


APPLICATION UNDER RIGHT TO INFORMATION ACT 2005

To,
Public Information Officer,
Hindustan Shipyard Ltd.,
Gandhigram (PO),
Visakhapatnam - 530 005

HINDUSTAN SHIPYARD LIMITED
RTI Cell

Register Serial No: **36 74**
Date: **23/9/16**

Received on 24/9/16
4/9/16
23/9/16

01	Name of the Applicant	:	
02	Mailing Address	:	
03	Particulars of information sought	:	<ol style="list-style-type: none"> 1. Latest wage revision period of Executive & Non executives. 2. Pay scale & what allowances are paid to various categories of Supervisors, Clerical staff, Technical Staff, workmen employees and how much per month. 3. Shift timings for Executives, Supervisors, Clerical staff, Technical Staff & workmen employees. 4. Leave Travel Allowance (LTA) / Leave Travel Concession (LTC) to be paid to various categories of Executives, Supervisors, Clerical staff, Technical Staff & workmen employees. 5. What percentage of Basic & D.A. was paid as APLI to various categories of Executives, Supervisors, Clerical staff, Technical Staff & workmen employees since 2010. 6. Name the various categories of employees included in pay scale. 7. How much and what type of leaves are admissible in a calendar year to Executives & Non executives. 8. State pay scale, annual increment percentage, allowances and how much paid every month to employees working on contract basis. 9. Number of employees promoted from Non executives category to Executive category yearly since 2010. 10. Details of defined Contributory pension scheme for Executives and non executives. 11. Give details of what percentage of Basic + DA that the employer contribution & employees contribution towards Contributory pension scheme.
04	Time period for which information is required:	:	2008 onwards to till date
05	Whether applicant belongs to BPL Category?	:	No
06	Whether the information is required by post or in electronic form	:	By post
07	Details of fee: Amount: Rs 10/- (Rs. ten only) Mode of payment: (Postal Order/Demand Draft/Bankers cheque/Cash)	:	Postal order no. 21F 083468 of Rs. 10/-
08	Signature of Applicant with Date	:	
	Place	:	

Enclosed :- Postal order no. 21F 083468 of Rs. 10/-

1382
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22/9/16



HR/ES/RTI/STIMS TVOL24/82 /2016

24 Nov 2016

Sub: Information sought under the provisions of RTI Act, 2005 – Regd No. 3674

Ref: (i) Your application dated 17 Sep 2016

(ii) HSL reply letter dated 08 Oct 2016

(iii) Your reply letter dated 07 Nov 2016

This has reference to your application dated 17 Sep 2016 seeking certain information under the provisions of RTI Act, 2005. The information sought is furnished hereunder:

S.No	Information Sought	Reply
1.	Latest wage revision period of Executive & Non executives.	The last wage revision for Staff & Workmen implemented in 2011 w.e.f 2009 and last pay revision for officers implemented in 2009 w.e.f 2007.
2.	Pay scale & what allowances are paid to various categories of Supervisors, Clerical staff, Technical Staff, workmen employees and how much per month.	Information sought is not specific. However a copy of staff & Workmen wage revision circular dated 21 May 2011 is enclosed at Annexure A (10 Pages)
3.	Shift timings for Executives, Supervisors, Clerical staff, Technical Staff & workmen employees	Instructional Order dated 18 Dec 1992 on shift timings is enclosed at Annexure B (2 Pages)
4.	Leave Travel Allowance (LTA) / Leave Travel Concession (LTC) to be paid to various categories of Executives, Supervisors, Clerical staff, Technical Staff & workmen employees	LTA/LTC is given twice in a block of period of 4 years. The employee may use the same to visit his home town and any place in India respectively.
5.	What percentage of Basic & D.A. was paid as APLI to various categories of Executives, Supervisor, Clerical Staff, Technical Staff & workmen employees since 2010	Not applicable
6.	Name the various categories of employees included in pay scale	In Hindustan Shipyard Limited (HSL) employees are categorized in to 3 types <ul style="list-style-type: none"> • Officers • Staff • Workmen The list of Pay scales for Officers is enclosed at Annexure C (5 pages) and with regard to the pay scales of Staff & Workmen refer Annexure A.

Hindustan Shipyard Ltd.

A Govt. of India Undertaking;

Gandhigram

VISAKHAPATNAM 530 005 (INDIA)

(An ISO - 9001:2008 Company)

**हिन्दुस्तान शिपयार्ड लिमिटेड**

(भारत सरकार का उपक्रम)

गाँधीग्राम

विशाखापट्टणम - 530 005 (आ.प्र.) भारत

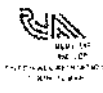
(आई.एस.ओ - 9001:2008 कंपनी)

7.	How much and what type of leaves are admissible in a calendar year to Executive & Non-executives	The leaves applicable to Officers, Staff & Workmen are as follows: <table border="1"> <thead> <tr> <th></th> <th>Officers</th> <th>Staff & Workmen</th> </tr> </thead> <tbody> <tr> <td>EL</td> <td>30</td> <td>30</td> </tr> <tr> <td>CL</td> <td>9</td> <td>9</td> </tr> <tr> <td>SL</td> <td>10</td> <td>12</td> </tr> <tr> <td>OH</td> <td>2</td> <td>2</td> </tr> </tbody> </table>		Officers	Staff & Workmen	EL	30	30	CL	9	9	SL	10	12	OH	2	2	
	Officers	Staff & Workmen																
EL	30	30																
CL	9	9																
SL	10	12																
OH	2	2																
8.	State pay scale, annual increment percentage, allowances and how much paid every month to employees working on contract basis	The employees who are engaged on contract basis with consolidated pay are paid more than the minimum wages notified by the appropriate Government.																
9.	Number of employees promoted from Non executive category to Executive category yearly since 2010	The employees promoted from Non executive cadre to Executive cadre from 2010 is as follows: <table border="1"> <thead> <tr> <th>Year</th> <th>No. of Personnel</th> </tr> </thead> <tbody> <tr> <td>2010</td> <td>-</td> </tr> <tr> <td>2011</td> <td>2</td> </tr> <tr> <td>2012</td> <td>-</td> </tr> <tr> <td>2013</td> <td>11</td> </tr> <tr> <td>2014</td> <td>22</td> </tr> <tr> <td>2015</td> <td>83</td> </tr> <tr> <td>2016 (Nov 2016)</td> <td>7</td> </tr> </tbody> </table>	Year	No. of Personnel	2010	-	2011	2	2012	-	2013	11	2014	22	2015	83	2016 (Nov 2016)	7
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10.	Details of defined Contributory pension scheme for Executives and non executives	HSL does not have contributory pension scheme.																
11.	Give details of what percentage of Basic + DA that the employer contribution & employees contribution towards Contributory pension scheme.	Not Applicable																

2. In case you are not satisfied with the above reply, you may prefer an appeal under section 19(1) of the Right to Information Act, 2005 to the appellate authority, Cmde. PHM Salih, D(CP&P) within a period of 30 days of receipt of this communication.

Yours faithfully

(Signature)
24/11/2016
(KV Surya Rao)
General Manager (HR) & PIO

ISO 9001:2008
APPROVED BY IRQS

Registered Office : Gandhigram, Gandhigram P.O., Visakhapatnam - 530 005. (A.P.)

Fax : (+91-891) 2577502, 2577356, 2577667 (DD&SR), 2577038 (EKM)

Grans : Shipyard, Visakhapatnam. Web : www.hsl.gov.in, www.hsl.nic.in

CIN : U74899AP1952G01076711

HINDUSTAN SHIPYARD LIMITED - VISAKHAPATNAM-530 005
(Personnel & Administration Division)

21st May, 2011**CIRCULAR**

Sub: Revision of Pay Scales & certain benefits to the workmen & staff

The salient features of the Memorandum of Settlement reached between the Management of Hindustan Shipyard Limited and the staff and workmen represented by the H.S. Staff & workers union on 18-05-2011 under Section 18(1) of the Industrial Disputes Act, 1947 are given below. The Memorandum of Settlement contains production commitments, Restrictive practices identified for elimination and Good work practices identified for implementation along with other obligations will be communicated separately to all the Heads of Divisions / Departments for effective enforcement.

1 **SCALES OF PAY** : The existing scales of pay of workmen and staff as on 01-01-2009 are revised as under:

1.1 **Workmen** :

PRE-REVISED		REVISED	
Notation	Pay Scales	Notation	Pay Scales
(1)	(2)	(3)	(4)
--	--	WR1	Rs. 6600-13100
--	--	WR2	Rs. 6970-13700
--	--	WR3	Rs. 7350-14400
--	--	WR4	Rs. 7650-15300
W1	Rs.4200-75-6600	WR5	Rs. 8650-18740
W2	Rs.4380-85-7015	WR6	Rs. 8970-19930
W3	Rs.4765-105-7705	WR7	Rs. 9640-22000
W4	Rs.4970-115-7960	WR8	Rs.10000-23630
W5	Rs.5490-125-8490	WR9	Rs.10800-25230
W6	Rs.5560-140-8640	WR10	Rs.10990-25850
W7	Rs.5710-165-9670	WR11	Rs.11190-28690
W8	Rs.5775-170-9855	WR12	Rs.11380-29260

1.2 **Staff** :

PRE-REVISED		REVISED	
Notation	Pay Scale (Rs.)	Notation	Pay Scale (Rs.)
--	--	SR1	6600-13100
--	--	SR2	6970-13700
--	--	SR3	7350-14400
--	--	SR4	7650-15300
S1	4200-75-6600	SR5	8650-18740
S2	4380-85-7015	SR6	8970-19930
S3	4570-95-7420	SR7	9300-21830
S4	4765-105-7705	SR8	9640-22000
S5	4970-115-8075	SR9	10000-22920
S6	5185-125-8495	SR10	10360-23940
S7	5400-140-8760	SR11	10740-24880
S8	5640-165-10095	SR12	11140-26640
S9	5890-175-10440	SR13	11540-28630
S10	6310-190-11060	SR14	11970-31390
S11	6450-195-11325	SR15	12400-32140

2 PAY FIXATION IN REVISED SCALES:

2.1 The pay of all workmen and staff who are on rolls as on 31-12-2008 and continued to be on rolls of the Company as on 01-01-2009 will be fixed in the revised scales as under:

- i) Pre-revised Basic Pay as on 31.12.2008. +
- ii) Corresponding Dearness Pay (DP) as on 31-12-2008. +
- iii) Dearness Allowance as on 01-01-2009 [$@46.8\%$ on (i+ii)] +
- iv) Fitment benefit of 22% on (i+ ii + iii).
- v) The aggregate amount so arrived at (iv) above shall be bifurcated into Basic Pay and DA @ 16.6% of Basic Pay.
- vi) After segregating the DA component as above, the balance amount shall be rounded off to the next ten rupees, which will be new basic pay as on 01-01-2009.

2.2 Personal pay, if any, sanctioned as incentive under the Family Planning Scheme etc., will not be taken into account for purpose of fixation of pay in the revised pay scale.

2.3 The pay of the employees who have joined the company on or after 01-01-2009 will be re-fixed in the revised scales of pay from the date of joining according to the terms of appointment on point to point basis as though they are directly appointed to the respective revised scales of pay. They will not be entitled to the fitment benefit mentioned in para 2.1 above.

2.4 Anomalies arising out of this revision including the anomalies in respect of those employees promoted to Officer Category on or after 01-01-2009 will be sorted-out in consultation with Audit.

3 ANNUAL INCREMENTS:

3.1 The Annual increment will be granted at the rate of 3% of the revised basic pay rounded off to next Rs. 10/-.

3.2 The due date of annual increment of staff and workmen will remain the same as in the pre-revised scales i.e, 1st January or 1st July as the case may be.

4 STAGNATION INCREMENT:

4.1 The revised scales of pay provide for drawal of increments during the currency of the wage settlement by all employees. However, if any employee reaches the maximum of the revised scales during the currency of the wage settlement, such employee will continue to draw increments @ 3% of basic pay subject to a maximum of 3 (three) increments during the operation of revised scales.

5 GRANTING OF ADDITIONAL INCREMENTS:

5.1 All workmen and staff who are on the rolls of the company in the regular pay scales as on 01-01-2009 and continue to be on rolls of the Company as on the date of implementation, will be granted one Additional Increment on 01-01-2009 and one additional increment on the date of implementation of wage revision @ 3% of the revised Basic Pay rounded to next Rs. 10/-. The employees leaving service on superannuation/ death during the period from 01-01-2009 till the date of implementation of wage revision are entitled for one additional increment payable on 01-01-2009 only.

5.2 The benefit of additional increment(s) will be given to employees who continue to be on rolls as workmen and staff as on the date of granting additional increment(s).

6 DEARNESS ALLOWANCE (DA) :

6.1 The Dearness Allowance (DA) will be paid on the Industrial DA pattern, applicable to Central public Sector Enterprises as announced by the Government of India from time to time.

6.2 DA neutralization would be linked to AICPI 126:33 (Base 2001=100) notionally as on 1.1.2007. The periodicity of adjustment of DA will be once in three months as per the existing practice. Consequent on neutralization of DA the payment of Dearness Pay (DP) will be dispensed with effect from 01-01-2009. Accordingly the amount paid so far on this account will be adjusted against the arrears payable to the employees. The quarterly DA payable from 01-01-2009 will be as follows:

Date of Dearness Allowance	Rate of DA (in percentage)
01-01-2009	16.6
01-04-2009	16.9
01-07-2009	18.5
01-10-2009	25.3
01-01-2010	30.9
01-04-2010	34.8
01-07-2010	35.1
01-10-2010	39.8
01-01-2011	43.0
01-04-2011	47.2

7 PERSONAL ADHOC ALLOWANCE (PAA) :

7.1 The PAA, if any, in respect of those workmen / staff who were promoted / appointed to higher grades after 01-01-2009 will be adjusted as per the existing rules while fixing basic pay in the promoted / appointed grade.

ATTENDANCE BONUS

8.1 Attendance Bonus will be paid to Staff & Workmen at the rate of one day Basic Pay (One day Basic Pay will arrive by dividing the Basic Pay by 30) only when the maximum absence in a particular Calendar month does not exceed 5 days on account of Earned Leave, Casual Leave, Sick Leave, Optional Holidays, Extra Ordinary Leave with pay. However, absence for this purpose will not include Company declared Holidays / National Holidays / Govt. declared holidays / Sundays and Weekly Offs.

9 HOUSE RENT ALLOWANCE (HRA) :

9.1 House Rent Allowance will be paid to Staff & Workmen as per DPE norms as given hereunder:

Cities with Population	Rates of HRA
50 lakhs and above	30% of Basic Pay
5 to 50 lakhs	20% of Basic Pay
Less than 5 lakhs	10% of Basic pay

Accordingly, HRA applicable to employees at Visakhapatnam will be @ 20% of revised basic pay from 01-01-2009. Employees in Delhi and Mumbai will draw HRA @ 30% of their revised Basic pay.

10 RECOVERY OF RENT FROM COLONY RESIDENTS :

- 10.1 Consequent on the proposed wage revision, the recovery of rent from colony residents occupying quarters for which rent is recovered as percentage to the basic pay will be regulated as under :

	EXISTING	REVISED
a)	5% of revised basic pay or standard rent whichever is less for those who are drawing pay upto Rs.4900/-	5% of revised basic pay or standard rent whichever is less for those who are drawing pay upto Rs.11290/-
b)	7½% of revised basic pay or standard rent whichever is less for those who are drawing pay of Rs.4900/- and above	7½% of revised basic pay or standard rent whichever is less for those who are drawing pay of Rs.11290/- and above

- 10.2 The existing rates of standard rent and the eligibility criteria for allotment of quarters will remain unchanged.

11 CITY COMPENSATORY ALLOWANCE :

- 11.1 The City Compensatory Allowance (CCA) stands dispensed with effect from 01-01-2009.

12 FAMILY PLANNING INCENTIVE :

- 12.1 The 'personal pay' sanctioned under Family Planning Incentive Scheme in respect of those employees who underwent sterilization operation on or after 01-01-2009 will be at the revised rate of increment.
- 12.2 The staff and workmen who were already in receipt of personal pay under Family Planning Incentive Scheme prior to 01-01-2009 will be paid an amount double the existing rate. This will be effective from 01-01-2009.

13 TRANSPORT ALLOWANCE :

- 13.1 Transport Allowance will be increased from Rs.350/- per month to Rs.600/- per month. This allowance is payable to those who are not provided with Company's quarters in the Company's colony and those who are not drawing vehicle maintenance allowance.
- 13.2 The workmen and staff who are residing in the colony and not drawing the vehicle maintenance allowance will be paid Transport Allowance of Rs.200/- per month.
- 13.3 The transport allowance payable to physically handicapped employees will be regulated as per Govt. directives issued from time to time.

14 VEHICLE MAINTENANCE ALLOWANCE :

- 14.1 The rates of Vehicle Maintenance Allowance shall be revised as under :

		EXISTING	REVISED
a)	Mopeds	Rs. 350/- pm	Rs. 650/- pm
b)	Scooter / Motor Cycle	Rs.550/- p.m.	Rs.1200/- p.m.

14.2. The payment of Vehicle Maintenance Allowance will be on functional basis and subject to other existing conditions. The employee drawing Vehicle Maintenance Allowance will not be entitled for Transport Allowance as per clause 13

14.3 The enhanced rate of Transport Allowance and Vehicle Maintenance Allowance will be effective from the date of implementation of wage revision.

15 WELDERS QUALIFICATION ALLOWANCE :

15.1 Welders Qualification Allowance and additional allowance for special welding activities / procedures will be increased as at sl.nos 4 & 5 in Annexure.

15.2 The Welders drawing the welders qualification allowance shall be re-qualified periodically at the end of every four years. If a Welder fails in the re-qualification test, the Welders Qualification Allowance paid to him will be discontinued.

15.3 The Welder producing defective welds consistently will be required to undergo training and re-qualification at any time. If the performance of the welder is not satisfactory even after giving an opportunity for re-training, such welders shall be reverted to the lower grade / change of trade on establishing his total ineffectiveness as a welder.

15.4 The welders will be qualified in the special welding activities viz., MIG, TIG, CO₂ welding process or welding of special steels, stainless steel, NACE, Carbon steel, Aluminum, CUNI, Al, Brass, Bronze etc, as per organizational requirements and the additional allowance for such special welding activity will be paid on pro-rata basis for the number of days the welder has actually performed such special welding activity during every month on the specific certification from the department.

16 OTHER ALLOWANCES :

16.1 It is agreed to increase a few allowances which are applicable to small sections of employees as given in Annexure.

16.2 The enhancement in the rates of these allowances will be with effect from the date of implementation of wage revision.

16.3 The existing eligibility criteria for payment of these allowances will remain unchanged.

17 REVISION OF PRICES OF CANTEEN PRODUCTS :

17.1 It has been agreed to revise the cost of canteen products as under:

	<u>Existing</u>	<u>Revised</u>
Tea	Re. 0.25 ps	Re. 0.50 ps. per cup
Coffee	Re. 0.60 ps	Re. 1.00 ps. per cup

18 MEDICAL FACILITIES :

18.1 The existing medical facilities as approved will continue. The union's request for considering reimbursement for Dental treatment and inclusion of Ayurvedic and Homeopathic system of treatment will be examined separately.

19 LEAVE FACILITY :

19.1 The staff and workmen covered under new leave rules will be entitled to Earned Leave of 30 days per year i.e., 15 days enjoyable and 15 days encashable as against the existing entitlement of 22 days per year. This will be effective from the calendar year 2009.

19.2 Accumulation of Leave: The existing accumulation limit of Earned Leave is enhanced from 240 days to 300 days and the accumulation of Sick Leave is enhanced from 90 days to 120 days.

19.3 The enhancement will be effective from the calendar year 2009. The entitlement of Maternity leave will be regulated as per the Govt. directives issued from time to time.

20 ELIGIBILITY FOR RAIL JOURNEY BY 1st CLASS ON LTC :

20.1 On revision of pay scales the eligibility of travel by 1st class by train under LTC will be revised separately. Regardless of the revision of the ceiling on eligibility for rail journey by 1st class/II AC, staff and workmen who are already eligible to travel by 1st class/II AC under the existing rules will continue to be eligible to travel by 1st class/II AC rail journey on L.T.C.

21 RANGE OF ELIGIBILITY FOR ADVANCE AND OTHER BENEFITS :

21.1 On revision of pay scales the pay range for eligibility for payments like Travelling Allowance, Daily Allowance etc., will be correspondingly revised upward.

22 INTEREST-FREE ADVANCES :

22.1 The interest-free advances being paid to the employees twice in a year @ Rs.1500/- per occasion shall be enhanced to Rs. 3000/- per occasion.

23 PERFORMANCE RELATED PAY:

23.1 The Union's request for introduction of Performance Related Pay will be examined at the appropriate time subject to improvement of the financial performance of the Company.

24 GRATUITY:

24.1 The payment of Gratuity will be regulated as per the Gratuity Act.

25 POST-RETIREMENT MEDICAL SCHEME:

25.1 The Union has requested for introduction of Post Retirement Medical Scheme for employees on par with other organizations. While their request is accepted in principle, the modalities of the scheme will be worked out separately.

26 The Union's request for absorption of MD Society workmen on regular basis will be examined separately.

27 The Union's request for construction of New Launch for transportation of employees across the channel will be examined separately.

28 INTEREST SUBSIDY ON HOUSE BUILDING LOANS : The reimbursement of interest differential on House Building Loans borrowed from the recognized financial institutions would be considered with the approval of the Board when the financial position of the Company improves.

29 EXTENSION OF BENEFITS UNDER WORKMEN'S COMPENSATION ACT:

29.1 The Union's request for extending benefits under Workmen's Compensation Act to such of those employees covered under the said Act when they meet with an accident while on their way home within one hour after the closing of the shift, has been agreed in principle subject to detailed examination and working out the modalities separately.

30 RETIREMENT GIFT

30.1 The employees at the time of their retirement from service of HSL will be given a silver plate weighing 100 grams with engraving of HSL emblem in a glass frame. Consequently the existing system of presenting a Wrist Watch as retirement gift will be withdrawn. This will be effective from the date of implementation of the Wage Revision.

31 DEATH BENEFIT FUND/ FUNERAL EXPENSES

31.1 In order to help the families of employees who die while in service, it is agreed to introduce Death Benefit Scheme in HSL. In accordance with the Scheme, whenever death of an employee occurs while in service, an amount of Rs. 50/- will be deducted from the salary of each employee and the company will grant a matching contribution and the total amount so collected will be handed over to the next of kin of the deceased employee.

31.2 The amount being paid towards funeral expenses will be enhanced from Rs. 5000/- to Rs.6000/-

32 EFFECTIVE DATE AND OPERATION OF THE SETTLEMENT :

32.1 The settlement will cover all staff and workmen who are on the regular pay scales of the Company as on 01-01-2009. The settlement will take effect from 01-01-2009 and will be in force for a period of 5 years i.e. upto 31-12-2013. Notwithstanding the expiry of the period of settlement, it shall continue to be binding thereafter unless it is terminated by giving due notice as provided for in the I.D. Act 1947.

33 The benefits accruing from this settlement will be effective from 01-01-2009 unless otherwise specified against any specific item. The payment of arrears on account of this revision accruing upto the date of implementation will be made later based on the improvement of the financial position of the Company.

34 The date of implementation for this wage revision is 01-05-2011. The wages / salaries in the revised pay scales and other fringe benefits as mentioned in the settlement will be paid to all workmen and staff commencing from wages / salary payable from the month of May 2011.

35 All other revised benefits/ allowances including payment of over-time / incentive on revised salaries will be effective from the date of implementation of wage revision.

36 GENERAL :

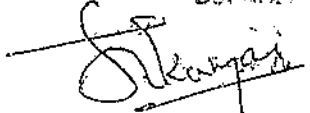
36.1 All other benefits which are now being enjoyed by the staff and workmen and which are not proposed to be changed / modified will continue to remain unchanged.

36.2 The computation of wages of workmen will be on the basis of 30 days per month as in the case of Staff & Officers effective from the date of implementation of wage revision.

36.3 This settlement is in full and final settlement of all the demands and issues raised by the Union in the Charter of Demands referred to earlier. All other demands in the claim statement of H.S. Staff and Workers Union are deemed as not conceded.

36.4 It is agreed that during the currency of this settlement there shall be no other demand involving financial or other liability to the Management or for any further increase in wages or allowances or alterations of any terms and/or conditions of service of Staff and Workmen.

Encls: As above


(ASHOK KUMAR)
GENERAL MANAGER (P&A)

To
All Departments
All Notice Boards

HINDUSTAN SHIPYARD LIMITED : VISAKHAPATNAM -530005.

PERSONNEL DIVISION
(O.D.R. Cell)

Sub: Change of Shift Timings. Instructional Order : ED/ODR/IC/06/92.
Date effective : 28-12-1992.
Date issued : 18-12-1992.

Reference Departments affected Distribution
Previous Future

All Departments

C&MD's Office;
D(P&C)'s Office;
All CMs/DGMs/CMs;
All Depts.

Encls: NIL

In consultation with the employee Unions/Association, the following revised shift timings are introduced in HSL w.e.f. 28-12-1992.

1) Production Depts./Stores including other Depts., working 48 hours a week:

E1 Shift: 0700 to 1545 hours
0930 to 0945 hours - Tea break
1200 to 1245 hours - Lunch recess of 45 minutes on all working days.

E2 Shift: 1500 to 2300 hours
1700 to 1715 hours - Tea break
1930 to 2000 hours - Dinner break of 30 minutes on all working days.

E3 Shift: 2300 to 0700 hours - on the next day.
This shift will be introduced in various departments as and when required as per functional requirements.

2) Round the Clock Shifts:

0600 to 1400 hours
1400 to 2200 hours
2200 to 0600 hours - on the next day without Lunch recess.

3) Other Depts. and Administrative Offices working 42 hours a week:

0830 to 1700 hours - Monday to Friday
1200 to 1245 hours - Lunch recess of 45 minutes.
0830 to 1145 hours - Saturday.

(Contd 2)

- 4) (a) All the Depts., who are at present following different shift timings or different round the clock shift timings due to certain exigencies of work will have to follow the above timings strictly.
- (b) All other departments which are at present following 8.00 to 4.30 shift will henceforth observe E1 shift timings (i.e., 0700 to 1545 hours on par with Production Depts.)
- (c) All the employees (Staff, Workmen & Officers) presently working/ likely to be posted to the Depts., under (b) above, will observe E1 shift timings.
- (d) The employees working in the Medical Dept., (Yard, Colony, OPD Dispensaries and OMS) including Medical Officers will henceforth follow E1, E2 and E3 shift timings on par with Production Depts.
- (e) The liaison offices at Bombay and Delhi will however continue to follow the timings presently being followed.

According to the above revised timings, Sirens and Launches timings will be notified separately.

This issues with the approval of C&MD.


G.H. (P&CD)

To
All Departments.
All Notice Boards.
C/O to: H.S. Labour Union.
" : H.S. Staff Association.
" : H.S. Officers' Association.

HINDUSTAN SHIPYARD LIMITED: VISAKHAPATNAM - 530 008
Personnel Division

Sub :- Revision of Pay Scales etc. in respect of Executives holding Board level and below Board level Posts.		Instructional Order No: C&MD/IO/003/2009	
		Date effective: 01-01-2007	Date Issued: 12-05-2009
Reference		Departments affected	Distribution
Previous	Future	All Departments	C&MD's Office; D(F&C);SGM; All GMs/DGMs/CNIs All Departments; All Notice Boards
1. Department of Public Enterprises, Ministry of Heavy Industries & Public Enterprises letter No. 2 (70)08-DPE(WC), dt. 26-11-2008			
2. Department of Public Enterprises, Ministry of Heavy Industries & Public Enterprises letter No. 2 (70)08-DPE(WC)-GL-VII/09, dt. 02-04-2009	-		
3. Ministry of Shipping, Road Transport & Highways Letter No. SY-11017/2/09-HSL, dt. 01-05-2009			
			Encl: - NIL

In pursuance of the Ministry's Communication No. SY-11017/2/09-HSL, dt. 01-05-2009, the pay scales and certain other benefits in respect of Executives holding Board level and below Board level posts in Hindustan Shipyards Limited are revised w.e.f. 01-01-2007 as under :

1. PAY SCALES

a) Board Level

Schedule Post	Existing Scales effective from 01-01-1997	Revised scales effective from 01-01-2007
Chairman & Managing Director (B)	25750-650-30950	75,000-90,000
Director (B)	22500-600-27300	65,000-75,000

b) Below Board Level

Category/Designation	EXISTING SCALE	REVISED SCALE
E0 -Section Officers & Equivalent	6550-200-11350	12,600-32,500
E1 -Engineers & equivalent	8600-250-14800	16,400-40,500
E2 -Sr. Engineers & Equivalent	10750-300-18750	20,600-48,500
E3 -Deputy Managers & equivalent	13000-350-18250	24,900-50,500
E4 -Managers & equivalent	14500-350-18700	29,100-54,500
E5 -Chief Managers	16000-400-20800	32,900-58,000
E6 -Deputy General Managers	17500-400-22300	36,600-62,000
E7 -General Managers	18500-450-23800	43,200-68,000
E8 -Senior General Manager	20500-500-26500	51,300-73,000

2. Fitment Method:

The Basic Pay in the revised scale would be fixed as under:

- Fitment benefit @ 30% shall be allowed on Basic pay plus DA @ 68.8% as on 01-01-2007 and the aggregate amount so arrived would be rounded off to the next ten rupees and pay fixed in the revised scale.
- If any extra ordinary increment(s) and / or increase in the pay in respect of executives have been granted with retrospective effect, which affects the revision of pay as on 01-01-2007, such increment and / or increase in pay will be ignored for the purpose of fitment/ pay revision.
- Where executives drawing pay at two or more consecutive stages in an existing scale get bunched, then, for every two stages so bunched, benefit of one increment shall be given.

3. Increment

Annual increment would be at the rate of 3% of the revised basic pay .

4. Stagnation Increment:

The rate of stagnation increment would be 3% of the revised basic pay and executives will be allowed to draw maximum three stagnation increments, one after every two years, upon reaching the maximum of the revised pay so provided the executive gets a performance rating of "Good" or above.

5. Pay fixation on promotion.

One notional increment equal to the increment being drawn by the Executive in the pay scale, before such promotion would be granted and pay fixed in the promoted pay scale and rounded off to the next multiple of Rs. 10.

6. Dearness Allowance:

100% DA neutralization would be adopted w.e.f. 01-01-2007. Thus DA as on 01-01-2007 will become zero with link point of All India Consumer Price Index (AICPI) 2001=100, which is 126.33 as on 01-01-2007. The periodicity of adjustment will be once in 3 months, as per the existing practice. The quarterly DA payable from 01-01-2007 will be as per new DA scheme as given in below:

Date of Dearness Allowance	Rate of Dearness Allowance (in percentage)
01-01-2007	0
01-04-2007	0.8
01-07-2007	1.3
01-10-2007	4.2
01-01-2008	5.8
01-04-2008	6.3
01-07-2008	9.2
01-10-2008	12.9
01-01-2009	16.8
01-04-2009	16.9

7. Fixation of Pay of Executives appointed/ promoted on or after 01-01-2007.

- a) All Executives appointed on or after 01-01-2007 would be deemed to have been appointed in the revised scale of pay.
- b) Executives recruited by HSL after 01-01-2007 who have been granted a higher start in the then existing scale of pay, the same number of increments would be allowed in the revised scales from the date of appointment. In case, by fixing the pay in this manner, such pay gets fixed at a stage higher than the stage of the executive appointed on or before 01-01-2007 but drawing same pay in the pre-revised scale, the pay of the executives appointed after 01-01-2007 would be restricted to the revised pay fixed for executives appointed on or before 01-01-2007.
- c) The Non- Executives promoted/appointed as Executives from 01-01-2007 to 31-12-2008 will be made as per the procedure suggested above in (b). However the pay of the Non- Executives on their promotion to executive cadre on or after 01-01-2009 will be tentatively fixed at the minimum of the respective revised pay scales of the executives. In case such tentative pay fixation results in drop in emoluments (Basic + DA only) such difference will be protected as personal allowance which will be taken into account only for the purpose of PF. The pay of such employees will however be re-fixed after implementation of the revised pay scales of Non-executives.

8. The pay fixation in respect of Central Govt. Officers who were covered under 6th Pay Commission and joined HSL will be made in the revised pay scale by protecting their emoluments on point to point pay fixation.

9. City Compensatory Allowance:

The City compensatory Allowance stands dispensed with.

10. House Rent Allowance:

The House Rent Allowance to the employees of CPSEs will be at the following rates.

Cities with Population	Rates of HRA
50 lakhs and above	30% of Basic Pay
5 to 50 lakh	20% of Basic Pay
Less than 5 lakh	10% of Basic Pay

Since the population of Visakhapatnam is within the range of 5 to 50 lakhs, 20% of Basic Pay would be allowed as HRA. Payment of HRA to the eligible Executives will be paid only from 26-11-2008.

11. House Rent Recovery

House Rent Recovery for the period from 01-01-2007 to 25-11-2008 for House accommodation provided by the Company would be at the rate of 10% of the pre-revised Basic Pay or the standard rent whichever is lower. However, from 26-11-08 onwards, the HRR will be @ 13.33% of the revised Basic Pay or standard rent which ever is lower.

12. Contributory Provident Fund:

Consequent upon revision of pay scales and DA, the Employer's as well as Employee's contribution to CPF and statutory pension scheme would be re-calculated and recovered at the applicable rate viz., @ 10% on the revised Basic pay+ DA w.e.f. 01-01-2007 to 31-03-2008 and @ 12% from 01-04-2008 onwards.

13. T.A. Rules

Consequent upon the revision of pay scales of Executives, the T.A. Rules of the Company require certain changes and separate orders will be issued in this regard in due course. Till such time the existing entitlements of the Executives would be regulated as per the pay in the pre-revised scales of the concerned.

14. General

- a. The salaries in the revised pay scales will be made from the month of May, 2009. The payment of arrears will be made later after Financial Restructuring of HSL is approved/ Improvement in financial position of HSL.
- b. All other allowances, benefits not specifically covered in this order, will continue to be regulated as per the existing rules, terms and conditions.
- c. Pay anomalies, if any, identified on implementation of revision and require interpretation / clarification may be referred to the Committee constituted for this purpose.

For Hindustan Shipyard Limited.

Ravi Ravi

Chairman & Managing Director

HINDUSTAN SHIPYARD LIMITED::VISAKHAPATNAM -530 005

Personnel Department

(Executive Cell)

Sub.- Revision of pay scales of Board level and below Board level posts - Extension of the benefit of merger of 78.2% DA		Instructional Order No: C&MD/IO/017 / 2009	
		Date effective: 01-01-2007	
		Date issued: 24-10-2009	
Reference		Departments affected	Distribution
Previous	Future		
1) DPE's OM No.2(8)/91-DPE (WC) dated 03-03-1992	--	All Departments	C&MD's Office; D(F&C); Sr. GM; All GMs/DGMs/CMs; All Departments; All Notice Boards
2) DPE's OM No.2(70)/08-DPE (WC)-GL-VII/09 dated 2-4-2009			
3) C&MD's IO No. C&MD/IO/003/2009 dated 12-5-2009			
4) Ministry of Shipping's letter No SY-11017/2/2009-HSL dated 9-10-2009			
		Encl: - Nil	

In pursuance of the DPE's OM cited under reference "1" and the Ministry's Communication cited at reference "4" above, Para-2(a) and Para-11 of the C&MD/IO/003/2009 dated 12-5-2009 are amended as under:

Para No.	Existing	Amended
2 (a)	<p>Fitment Method:</p> <p>a) Fitment benefit @ 30% shall be allowed on Basic Pay plus DA @ 68.8% as on 01-01-2007 and the aggregate amount so arrived would be rounded off to the next ten rupees and pay fixed in the revised scale.</p>	<p>Fitment Method:</p> <p>a) Fitment benefit @ 30% shall be allowed on Basic Pay plus DA @ 78.2% as on 01-01-2007 and the aggregate amount so arrived would be rounded off to the next ten rupees and pay fixed in the revised scale.</p>
Para 11	<p>House Rent Recovery:</p> <p>House Rent Recovery for the period from 01-01-2007 to 25-11-2008 for House accommodation provided by the Company would be at the rate of 10% of the pre-revised Basic pay or the standard rent whichever is lower. However, from 26-11-2008 onwards, the HRR will be @ 13.33% of the revised Basic Pay or standard rent whichever is lower</p>	<p>House Rent Recovery:</p> <p>House Rent Recovery for the period from 01-01-2007 to 25-11-2008 for House accommodation provided by the Company would be at the rate of 10% of the pre-revised Basic pay or the standard rent whichever is lower. However, from 26-11-2008 onwards, the HRR will be @ 10% of the revised Basic Pay or standard rent whichever is lower</p>

2 The other conditions stipulated in the C&MD's IO dated 12-5-2009 will remain unchanged

3 The benefit of merger of 78.2% DA with Basic pay as on 01-01-2007 will be implemented from 01-10-2009. The arrears for the period from 01-01-2007 to 30-9-2009 will be made only after improvement in the financial position of the Company/financial re-structuring is approved.

For Hindustan Shipyards Limited,

(Signature)
Chairman & Managing Director

HINDUSTAN SHIPYARD LIMITED :: VISAKHAPATNAM - 530 005

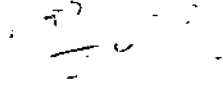
OTHER ALLOWANCES INCREASED marginally

S. No	Allowance	Existing	Revised
1.	Children Education Allowance	Rs.150/- p.m. per child subject to maximum of 2 children upto 10+2 standard	Rs.200/- p.m. per child subject to maximum of 2 children upto 10+2 standard.
2.	Night shift allowance (staff & workmen)		
	(a) To those whose shift ends between 10.00 PM and 1200 Mid Night	Rs.15/- per shift	Rs.25/- per shift
	(b) To those whose shift ends beyond 12.00 Mid Night	Rs.25/- per shift	Rs.40/- per shift
3.	Washing Allowance	Rs.100/- p.m.	Rs.150/- p.m.
4.	Welders Qualification Allowance		
	Position		
	1. Rutile		
	1.1 Down Hand	Rs.90/- p.m.	Rs.115/- p.m.
	1.2 Vertical + Down Hand	Rs.110/- p.m.	Rs.140/- p.m.
	1.3 Vertical + Down Hand + Horizontal	Rs.135/- p.m.	Rs.170/- p.m.
	2. Low Hydrozer:		
	2.1 Rutile (1,2, 3) + Vertical (LH)	Rs.160/- p.m.	Rs.200/- p.m.
	2.2 Rutile (1,2, 3) + Horizontal (LH)	Rs.170/- p.m.	Rs.215/- p.m.
	2.3 Rutile (1,2, 3) + Vertical (LH) + Horizontal (LH)	Rs.220/- p.m.	Rs.275/- p.m.
	3. Machine Welding or Semi-Auto or Gravity	Rs.220/- p.m.	Rs.275/- p.m.
	4. Pipe Welding		
	4.1 5G	Rs.240/- p.m.	Rs.300/- p.m.
	4.2 6G & 6GR	Rs.300/- p.m.	Rs.375/- p.m.
5.	Additional allowance for special welding activities / procedures (workmen) : [This allowance will be paid on pro-rata for the number of days the welder has actually performed such special welding activity during every month on the specific certification from the department.]		
	2G	Rs.45/- p.m.	Rs.60/- p.m.
	3G	Rs.65/- p.m.	Rs.85/- p.m.
	4G & 5G	Rs.90/- p.m.	Rs.115/- p.m.
	6G	Rs.110/- p.m.	Rs.140/- p.m.
	6GR	Rs.135/- p.m.	Rs.170/- p.m.
	CO ₂ Welding	Rs. 5/- per head/ per day of actual working of CO ₂ welding	Rs. 10/- per head/ per day of actual working of CO ₂ welding
	6.	Gouging Allowance (workmen)	Rs.110/- p.m.
7.	Milk Allowance (staff & workmen)	Rs.6/- per day of attendance	Rs.9/- per day of attendance
8.	Cash Handling Allowance (staff)		
	a. Assistant to Cashier / Assistant dealing with Bank transactions	10% of basic pay with proportionate recovery for the number of days of absence	10% of basic pay with proportionate recovery for the number of days of absence

	b.	Cash Section Assistants & Assistants selling Tea / Coffee coupons / medical coupons	Rs.135/- p.m.	Rs.170/- p.m.
	c.	Time Office Assistants	Rs. 110/-	No-employee is being paid this allowance of Rs. 110/- per month as on date of the signing of MOU. Hence, this allowance is discontinued and withdrawn.
	d.	Accounts Assistant who work in Cash Section occasionally	Rs.35/- per day subject to max. of Rs.650/- p.m.	Rs.45/- per day subject to max. of Rs.860/- p.m.
	e.	Disbursing Assistants who work on payment days	Per occasion	Per occasion
		Less than Rs.1.0 lakhs	Rs.35 /-	Rs.45 /-
		Rs.1.0 lakh to Rs.2.0 lakhs	Rs.80 /-	Rs.100 /-
		Rs.2.0 lakhs to Rs.3.0 lakhs	Rs.90 /-	Rs.115 /-
		Rs.3.0 lakhs to Rs.4.0 lakhs	Rs.105 /-	Rs.135 /-
		Rs.4.0 lakhs to Rs.5.0 lakhs	Rs.110 /-	Rs.140 /-
		Above Rs.5.0 lakhs	Rs.125 /-	Rs.160 /-
9.		Outdoor Allowance (staff)	Rs.70/- p.m.	Rs.105/- p.m.
10.		Secretarial Allowance to Stenos attached to CMs & above and other Managers (staff)	Rs.240 /- p.m.	Rs.300 /- p.m.
11.		Drivers Allowance (staff)	Rs.145 /- p.m.	Rs.185 /- p.m.
12.		Duplicating Machine Operator Allowance (Staff)	Rs.95/- p.m.	No change
13.		Allowance to Khalasis of Launches & Boats (Staff)	Rs.135 /- p.m.	Rs.170/- p.m.
14.		Rifle Allowance (Security staff)	Rs.35 /- per occasion	Rs. 45/- per occasion
15.		Gun Attendance Allowance (Security staff)	Rs.45 /- per occasion	Rs.60/- per occasion
16.		Meals Allowance (staff & workmen) for attending duty outside the yard foregoing lunch	Rs.38 /- per day	Rs.60/- per day
17.		Sunday Working Allowance (staff & workmen)	Rs.110/- per day	Rs.140/- per day

APPLICATION UNDER RIGHT TO INFORMATION ACT 2005

To,
Public Information Officer,
Hindustan Shipyard Ltd.,
Gandhigram (PO),
Visakhapatnam – 530 005

01	Name of the Applicant	
02	Mailing Address	
03	Particulars of information sought	With reference to your letter dated 08 th October 2016. Reference No. HR/ES/RTIMST/MSTVOL24/71/2016 Attached Banker cheque of Rs. 34/- by ICICI Bank cheque no. 689718 dated 07/11/2016.
04	Time period for which information is required:	2008 onwards to till date
05	Whether applicant belongs to BPL Category?	No
06	Whether the information is required by post or in electronic form	By post
07	Details of fee: Amount: Rs 10/- (Rs. ten only) Mode of payment: (Postal Order/Demand Draft/Bankers cheque/Cash)	
08	Signature of Applicant with Date Place	 [Signature] [Date]

Enclosed :- 1) ICICI Bank Cheque No. 689718 of Rs. 34/-
2) Photocopy of your letter reference no HR/ES/RTIMST/MSTVOL24/71/2016

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HR/ES/RTIMST/MSTVOL24/ 71 /2016

08 Oct 2016

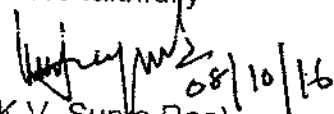
Sub: Information sought under the provisions of RTI Act, 2005 – Regd No. 3674
Ref: Your application dated 17 Sep 2016

Refer to your RTI application cited seeking information under RTI Act, 2005.

2. The information sought by you runs into 17 pages and therefore, you are requested to deposit an amount of Rs. 34/- (17 page @ Rs 2/- each) towards the document fee under the Act, with the Accounts Officer, Hindustan Shipyard limited, at our office and submit the receipt to the undersigned or pay the amount through IPO/DD/Bankers cheque in favour of Hindustan Shipyard Limited, Visakhapatnam, so as to enable us to furnish the information.

3. It may be noted that the intervening period between the dispatch of this information and payment of fee shall be excluded for the purpose of calculating the prescribed period as per sub-section 3(a) of Section 7 of the Act

Yours faithfully


(K.V. Surya Rao)

General Manager (HR) & PIO

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SHIPPERS



MGMT SYS
RVA C 871
DUTCH ACCREDITATION
COUNCIL RVA

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