Ashok Bhal	01 Dec 2015 to 14 Feb 2016
Rear Admiral NK Mishra	01 Aug 2011 to 30 Nov 2015

Consultative Committee for Suo Moto Disclosure:

A Consultative committee under RTI Act, 2005 was constituted on 06 Sep 2019 as per the DoPT guidelines with the following officers in order to have a systematic and regular interaction with Key Stakeholders, Associations on rotational basis to advise what information to be uploaded in the HSL website as Suo Moto:

S.No	Name & Designation
1.	Shri Inaitula Baig, Addl. General Manager (CS)
2.	Shri S Ananda Kumar, General Manager (Finance) AC
3.	Shri Y Rama Krishna, Addl. General Manager (IT & ERP)
4.	Shri K Koteswara Rao, Dy. General Manager (HR)

Other information as may be prescribed; and thereafter update these publications every year [Section 4(1)(b)(xvii)]

HSL uploads the Annual Returns, Recruitment News, Achievements, Mission & Vision of the company, CSR activities, latest updates & achievements etc., in HSL website and the same will be updated as and when necessary.