



**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 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:**

- In keeping with its image as a premier shipyard and with all these initiatives, HSL is ready to take up further challenges in a big way, cater to the growing needs of the Defence Sector and marching ahead towards its vision 'To be a National Leader in Building & Repairs of Ships and Submarines'.

### **Mission:**

- To strive to continuously innovate and improve upon its performance for timely completion of construction and repair of ships and submarines within the budgeted cost and fulfilling the requirements of quality that is expected by its customers.

### **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.

## **Product Profile**

Since inception, the Shipyard has built 180 ships including 11 wellhead platforms and repaired 1955 vessels till date. 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 and 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 made 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. HSL is geared up to complete this project within the stipulated timelines.

## **Organisational Chart:**

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

## **Annual Reports**

- [65<sup>th</sup> AR 2016-17](#)
- [64<sup>th</sup> AR 2015-16](#)
- [63<sup>rd</sup> AR 2014-15](#)
- [62<sup>nd</sup> AR 2013-14](#)
- [61<sup>st</sup> AR 2012-13](#)
- [60<sup>th</sup> AR 2011-12](#)
- [59<sup>th</sup> AR 2010-11](#)
- [58<sup>th</sup> AR 2009-10](#)
- [57<sup>th</sup> 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 member which includes Chairman & Managing Director, Director (Ship Building), Director (Strategic Projects), Director (Corporate Planning & Personnel), Director (Finance & Commercial) and two part-time directors, one nominated by Government of India and other is an Independent Director. The photographs along with their office address are placed in HSL official website ([www.hslvizag.in](http://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
<b>Rear Admiral LV Sarat Babu</b>	Chairman & Managing Director	Overall in-charge of Corporate, Financial and Production affairs of the organisation under the direction of Board of Directors.
<b>Cmde. AS Mitra</b>	Director (Ship Building)	In-charge of Ship Building and Ship Repair Activities of HSL.
<b>Cmde. Hemanth Khatri</b>	Director (Strategic Projects)	In-charge of Submarine construction and refit operations of HSL.
<b>Shri P Joseph Vijayakar</b>	Chief Vigilance Officer	Deputed to HSL from IFS as CVO by CVC. He is the in-charge of Vigilance Department in HSL.
<b>Vacant</b>	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.
<b>Vacant</b>	Director (Finance & Commercials)	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.
<b>Cmde Saibal Sen</b>	Executive Director (Design & Commercial)	In-charge of Design and Commercial Departments of HSL. He also looks after Project Office.
<b>Shri S Ramesh Varma</b>	Executive Director (Corporate Planning & Personnel)	In-charge of HRD, Maintenance, Corporate Affairs and Security & Fire Service in HSL under the supervision of Director (CP&P).

<b>Cdr. K Chinnaiya</b>	General Manager (Corporate Planning)	In-charge of Corporate Planning and Communications of HSL.
<b>Shri J Prabhakara Rao</b>	General Manager (PP&PM)	In-charge of Production Planning and Project Management.
<b>Cdr. JP Gupta</b>	General Manager (Prod.)	In-charge of overall Production activities
<b>Shri KV Surya Rao</b>	General Manager (HR)	In-charge of HR and Training Departments of HSL
<b>Capt. Ravi Muthuswamy</b>	General Manager (Submarine)	In-charge of Submarine division of HSL under the supervision of D(SP).
<b>Shri RSS Prakash</b>	General Manager (QA & Safety)	In-charge of Quality Control Department and Safety Department of HSL.
<b>Smt. M Sujata</b>	General Manager (Fin.)	In-charge of Finance department of HSL and currently holding an additional post of Chief Financial Officer for time being.

- 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:

- (a) Conduct, Disciplinary and Appeal Rules for Officers
- (b) Staff Service Rules
- (c) Certified Standing Orders for Workmen
- (d) LTC Rules
- (e) Delegation of Powers
- (f) HR Manual
- (g) Purchase Manual
- (h) Security Manual
- (i) Quality Manual
- (j) Procurement Policy
- (k) Code of Conduct

## **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 are furnished hereunder:

**(a) Finance & Accounts:**

Accounts Manual, Books of Accounts, Annual Reports, Documents and Returns filed with various Tax authorities, etc.

**(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.

**(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.

**(d) Technical Documents:**

Design & Drawings, Agreements, Detailed Project Reports etc. for the business operations of the Company.

**(e) Other Documents:**

Sub-Delegation of Powers, Materials Manual, Documents relating to the property of the Company, etc.

**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, Director and Executive Director and General Managers are furnished hereunder:

Sl.	Employee Name	Designation	Official Phone	Official Email ID
1	R Adm L V Sarat Babu	Chairman & Managing Director	9493792000	cmd@hslvizag.in
2	Cmde Mitra. A.S.	Director (Shipbuilding)	9493792005	dsb@hslvizag.in
3	Sri Joseph Vijayakar Prathipaty	Chief Vigilance Officer	8876588705	cvo@hslvizag.in
4	Cmde Hemant Khatri	Director (Strategic Project)	9493792777	dsp@hslvizag.in
5	Sri Ramesh Varma. S.	Executive Director (Corporate Planning & Personnel)	9493792617	edir.cpp@hslvizag.in
6	Cmde Saibal Sen	Executive Director	9493792032	exec.director@hslvizag.in
7	Cdr Chinnaiya.K.	General Manager	9493792525	gmcp@hslvizag.in
8	Sri Prabhakara Rao. J.	General Manager	9493792550	gmpppm@hslvizag.in
9	Cdr Gupta J.P.	General Manager	9493792189	gmprod@hslvizag.in
10	Sri Surya Rao. K.V.	General Manager	9493792200	gmhr@hslvizag.in
11	Capt Ravi Muthusamy	General Manager	9493792030	gmsub@hslvizag.in
12	Sri Satya Sri Prakash. R.	General Manager	9493792393	gmqc@hslvizag.in
13	Smt Sujata Mylavarapu	General Manager	9493792753	gmfin@hslvizag.in

List of [Officers](#) with their Telephone Nos., [Staff & Workmen](#)

**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 75000 - 90000	Chairman & Managing Director
2.	C	Rs 65000 - 75000	Directors
3.	E8	Rs 51300 - 73000	Executive Directors
4.	E7	Rs 43200 - 66000	General Managers
5.	E6	Rs 36600 - 62000	Additional General Managers
6.	E5	Rs 32900 - 58000	Deputy General Managers
7.	E4	Rs 29100 - 54500	Senior Managers
8.	E3	Rs 24900 - 50500	Managers
9.	E2	Rs 20600 - 46500	Deputy Managers
10.	E1	Rs 16400 - 40500	Assistant Managers
11.	E0	Rs 12600 - 32500	Junior Managers

**Staff & Workmen:**

S.No	Pay Code	Pay Scale
1.	SR15	Rs 12400 - 3% - 32140
2.	SR14	Rs 11970 - 3% - 31390
3.	SR13	Rs 11540 - 3% - 29630
4.	SR12	Rs 11140 - 3% - 28640
5.	SR11	Rs 10740 - 3% - 24880
6.	SR10	Rs 10360 - 3% - 23940
7.	SR09	Rs 10000 - 3% - 22920
8.	SR08	Rs 9640 - 3% - 22000
9.	SR07	Rs 9300 - 3% - 21880
10.	SR06	Rs 8970 - 3% - 19930
11.	SR05	Rs 8650 - 3% - 18740
12.	SR04	Rs 7650 - 3% - 15300
13.	SR03	Rs 7350 - 3% - 14400
14.	SR02	Rs 6970 - 3% - 13700
15.	SR01	Rs 6600 - 3% - 13100
16.	WR12	Rs 11380 - 3% - 29260
17.	WR11	Rs 11190 - 3% - 28690
18.	WR10	Rs 10990 - 3% - 25650
19.	WR09	Rs 10800 - 3% - 25230
20.	WR08	Rs 10000 - 3% - 23630

<b>S.No</b>	<b>Pay Code</b>	<b>Pay Scale</b>
21.	WR07	Rs 9640 - 3% - 22000
22.	WR06	Rs 8970 - 3% - 19930
23.	WR05	Rs 8650 - 3% - 18740
24.	WR04	Rs 7650 - 3% - 15300
25.	WR03	Rs 7350 - 3% - 14400
26.	WR02	Rs 6970 - 3% - 13700
27.	WR01	Rs 6600 - 3% - 13100

- 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), Traveling 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](http://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, HSL has undertaken few CSR initiatives like Blood Donation Camps, Free Medical Camps etc. despite of no CSR fund allocated. The details of the CSR activities are published in [HSL website](#)

**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](http://www.hslvizag.in). Apart from these, HR Manual, Purchase Manual, Security Manual, Quality Manual 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)]**

<b>S.No</b>	<b>Name &amp; Designation</b>	<b>Official Address</b>
1.	Shri S Ramesh Varma, Executive Director (C&P) & First Appellate Authority	Hindustan Shipyard Limited, Gandhigram PO, Visakhapatnam Andhra Pradesh – 530 005 Phone No. 09493792617 Email id: <b>edir.cpp@hslvizag.in</b>
2.	Shri KV Surya Rao, General Manager (HR) & Public Information Officer	Hindustan Shipyard Limited, Gandhigram PO, Visakhapatnam Andhra Pradesh – 530 005 Phone No. 09493792200 Email id: <b>gmhr@hslvizag.in</b>
3.	Shri Sunil Gaur, Deputy General Manager (HR) & Assistant Public Information Officer	Hindustan Shipyard Limited, Gandhigram PO, Visakhapatnam Andhra Pradesh – 530 005 Phone No. 09493792100 Email id: <b>dgmhr.trg@hslvizag.in</b>

**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, RTI quarterly returns etc. in HSL website and the same will be updated as and when necessary.