

# INFORMATION MANUAL

(Pursuant to Section 4(1)(b) of the RTI Act, 2005)

## COCHIN SHIPYARD LIMITED

(A Government of India Category-1 Miniratna Company, Ministry of Ports, Shipping and Waterways)

Registered Office: Administrative Building, Cochin Shipyard Premises,  
Perumanoor, Cochin, Ernakulam – 682 015, Kerala, India.

[CIN: L63032KL1972GOI002414]

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**PARTICULARS OF ORGANISATION, FUNCTIONS & DUTIES [Section 4(1)(b)(i)]****Basic Details**

1.	Name of the Company	Cochin Shipyard Limited
2.	Corporate Identity Number (CIN)	L63032KL1972GOI002414
3.	Date of Incorporation	March 29, 1972
4.	Type of Company	Government Company
5.	Administrative Ministry	Ministry of Ports, Shipping and Waterways Government of India
6.	Address of the Registered office & contact details	Administrative Building, Cochin Shipyard Premises, Perumanoor, Cochin, Ernakulam – 682 015, Kerala, India. Ph: +91 484-2501307 Fax: + 91 484-2384001 e-mail: secretary@cochinshipyard.in website: www.cochinshipyard.in
7.	Share Capital	
	Authorised Share Capital 25,00,00,000 Equity shares of Rs. 10 each.	Rs. 2,50,00,00,000
	Paid-up Share Capital 131,540,390 Equity shares of Rs. 10 each.	Rs. 1,31,54,03,900
8.	Shareholding Pattern	Government of India – 72.86% Public – 27.14% To view the detailed shareholding pattern of the company, <b>click here</b> .
9.	Whether listed company	Yes, the equity shares of the Company are presently listed in the following stock exchanges: a. BSE Limited; and b. National Stock Exchange of India Limited.
10.	Principal business activities	Shipbuilding and Ship Repair

## Overview

Cochin Shipyard was conceived of in the year 1969 when a team surveyed various locations in India before selecting Cochin for the launch of the first Greenfield Shipbuilding Yard in the country. The yard facilities in the first phase were completed by 1982. The yard was designed and constructed under technical collaboration with M/s. Mitsubishi Heavy Industries (M.H.I), Japan. Cochin Shipyard Limited (CSL) was incorporated in the year 1972 as a fully owned Government Company. As on date the Government of India holds 72.86% of the equity share capital in the Company.

In the last four decades CSL has emerged as a forerunner in the Indian Shipbuilding & Ship repair Industry and also a well-known player on the global shipbuilding front. CSL can build ships up to 1,10,000 DWT and repair ships upto 1,25,000 DWT. CSL has many a feather on its cap like it has delivered two of India's largest double hull Aframax tankers each of 95,000 DWT, has built various types of vessels including Tankers, Bulk Carriers, Port Crafts, Passenger Vessels etc. CSL has secured shipbuilding orders from internationally renowned companies and has exported 45 ships to various commercial clients outside India such as National Petroleum Construction Company (Abu Dhabi), the Clipper Group (Bahamas), Vroon Offshore (Netherlands) and SIGBA AS (Norway).

CSL commenced the shipbuilding operations in 1975, ship repair in 1978, Marine Engineering Training in 1993 and Offshore upgradation in 1999. Over the years, CSL has successfully responded to fluctuations in the shipbuilding requirements of the markets and have evolved from building bulk carriers to smaller and more technically sophisticated vessels such as Platform Supply Vessel (PSV) and Anchor Handling Tug Supply Vessel (AHTS). CSL has worked with several leading technology firms in the industry including Rolls Royce Marine (Norway), GTT (France), Vard Group (Norway) etc.

CSL is the only yard which has undertaken drydock repairs to India's Aircraft Carriers. CSL has undertaken repairs of all types of vessels including upgradation of ships of oil exploration industry as well as periodical lay-up repairs and life extension of ships of Navy, UTL, Coast Guard, Fisheries and Port Trust besides merchant fleet. CSL has, over the years, developed adequate capabilities to handle complex and sophisticated repair jobs. CSL has established tie-ups with select specialist firms from near-east, far-east, south-east, Europe and USA for technology transfer & material packages for shipbuilding, shiprepair, platforms, rigs & upgradation of yard facilities.

## **Vision, Mission & Objectives**

### **Vision**

- Emerge as an internationally preferred shipyard to construct world class Merchant and Naval ships, offshore vessels and structures.
- Be the market leader in India for ship repairs, including conversions and up-gradation.
- To be admired for our achievements, respected for our ethics and trusted for our service excellence by our valued customers.

### **Mission**

- To build and repair ships and off-shore structures to international standards and provide value added quality engineering services.
- Sustain corporate growth in competitive environment.
- To adopt and undertake practices towards becoming a responsible corporate citizen.

### **Objectives**

- To sustain and enhance shipbuilding and shiprepair activities through technology up-gradation and capacity augmentation.
- To continuously endeavor to expand/diversify activities of the shipyard including setting up new facilities.
- To carry out Research & Development in existing and emerging technologies in shipbuilding processes.
- To move towards international benchmarking, benchmark with the best shipbuilding standards followed in India.
- To motivate employees through improved specific training programs. To adopt best practices for clean and safe environment. Ride the down time with aggressive bidding and secure orders to maximize capacity.
- To ensure positive customer oriented initiatives.
- To build a responsible corporate citizen image through CSR & Sustainability projects and compliance to Corporate Governance principles.

## **Products & Services**

### **Shipbuilding**

Cochin Shipyard with its proven expertise is perfectly positioned to offer a flexible range of products such as

- Tankers
- Product Carriers
- Bulk Carriers
- Passenger Vessels
- High Bollard Pull Tugs
- Air Defence Ship
- Platform Supply Vessel (PSV)
- Anchor Handling Tug Supply Vessel (AHTS) etc.

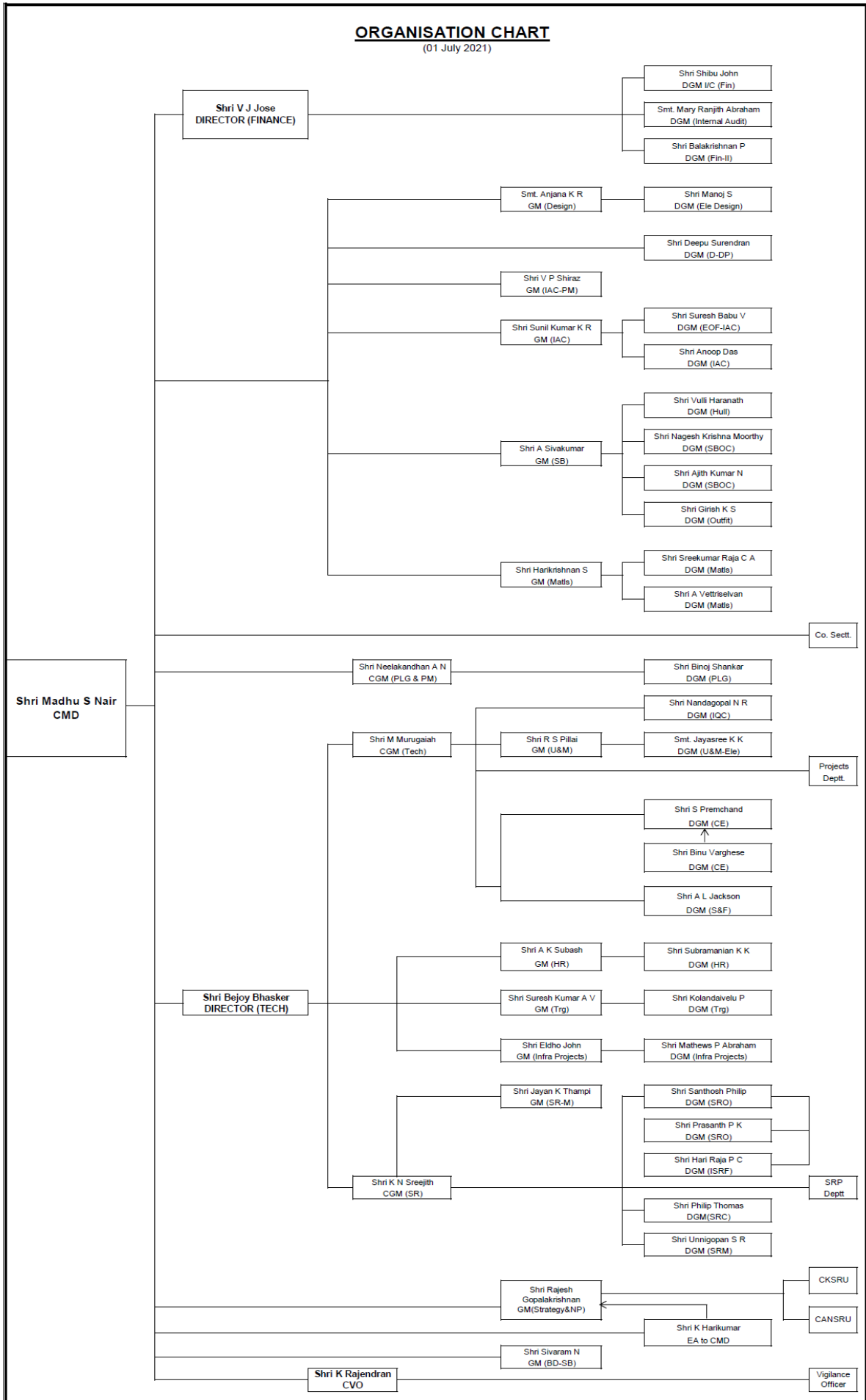
### **Ship Repair**

Repairs of all types of vessels including upgradation of ships of oil exploration industry as well as periodical lay-up repairs and life extension of ships of Navy, UTL, Coast Guard, Fisheries and Port Trust besides merchant fleet.

### **Marine Engineering Training**

CSL's Marine Engineering Training Institute began in 1993 and facilitates the Directorate General of Shipping (DGS), Government of India (GoI) approved GME residential course for mechanical and naval architect engineering graduates.

Every year there will be two batches - one batch commences on 1st of January and the second batch commences on 1st of August. The duration of the course is 12 months, and the course is fully residential.



**Board of Directors**

Whole Time Directors	Part Time Official (Nominee) Director
<p><b>Shri Madhu S Nair</b> Chairman &amp; Managing Director (Head of the Organisation)</p>	<p><b>Shri Sanjay Bandopadhyay</b> Additional Secretary to the Govt. of India, Ministry of Ports, Shipping and Waterways, Government of India</p>
<p><b>Shri Bejoy Bhasker</b> Director (Technical)</p>	<p><b>Shri Jyothilal K R IAS</b> Principal Secretary (Transport) Government of Kerala</p>
<p><b>Shri Jose V J</b> Director (Finance) &amp; Chief Financial Officer</p>	

**Annual Reports**

FY 2019-20

FY 2018-19

FY 2017-18

FY 2016-17

FY 2015-16

## POWERS AND DUTIES OF CSL OFFICERS AND EMPLOYEES [Section 4(1)(b)(ii)]

Cochin Shipyard Limited is a Commercial Organisation under the Ministry of Ports, Shipping and Waterways, Government of India. The powers of the officers and employees 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.

### Senior Management

Name	Designation	Duties
Shri Madhu S Nair	Chairman & Managing Director	Overall management of the affairs of the Company, under the direction of the Board of Directors.
Shri Bejoy Bhasker	Director (Technical)	Overall incharge of Tech and HRD.
Shri Jose V J	Director (Finance) & Chief Financial Officer	Overall in charge of finance and accounts functions of the Company. He is also responsible for formulation of policies relating to finance and accounts and its implementation thereof.
Shri K Rajendran	Chief Vigilance Officer	Overall incharge of Vigilance Department.
Shri Murugaiah M	Chief General Manager (Tech)	Technical Department
Shri Sreejith K N	Chief General Manager (Ship Repair)	Ship Repair Department
Shri Neelakandhan A N	Chief General Manager (Planning & Project Management)	Planning and Project Management Department
Shri Suresh Kumar A V	General Manager (Training)	Training Department
Shri Rajesh Gopalakrishnan	General Manager (Strategy & NP)	Strategy and New Projects Department
Shri Harikrishnan S	General Manager (Materials)	Materials Procurement Department
Shri Eldho John	General Manager (Infra Projects)	Infra Projects Department
Shri Subramaniya Pillai R	General Manager (U&M)	Utilities & Maintenance Department
Shri Sivakumar A	General Manager (Ship Building)	Ship Building Department
Shri Sunil Kumar K R	General Manager (IAC)	IAC Project
Smt. Anjana K R	General Manager (Design)	Design Department



Name	Designation	Duties
Shri Jayan K Thampi	General Manager (Ship repair - Mumbai)	In charge of Ship repair operations at Mumbai
Shri Shiraz V P	General Manager (IAC-PM)	IAC Project Management
Shri Sivaram N	General Manager (BD-SB)	Business Development Department
Shri A K Subash	General Manager (HR)	Human Resource, Industrial Relations and Welfare administration
Shri Shibu John	DGM I/C (Finance)	Finance & Accounts
Shri Syamkamal N	Company Secretary	Corporate Affairs

### **CSL other officers and employees**

Duties are assigned to its officers and employees from time to time by the heads of the concerned department given above under whom the officer or employee is working.

## PROCEDURE FOLLOWED IN DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY [Section 4(1)(b)(iii)]

- ❖ CSL is a company managed by its Board of Directors, constituted under the Companies Act, consisting of Whole-time directors, Government of India nominee, Government of Kerala nominee and Independent Directors. Presently, the posts of independent directors are vacant which is expected to be filled soon.
- ❖ Overall supervision and management of the Company is vested with the Board of Directors of the Company. The Board of Directors is the highest decision making body within the Company.
- ❖ The day-to-day activities of CSL are managed by Chairman and Managing Director within the overall policy framework provided by the Companies Act, Memorandum and Articles of Association and the Board of Directors.
- ❖ Detailed execution of the job is being done under the leadership of the in-charge of the respective departments.
- ❖ The decisions are made on the basis of the approval of the appropriate authority as per CSL's Sub-Delegation of Powers as approved by the Board of Directors. Financial concurrence is obtained in case of proposals having financial implications. Decisions which are beyond the CSL's Sub-Delegation of Powers are placed before the Board of Directors for their approval.
- ❖ As per the provisions of the Companies Act, 2013 certain matters require the approval of the shareholders of the Company. Hence approval of the Shareholders is obtained, wherever required.
- ❖ Further CSL, being a Public Sector Company under the administrative control of the Ministry of Ports, Shipping and Waterways, Government of India, approval of the Ministry of Ports, Shipping and Waterways is also obtained, wherever required.

## **NORMS SET FOR DISCHARGE OF FUNCTIONS [Section 4(1)(b)(iv)]**

Shipbuilding and repair of ships is the principal business activities of CSL. CSL has its Articles of Association and well defined procedure and guidelines in the form of delegation of powers, laid down policies, manuals, compliance of provisions of various statutes, rules and regulations, guidelines of Department of Public Enterprises, guidelines of Chief Vigilance Commission, Companies Act and regulations of SEBI for smooth operations of the Company. Any person who require the services of CSL can access the same by contacting the concerned officers as hosted in CSL's website [www.cochinshipyard.in](http://www.cochinshipyard.in).

CSL's grievance redressal system is headed by a Whole Time Director and the complaints involving issues of integrity, fairness and transparency in dealing with CSL will be addressed and attended to in a time bound manner. Towards this the Company has put in place a grievance portal which can be accessed at <https://cochinshipyard.in/grievance-cell>

Suggestions for improvement in CSL's systems and procedures on issues related to integrity, fairness and transparency may also be put through for upgrading CSL's business practices.

The contact details of Director of Grievances is given below:

### **Shri Jose V J**

Director (Finance) & Chief Financial Officer

Cochin Shipyard Limited

Kochi – 682 015

Tel: 0484-2501222

Fax: 0484- 2365334

Email: [dirfin@cochinshipyard.in](mailto:dirfin@cochinshipyard.in)

## THE RULES, REGULATIONS, INSTRUCTIONS, MANUAL AND RECORDS HELD BY CSL OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGE OF FUNCTIONS [Section 4(1)(b)(v)]

The overall objectives and framework of rules and regulations of the Company are laid down in the Memorandum and Articles of Association of the Company. Corporate policy decision of running the businesses of CSL is being taken, depending upon the changing scenario of the business by the Board of Directors. The day to day activities to be carried out are being decided by the respective departments and are being executed in conformity with the corporate decision taken by CSL in the meeting of its Board of Directors. Each Department of the Company, while discharging its functions, is guided by manuals, policy and guidelines, which are periodically reviewed and updated. The conduct of the employees is regulated by the CSL Conduct, Discipline & Appeal Rules and Standing Orders. In addition, the Company follows the directives and guidelines issued by the Government of India on various matters. The operations of the Company are also guided by the Memorandum of Understanding entered into with the Government of India.

Given below is a list of major Acts, rules, regulations, instructions, manuals and records used by CSL for discharging its functions:

- ❖ Memorandum of Association and Articles of Association;
- ❖ Companies Act, 2013 and the Rules made there under;
- ❖ SEBI Regulations;
- ❖ DPE Guidelines;
- ❖ Accounts Manual;
- ❖ Materials Manual;
- ❖ Sub-Delegation of Powers;
- ❖ CSL Conduct, Discipline & Appeal Rules and Standing Orders.

Further, the following major policies have been adopted by the Board of Directors of CSL and are hosted in CSL's website [www.cochinshipyard.in](http://www.cochinshipyard.in):

- ❖ Dividend Distribution Policy;
- ❖ Material Subsidiary Policy;
- ❖ Risk Management Policy;
- ❖ Board Diversity Policy;
- ❖ Cochin Shipyard Vigil Mechanism and Whistle Blower Policy;
- ❖ Code of Conduct;
- ❖ Insider Trading Policy;
- ❖ Materiality for Disclosure of Events to Stock Exchange;
- ❖ Related Party Transactions Policy & Procedures;
- ❖ Policy on Identification of Group Companies, Material Creditors & Material Litigations;
- ❖ Nomination and Remuneration Policy; and
- ❖ Preservation of Documents and Archival Policy.

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

The Company maintains various statutory documents, registers, books, licenses, certificates, Accounts Manual, Materials Manual, HSE Policy, Memorandum of Understanding with the Government of India and various other Agencies/Companies, Annual Reports, Periodic Returns filed with various statutory authorities, Agreements etc., as required under various statutes, rules and regulations. Documents are available either in paper and/or in electronic format and are maintained under the control of the respective heads of the department. The documents held by CSL are maintained and preserved as per the CSL's 'Preservation of Documents and Archival Policy'. To view the said policy, please click [here](#).

Broad categories and important documents held by the Company under its control are listed below:

### **Documents pertaining to Incorporation:**

- ❖ Certificate of Incorporation and Memorandum of Association and Articles of Association.

### **Documents pertaining to Finance & Accounts:**

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

### **Documents pertaining to 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 CSL etc.

### **Documents pertaining to HR Function:**

- ❖ CSL Conduct, Discipline & Appeal Rules and Standing Orders, Documents relating to the employees, Documents, forms and returns maintained and filed under various labour legislations, etc.

### **Technical Documents:**

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

### **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 CSL'S POLICY OR IMPLEMENTATION THEREOF [Section 4(1)(b)(vii)]**

CSL being a commercial organization engaged in building and repair of ships and the policies formulated by it relate to its internal management, there is no arrangement exists for consultation with the members of the Public prior to formulation of its internal policies. However, internal policies of the Company are formulated in compliance with the applicable provisions of the statutes, rules and regulations etc.

If the members of the public, who are dealing with the Company in its business transaction have any grievances/suggestions, they can approach through e-mail or through the concerned officers as hosted in CSL's website [www.cochinshipyard.in](http://www.cochinshipyard.in).

**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 Board of Directors of the Company is constituted as per the provisions of the Companies Act, 2013 and SEBI Regulations and consists of Whole Time Directors, Government of India Nominees, Government of Kerala Nominees and Independent Directors (which also include Woman Director). Presently, the posts of independent directors are vacant which is expected to be filled soon. The Board has constituted various committees with specific powers and distinct roles and responsibilities to focus on respective areas. The details of the Board of Directors and the composition of various committees can be accessed on CSL's website **[www.cochinshipyard.in](http://www.cochinshipyard.in)**.

The meetings of the Board of Directors and Committees of the Board are not open to the public. Similarly, the Minutes of such meetings are also not accessible for public. While decision taken or minutes of the meeting of the Board of Directors and Committees of the Board are not accessible to the public, important decisions regarding the company and/or its management are being communicated to the statutory authorities as required under the law from time to time.

**DIRECTORY OF CSL'S OFFICERS AND EMPLOYEES [Section 4(1)(b)(ix)]**

The details of the Whole time Directors and the senior officials of the Company are given below:

Name	Designation	Extn.	Direct No. (Off)	E-mail
Shri Madhu S Nair	Chairman & Managing Director	1201	2501201	cmd@cochinshipyard.in
Shri Bejoy Bhasker	Director (Technical)	1364	2501364	dirtech@cochinshipyard.in
Shri Jose V J	Director (Finance) & Chief Financial Officer	1222	2501222	dirfin@cochinshipyard.in
Shri K Rajendran	Chief Vigilance Officer	1908	2501908	cvo@cochinshipyard.in
Shri Murugaiah M	CGM (Tech)	1877	2501877	murugaiah.m@cochinshipyard.in
Shri Sreejith K N	CGM (Ship Repair)	1261	2501261	sreejith.kn@cochinshipyard.in
Shri Neelakandhan A N	CGM (Planning & Project Management)	1429	2501429	neelakandhan@cochinshipyard.in
Shri Suresh Kumar A V	GM (Training)	1386	2501386	sureshkumar.av@cochinshipyard.in
Shri Rajesh Gopalakrishnan	GM (Strategy & NP)	1900	2501900	rajesh.g@cochinshipyard.in
Shri Harikrishnan S	GM (Materials)	1360	2501360	harikrishnan.s@cochinshipyard.in
Shri Eldho John	GM (Infra Projects)	1913	2501913	eldho.john@cochinshipyard.in
Shri Subramaniya Pillai R	GM (U&M)	1267	2501267	rspillai@cochinshipyard.in
Shri Sivakumar A	GM (Ship Building)	1323	2501323	sivakumar.a@cochinshipyard.in
Shri Sunil Kumar K R	GM (IAC)	1340	2501340	sunilkumar.kr@cochinshipyard.in
Smt. Anjana K R	GM (Design)	1440	2501440	anjana.kr@cochinshipyard.in
Shri Jayan K Thampi	GM (Ship Repair - Mumbai)			jayan.kt@cochinshipyard.in
Shri Shiraz V P	GM (IAC- PM)	1291	2501737	shiraz.vp@cochinshipyard.in



Name	Designation	Extn.	Direct No. (Off)	E-mail
Shri A K Subash	GM (HR)	1230	2501230	subash.ak@cochinshipyard.in
Shri Sivaram N	DGM (BD-SB)	1884	2501884	sivaram.n@cochinshipyard.in
Shri Sreekumar Raja C A	DGM (Materials)	1340	2501340	sreekumar.raja@cochinshipyard.in
Shri Premchand S	DGM (Civil)	1737	2501737	premchand.s@cochinshipyard.in
Shri Deepu Surendran	DGM (DP)	1336	2501336	deepu.surendran@cochinshipyard.in
Shri Santhosh Philip	DGM (SRO)	1476	2501476	santhosh.p@cochinshipyard.in
Smt. Mary Ranjit Abraham	DGM (Internal Audit)	1296	2501296	mary.ra@cochinshipyard.in
Shri Harikumar K	EA to CMD	1902	2501902	harikumar.k@cochinshipyard.in
Shri Philip Thomas	DGM (SRC)	1694	2501694	philip.thomas@cochinshipyard.in
Shri Nandagopal N R	DGM (IQC)	1357	2501357	nandagopal.nr@cochinshipyard.in
Shri Unnigopan S R	DGM (SRM)	1746	2501746	unnigopan.sr@cochinshipyard.in
Shri Manoj S	DGM (Ele. Design)	1695	2501695	manoj.s@cochinshipyard.in
Shri Suresh Babu V	DGM(EOF-IAC)	1750	2501750	sureshbabu.v@cochinshipyard.in
Shri Vulli Haranath	DGM (Hull)	1574	2501574	vulli.haranath@cochinshipyard.in
Shri Vettriselvan A	DGM (Materials)	1557	2501557	vettri.a@cochinshipyard.in
Shri Jackson A L	DGM (Safety)	1430	2501430	cso@cochinshipyard.in
Shri Shibu John	DGM I/C (Finance)	1308	2501308	shibu.john@cochinshipyard.in
Shri Mathews P Abraham	DGM (Infra Projects)	1825	2501825	mathews.pa@cochinshipyard.in
Shri Nagesh Krishna Moorthy	DGM (SBOC)	1827	2501827	nagesh.krishnamoorthy@cochinshipyard.in
Shri Prasanth P K	DGM (MR, QC & DC)	1467	2501467	prasanth.pk@cochinshipyard.in
Shri Anoop Das	DGM (IAC)	1288	2501288	anoop.das@cochinshipyard.in
Shri Girish K S	DGM (Outfit)	1210	2501210	girish.ks@cochinshipyard.in

Name	Designation	Extn.	Direct No. (Off)	E-mail
Shri Binoj Shankar	DGM (Proj. Mgmt.)	1318	2501318	binoj.shankar@cochinshipyard.in
Shri Hari Raja P C	DGM (ISRF-SRO)	1647	2501647	hari.raja@cochinshipyard.in
Shri Binu Varghese	DGM (Civil)	1402	2501402	binu.varghese@cochinshipyard.in
Shri Balakrishnan P	DGM (Finance-II)			balakrishnan.p@cochinshipyard.in
Shri Kolandaivelu P	DGM (Training)	1492	2501492	kolandaivelu.p@cochinshipyard.in
Shri Ajith Kumar N	DGM (SBOC)	1907	2501907	ajithkumar.n@cochinshipyard.in
Smt. Jayasree K K	DGM (U&M-ELE)	1515	2501515	jayasree.kk@cochinshipyard.in
Shri Subramanian K K	DGM (HR)	1819	2501819	subramanian.kk@cochinshipyard.in
Shri Syamkamal N	Company Secretary	1306	2501306	secretary@cochinshipyard.in

## THE MONTHLY REMUNERATION RECEIVED BY EACH OF CSL'S OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS [Section 4(1)(b)(x)]

The remuneration of the Officers of the Company is governed by the guidelines of the Department of Public Enterprises, Government of India. The pay scales of officers are of Industrial DA pattern.

### BOARD LEVEL EXECUTIVES

Designation	Pay Scale (in Rs.)
Chairman & Managing Director	1,80,000 – 3,20,000
Director	1,60,000 – 2,90,000

### BELOW BOARD LEVEL EXECUTIVES

Grade	Designation	Pay Scale (in Rs.)
E-1	Assistant Manager	40,000 – 1,40,000
E-2	Deputy Manager	50,000 – 1 60 000
E-3	Manager	60,000 – 1,80,000
E-4	Senior Manager	70,000 – 2,00,000
E-5	Assistant General Manager	80 000 – 2,20,000
E-6	Deputy General Manager	90,000 – 2,40,000
E-7	General Manager	1,00,000 – 2,60,000
E-8	Chief General Manager	1,20,000 – 2,80,000

### NON-UNIONISED SUPERVISORS

Grade	Pay Scale (in Rs.)
PS-1	28,000 – 1,10,000
PS-2	30,000 – 1,20,000
PS-3	40,000 – 1,40,000
PS-4	45,000 – 1,50,000

The remunerations of workmen are fixed through negotiations with Workmen's Union subject to the overall guidelines of Department of Public Enterprises, Government of India.

**WORKMEN**

Grade	Pay Scale (in Rs.)
W1	16,700 – 54,840
W2	18,200 – 59,790
W3	19,000 – 62,400
W4	19,500 – 63,970
W5	21,300 – 69,840
W6	22,500 – 73,750
W7	23,500 – 77,000
W8	24,000 – 78,650
W9	24,800 – 81,290
W10	25,800 – 84,580
W11	27,600 – 90,390
W12	27,900 – 96,960
W13	27,900 – 1,05,130

**Note:** In addition to the above, Dearness Allowance, House Rent Allowance, other perks and allowances under Cafeteria approach, Performance Related Payment, Provident Fund, Gratuity, Superannuation Benefits, etc. are provided as per the Company's rules framed within the framework of Government guidelines.

THE BUDGET ALLOCATED TO EACH OF CSL'S AGENCY, INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENTS MADE [Section 4(1)(b)(xi)]

COCHIN SHIPYARD LIMITED – BUDGET ALLOCATION AND EXPENDITURE					
	(Rs in Crore)				
	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Allocation</b>
Plan Expenditure	118.12	157.10	508.94	494.87	365.00
Non Plan Expenditure	0.00	0.00	0.00	0.00	0.00
<b>Total</b>	<b>118.12</b>	<b>157.10</b>	<b>508.94</b>	<b>494.87</b>	<b>365.00</b>

**THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES [Section 4(1)(b)(xii)]**

Cochin Shipyard Limited does not have any subsidy schemes / programmes for the public. However, Cochin Shipyard Limited undertakes Corporate Social Responsibility (CSR) activities and the details of the same are available in the Annual Reports of the Company hosted in CSL's website [www.cochinshipyard.in](http://www.cochinshipyard.in).

**PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORISATIONS GRANTED BY CSL [Section 4(1)(b)(xiii)]**

Since no subsidy is given to the general public in carrying out its business activities as stated above, there is no recipient of concessions, permits or authorizations. However, the details of CSR activities undertaken by CSL is available in the Annual Reports of the Company hosted in CSL's website **[www.cochinshipyard.in](http://www.cochinshipyard.in)**.

**DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY CSL,  
REDUCED IN AN ELECTRONIC FORM [Section 4(1)(b)(xiv)]**

The information relating to the Company Profile, 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 CSL's website **[www.cochinshipyard.in](http://www.cochinshipyard.in)**.



**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)]**

The information related to the Company can be accessed at CSL's website **[www.cochinshipyard.in](http://www.cochinshipyard.in)**. If the required information is not available on the website, any citizen of India may make an application in writing or through electronic means along with the application fees as prescribed under the Right to Information (RTI) Act, 2005 to the Public Information Officer for obtaining the required information. The information shall be provided in compliance with the provisions of the RTI Act, 2005.

CSL do not maintain any library or reading room for public use.

**THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS [Section 4(1)(b)(xv)]**

**Public Information Officers and Appellate Authority under the RTI Act, 2005**

Name	Designation	Address & Contact Details
<b>Public Information Officer</b>		
Shri Syamkamal N (w.e.f April 01, 2021)	Company Secretary	Cochin Shipyard Limited, Administrative Building, Cochin Shipyard Premises, Perumanoor, Cochin, Ernakulam – 682 015, Kerala, India. Ph: +91 484 2501306 e-mail: secretary@cochinshipyard.in
Shri Ramesh K J (February 01, 2020 – March 31, 2021)	Chief General Manager (HR & TRG) (upto March 31, 2021)	Cochin Shipyard Limited, Administrative Building, Cochin Shipyard Premises, Perumanoor, Cochin, Ernakulam – 682 015, Kerala, India. Ph: +91 484 2501206 e-mail: ramesh.kj@cochinshipyard.com
Smt. Kala V (upto January 31, 2020)	Company Secretary & General Manager (Finance) (upto January 31, 2020)	Cochin Shipyard Limited, Administrative Building, Cochin Shipyard Premises, Perumanoor, Cochin, Ernakulam – 682 015, Kerala, India. Ph: +91 484 2501306 e-mail: kala.v@cochinshipyard.com
<b>Assistant Public Information Officer</b>		
Shri Aswin Sarma M	Assistant Company Secretary	Cochin Shipyard Limited, Administrative Building, Cochin Shipyard Premises, Perumanoor, Cochin, Ernakulam – 682 015, Kerala, India. Ph: +91 484 2501926 e-mail: aswinsarma.m@cochinshipyard.in
<b>Appellate Authority</b>		
Shri Bejoy Bhasker (w.e.f May 01, 2021)	Director (Technical)	Cochin Shipyard Limited, Administrative Building, Cochin Shipyard Premises, Perumanoor, Cochin, Ernakulam – 682 015, Kerala, India. Ph: +91 484 2501364 e-mail: dirtech@cochinshipyard.in

Name	Designation	Address & Contact Details
Shri Sureshbabu N V (upto April 30, 2021)	Director (Operations) (upto April 30, 2021)	Cochin Shipyard Limited, Administrative Building, Cochin Shipyard Premises, Perumanoor, Cochin, Ernakulam – 682 015, Kerala, India. Ph: +91 484 2501254 e-mail: diropa@cochinshipyard.com

## OTHER USEFUL INFORMATION

- ❖ Parliament Questions and Replies pertaining to CSL
  - a. Lok Sabha
  - b. Rajya Sabha
- ❖ Apply RTI Online
- ❖ Central Information Commission