



GARDEN REACH SHIPBUILDERS & ENGINEERS LIMITED

Regd. & Corp Office: GRSE Bhavan, 61, Garden Reach Road, Kolkata – 700024

Tel: (033) 2469-8545; **Fax:** (033) 2469-8150

1.1 Particulars of Organization, functions and duties [Section 4(1) (b) (i)]

Name and address of the organization, genesis, inception, formation of the department

Name & Address of the Organization (Registered & Corporate Office):

GARDEN REACH SHIPBUILDERS & ENGINEERS LIMITED

GRSE Bhavan, 61, Garden Reach Road, Kolkata-700 024, West Bengal, India

CIN : L35111WB1934GOI007891

Website : www.grse.in

i) Head of the Organization:

Commodore P. R Hari, IN (Retd.)

Chairman & Managing Director GRSE Ltd.

ii) Vision, Mission, Values and key objectives:

<https://www.grse.in/vision-mission-values-and-corporate-objective/>

iii) Functions & Duties of the Organization: GRSE is engaged in Design, Manufacture of Warships mainly for use by the Indian Navy & Indian Coast Guard and also for other customers. The shipbuilding product profile ranges from Frigates, Missile and Anti-Submarine Corvettes, Fleet Tanker, Landing Ship Tank (Large), Landing Craft Utilities, Survey Vessels, Offshore Patrol Vessels, Inshore Patrol Vessels, Fast Attack crafts, Fast Patrol Vessels, Hovercrafts, Fast Interceptor Boats, ASW shallow water Crafts, Patrol Boats & ferry Crafts.

Apart from shipbuilding & ship repair, GRSE has diversified into Engineering Business with a product profile of pre-fabricated Steel Bridges, various Deck Machinery Items such as Anchor Capstans, Boat Davits, Pumps, etc. and further, the Marine Diesel Engine Plant at Ranchi, which forms the Engine Division of GRSE, undertakes assembly, testing, servicing & repair of



GARDEN REACH SHIPBUILDERS & ENGINEERS LIMITED

Regd. & Corp Office: GRSE Bhavan, 61, Garden Reach Road, Kolkata – 700024

Tel: (033) 2469-8545; Fax: (033) 2469-8150

various models of DieselEngines used for marine propulsion / power generation, under licence from MTU, Germany. GRSE has signed license agreement with M/s MTU Friedrichshafen GmbH, Germany to facilitate assembly of 12/16V 4000M90 Series engines from Semi-Knocked Down condition to completely built-up Unit. In addition, GRSE has also signed Frame Licence Agreement (FLA) & Individual Licence Agreement (ILA) with M/s Rolls- Royce solutions GmbH, Germany for localization of parts of 16V4000M73L engine for NGFAC project and potential future project of Indian navy and & Indian Coast Guard.

Though the core competency of GRSE has been shipbuilding, Bailey Bridge Unit of the shipyard is engaged in designing, developing and installing Bailey Bridges to far flung areas & terrain in India and abroad. The total no. of Portable Steel bridges delivered by BB unit/GRSE till 28.02.2026 is around 5850 to Indian Army, BRO, Central and State PWDs and also to friendly neighborhood countries like Bhutan, Nepal, Sri Lanka and Myanmar.

iv) **Organizational chart** - <https://www.grse.in/organizational-structure/>

v) **Any other details- the genesis, inception, formation of the department and the HoDs from time to time as well as the committee/ commissions constituted from time to time have been dealt-**

a) **Origin/ genesis/inception of the Company:**

The company came into being in 1884 as a small factory on the Eastern Bank of the river Hooghly. In 1926, the amalgamation of workshop of River Steam Navigation Company (RSNC) and British India Steam Navigation Company (BISN) was finally effected and managed as a partnership concern. Garden Reach Workshop was incorporated as a Company under the Indian Companies Act of 1913 with effect from 26 February 1934. The company was taken over by the Government of India on 01 April 1960.

b) **The Administrative Ministry for GRSE:**

Ministry of Defence, Department of Defence Production, Government of India, New Delhi. GRSE has six Production Units, one Technical Training Center and four Regional Offices- at Delhi, Mumbai, Chennai and Visakhapatnam. The contact details are given below:



GARDEN REACH SHIPBUILDERS & ENGINEERS LIMITED

Regd. & Corp Office: GRSE Bhavan, 61, Garden Reach Road, Kolkata – 700024

Tel: (033) 2469-8545; Fax: (033) 2469-8150

UNIT	ADDRESS	CONTACT NUMBERS
GRSE BHAVAN (Regd. & Corporate Office)	61, Garden Reach Road, Kolkata-700024(West Bengal)	(033) 2469-8101, 22021360, 24893619 2469-1210 (Fax)
GRSE-MAIN UNIT	43/46, Garden Reach Road, Kolkata-700024(West Bengal)	(033) 2469-8124
GRSE-FOJ UNIT	P-70, Karl Marx Sarani, Kolkata-700043(West Bengal)	(033)- 24697928 2439 2260/61
GRSE-61-PARK UNIT	61, Garden Reach Road, Kolkata-700024(West Bengal)	(033) 24694303
GRSE - RAJA BAGAN DOCKYARD (RBD) UNIT	44, Garden Reach Road, Kolkata-700044(West Bengal)	(033) 2469-4512
GRSE-TARATALA UNIT	P-2/2, Taratala Road, Kolkata-700088(West Bengal)	(033) 24698138/8019/6943
GRSE-TECHNICAL TRAINING CENTRE,TARATALA	P-2/2, Taratala Road, Kolkata-700088(West Bengal)	(033) 24698138/ 8019/6943/ 7603064718



GARDEN REACH SHIPBUILDERS & ENGINEERS LIMITED

Regd. & Corp Office: GRSE Bhavan, 61, Garden Reach Road, Kolkata – 700024

Tel: (033) 2469-8545; Fax: (033) 2469-8150

GRSE-DEP. RANCHI	Plant Plaza Road , Dhurwa Ranchi, 834004(Jharkhand)	Tel: 0651-2401238
GRSE-DELHI OFFICE	Shipyards House a1/314, Safdarjung Enclave, New Delhi-110029	TEL: (011)-2617-1223 / 09818229836
GRSE-MUMBAI OFFICE	C/O. Mazagon Dock Shipbuilders Limited, Dockyard Road, Mumbai- 400010	TELE : (022)-2372 5184 / (022)- 2376-3108 TELEFAX: (022)-2372 5184
GRSE-VISAKHAPATNAM OFFICE	C/O. Naval Dock Yard, Naval Base, Visakhapatnam- 530014.	Contact Officer: Mr. Tatababu Botsa, Dy. General Manager, GRSE, RO Vizag/ Mobile No: 9901159305/ 7596014121, Email id: botsa.tatababu@grse.in
GRSE –PMT- CHENNAI	GRSE-PMT, C/O- L&T Shipbuilding, Kattupalli, Ponneri Taluk, Tiruvallur District. Tamil Nadu – 600120	Contact Officer: Mr. P. Kishore Kumar, DGM PMT- Chennai (PP&C), GRSE, Mobile No: 9384691053 / 7605055740 Email id: Kpkishore78@yahoo.co.in



GARDEN REACH SHIPBUILDERS & ENGINEERS LIMITED

Regd. & Corp Office: GRSE Bhavan, 61, Garden Reach Road, Kolkata – 700024

Tel: (033) 2469-8545; Fax: (033) 2469-8150

c) **Formation of department and the HoDs** : <https://grse.in/contact-us/>

1.2 Power and duties of its officers and employees [Section 4(1) (b) (ii)]

Garden Reach Shipbuilders & Engineers Ltd. (GRSE) is a Public Sector Undertaking under the Department of Defence Production, Ministry of Defence, Govt. of India. The powers of Company Officials are well defined at all levels in the organization.

Job Description: <https://grse.in/rfi/file/Job%20Description.pdf>

Transfer Order, Re-allocation duties and responsibility- <https://grse.in/rfi/file/Transfer%20Order,%20Re-allocation%20duties%20and%20responsibility.pdf>

Senior Management (As on 31.03.2026)

Name	Designation	Duties
Commodore P. R Hari, IN (Retd.)	Chairman & Managing Director	Overall management of the affairs of the Company, under the direction of the Board of Directors.
Cdr. Shantanu Bose, IN (Retd.)	Director (Shipbuilding)	Overall In-charge of the Shipbuilding Division and its Subordinate Unit & Department.
Captain (IN) P Sunilkumar, IN (Retd.)	Director (Corporate Planning & Personnel) Transparency Officer Chief Information Security Officer	Overall In-charge of HR&A, CP, VD & IND, TS & YEM, Security, Fir, OL, Safety and RO Delhi.



GARDEN REACH SHIPBUILDERS & ENGINEERS LIMITED

Regd. & Corp Office: GRSE Bhavan, 61, Garden Reach Road, Kolkata – 700024

Tel: (033) 2469-8545; Fax: (033) 2469-8150

Shri Niranjana Bhalerao	Director (Finance) & Chief Finance Officer	Overall In charge of finance and accounts function of the Company He is also responsible for formulation of policies relating to finance and accounts and its implementation thereof.
Shri Abhishek Ranjan IOFS	Chief Vigilance Officer	In-charge of Vigilance Department.
Shri M. Venkatesh Murthy	Executive Director (Commercial Shipbuilding & Supply Chain Management)	To Provide strategic leadership for for GRSE's commercial Ship Building portfolio and supply chain management, ensuring profitable growth, timely project execution in conjunction with efficient material management. Whilst Achieving compliance to global standards and meeting customer expectations.
Commodore Rajat Manchanda, IN (Retd.)	Executive Director (TS & YEM)	To provide strategic guidance and leadership support, technical guidance and execution oversight for GRSE's infrastructure development, equipment maintenance, information technology services, yard



GARDEN REACH SHIPBUILDERS & ENGINEERS LIMITED

Regd. & Corp Office: GRSE Bhavan, 61, Garden Reach Road, Kolkata – 700024

Tel: (033) 2469-8545; Fax: (033) 2469-8150

		modernization and capacity development to meet present & future business requirements.
Cmde Indrajit Dasgupta, IN (Retd.)	Executive Director (Ship Repair and Taratala Unit)	HOD Ship Repair & Deck Machinery Unit & PS (NSG-30)
Cmde Rajiv Sreedharan, IN (Retd.)	Chief General Manager (Design & PS –NWD)	In Charge (Design & PS-NWD)
Cmde Vikas Kaushal, IN (Retd.)	Chief General Manager (PMT-P17A, NGC, ASWSWC & SVL)	Project superitendent of P17A NGC, ASWSWC & SVL
Commodore Nitin Nangia, VSM (Retd)	Chief General Manager (PS-SP & NT)	Project Superintendent -Special Project & New Technology
Commodore Ramesh Menon M S , VSM (Retd)	Chief General Manager (BB & DEP)	In Charge of Bailey Bridge & DEP
Commander Bhubaneshwar Mishra, IN (Retd.)	Chief General Manager (Tech & Projects) Chief Risk Officer	In-charge of (Tech & Projects)
Cmde. Vinith Aerat, IN (Retd.)	Chief General Manager (B & TD , CC, NPD)	In Charge of B & TD , CC, NPD
Smt. Aparajita Ghosh	Chief General Manager (Finance)	In- charge of Finance and Accounts Department
Cdr Manoj Kumar Gupta, IN (Retd.)	Chief General Manager (Contracts, HP & IP and Yard Asset Management)	In- charge of Contract Cell, HP & IP, Department
Shri Gulshan Ratan	General Manager (CP, VD & Indigenization) ,Chief	In- charge of (CP, VD &



GARDEN REACH SHIPBUILDERS & ENGINEERS LIMITED

Regd. & Corp Office: GRSE Bhavan, 61, Garden Reach Road, Kolkata – 700024

Tel: (033) 2469-8545; Fax: (033) 2469-8150

	Indigenization Officer and Chief Liaison Officer, GRSE EDCL	Indigenization), CLO GRSE, EDCL.
Shri Sandeep Mahapatra	General Manager (Company Secretary) and compliance officer	In- charge to the office of Company Secretary
Shri Rajeev Shrivastava	General Manager (HR& A)	Human Resource, Industrial relation and welfare administration.
Shri Goutam Karmakar	General Manager (RBD)	In- charge of Raja Baga Bagan Dockyard.
Cdr. Satish Chandra Jha, IN (Retd.)	General Manager (FOJ)	In- charge of FOJ Unit
Shri Prashanta Kumar Mondal	General Manager (QA)	In Charge of QA department.
Shri Kingshuk Mistry	General Manager (PS- NGOPV & Dredger)	Project superintendent NGOPV & Dredger
Cdr. Aravind Shankar , IN (Retd.)	General Manager (CSB)	HOD of CSB
Cdr. Harish Kumar, IN (Retd.)	General Manager (RO- Delhi)	In Charge Ro –Delhi.
Shri Manas Kumar Pandey	General Manager (Main Warks)	In Charge of Main works
Shri Sujoy Chakravorty	Chief General Manager (Commercial)	In- charge of Commercial Department
Col. Sanjay Anand (Retd.)	General Manager (Security, Fire Fighting & OL)	In Charge of Security Department, Fire Fighting Department and



GARDEN REACH SHIPBUILDERS & ENGINEERS LIMITED

Regd. & Corp Office: GRSE Bhavan, 61, Garden Reach Road, Kolkata – 700024

Tel: (033) 2469-8545; Fax: (033) 2469-8150

		Official Language.
--	--	--------------------

Duties are assigned to its Officers, Supervisors, Office Assistants and Operatives from time to time which are in line with the objectives specified in the Memorandum of Association of the Company. The powers and duties of employees of the Company are derived from the job descriptions, manuals, terms & conditions of appointments and delegation of powers enunciated by the Company. While discharging the duties and responsibilities, employees are complying with the provisions of the Companies Act 2013 & other applicable statutes, rules and regulations.

Delegation of Powers:

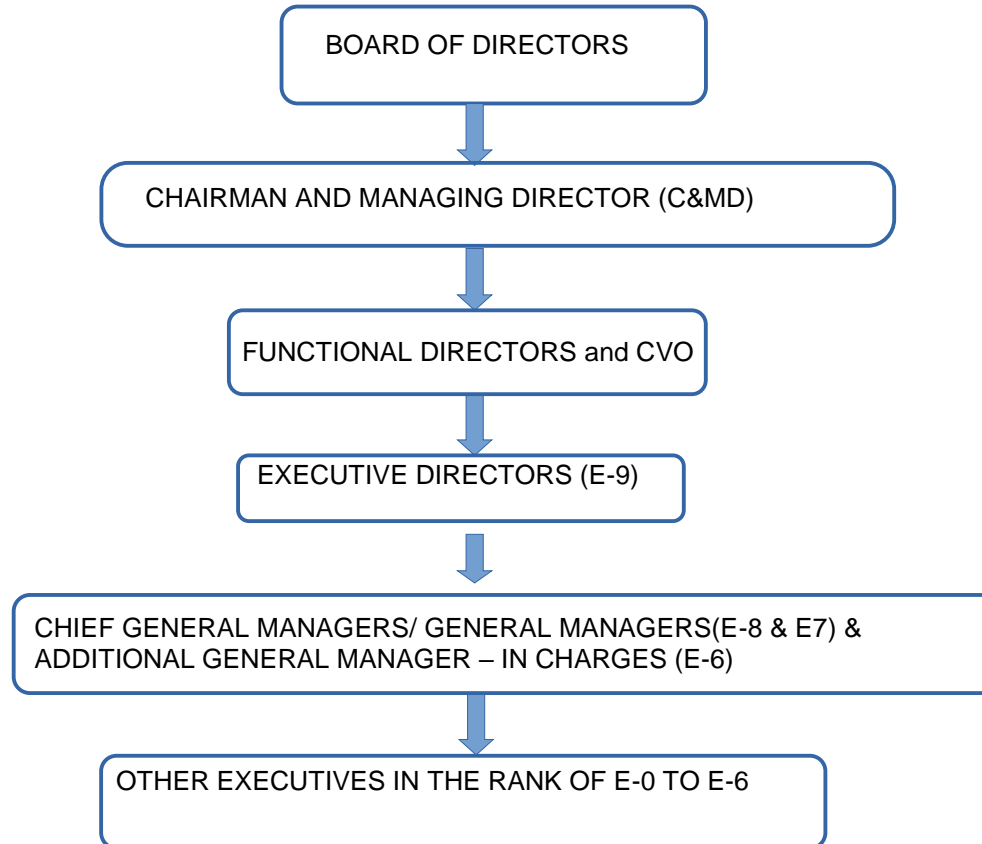
The Ministry of Defence, Government of India has delegated the powers to the Board of Directors and Chairman & Managing Director of the Company. Further, Chairman & Managing Director has sub delegated some powers vested to him to the Functional Directors and other below Board level Executives to empower them to discharge their duties & functions commensurate with the responsibilities. These powers are revised from time to time depending upon Organizational requirements and also as per Guidelines of the Department of Public Enterprises (DPE) & Administrative Ministry i.e. Department of Defence Production, Ministry of Defence. The Copy of Delegation of Powers is available with respective Sections/ Departments which are referred to for performing day-to-day work associated with their respective sections.

1.3 Procedure followed in decision making process [Section 4(1) (b) (iii)]

Presently, GRSE is having 05 Production Units in Kolkata, West Bengal in operation and 01 in Ranchi, Jharkhand. In addition, there is one Technical Training Centre. The Registered and Corporate Office is located adjacent to premises of 61 Park Unit.

The Procedures followed in the decision-making process, including channels of supervision and accountability is as under:

GARDEN REACH SHIPBUILDERS & ENGINEERS LIMITED
Regd. & Corp Office: GRSE Bhavan, 61, Garden Reach Road, Kolkata – 700024
Tel: (033) 2469-8545; Fax: (033) 2469-8150





GARDEN REACH SHIPBUILDERS & ENGINEERS LIMITED

Regd. & Corp Office: GRSE Bhavan, 61, Garden Reach Road, Kolkata – 700024

Tel: (033) 2469-8545; **Fax:** (033) 2469-8150

Overall Management of the Company rests with the Board of Directors, the highest decision-making body within the Company.

The Board of Directors is accountable to the shareholders of the Company. GRSE being a Public Sector Enterprise, the Board of Directors of the Company is also accountable to the Government of India. The primary role of the Board is that of trusteeship to protect and enhance shareholders' value. The Board oversees the Company's strategic direction, reviews corporate performance, authorizes & monitors strategic decisions, ensures regulatory compliance and safeguards interests of shareholders. The Board ensures that the Company is managed in a manner that fulfills stake holders' aspirations and societal expectations. The day-to-day management of the Company is entrusted with the Chairman & Managing Director (CMD), who is supported by Functional Directors, Chief General Managers, General Managers, and other Officers and employees of the Company.

The Board of Directors have also set up following Committees with specific functions and powers: -

- i) Audit Committee
- ii) HR, Nomination and Remuneration Committee
- iii) CSR & Sustainability Committee
- iv) Project Review Sub-Committee
- v) Procurement Committee
- vi) Business Strategy & Capacity Augmentation Committee
- vii) MOU Committee
- viii) Legal Committee
- ix) Stakeholders Relationship Committee
- x) Risk Management Committee

For effective discharge of its functions, the Board of Directors have delegated substantial powers to the CMD and some of which have been sub delegated to Functional Directors, Executive Directors, Chief General Managers, General Managers and other Officers subject to such conditions which are consistent with the need of prompt, effective and efficient discharge of responsibilities

GARDEN REACH SHIPBUILDERS & ENGINEERS LIMITED

Regd. & Corp Office: GRSE Bhavan, 61, Garden Reach Road, Kolkata – 700024

Tel: (033) 2469-8545; **Fax:** (033) 2469-8150

entrusted to such a Director / Officer. CMD is accountable to the Board of Directors. Functional Directors, Chief General Managers, General Managers and other Officers are accountable to the authority as per the reporting channel.

Time limit for taking decision, if any:

Safety department organize safety committee meeting at least once in every quarter vide Rule 63C of W.B. Factories Rules'1958.

TIME LIMIT FOR TAKING DECISION WITH REGARD TO DETAILS OF STATUTORY RETURNS / ACTIVITIES			
Sl No	Name of the return/activities	Nature	Time limit and Due date
I	OCCUPATIONAL SAFETY, HEALTH AND WORKING CONDITION (OSH) CODE, 2020 The West Bengal Factories Rules, 1958 is still in force		
a	FORM-18 Notice of Accident [Minor]	As & when Required	Within 72 Hrs.
b	FORM-18 Notice of serious / Fatal Accidents	As & when Required	As soon as possible
c	Submission of Supplementary Report	the worker does not resume job within 20 days of accident	As soon as possible
d	FORM-3A Notice of Change of Manager	As & when Required	Within 7 days of the new manager taking charge
e	FORM-22 Annual Return	Annually	By 31st Jan of the following Year
f	FORM-23 Half Yearly Return	Half Yearly	Before 15th July of the Current Year

GARDEN REACH SHIPBUILDERS & ENGINEERS LIMITED

Regd. & Corp Office: GRSE Bhavan, 61, Garden Reach Road, Kolkata – 700024

Tel: (033) 2469-8545; Fax: (033) 2469-8150

g	Amendment of Lincense	As & when Required	When the sanctioned H.P or manpower exceeds or before the expiry of validity of License
2	OCCUPATIONAL SAFETY, HEALTH AND WORKING CONDITIONS (OSH) CODE, 2020 & THE CODE ON WAGES, 2019 West Bengal Payment of Wages Rules Replaced by <u>The code on wages, 2019</u>		
a	Annual Return (Form -IV) (under the W.Bengal Factories Rules replaced by the OSH Code, 2020)	Annual	By 31st Jan of the following Year
b	Time of Payment of Wages (West Bengal payment of wages Rules replaced by the code on Wages, 2019)	Monthly Checking	Before the expiry of 7th day [in case of <1000 employees] / 10th day [in case of >1000 employees] of the Following Month
3	OCCUPATIONAL SAFETY, HEALTH AND WORKING CONDITIONS CODE, 2020 & RULES, 2026		
A	BY THE PRINCIPAL EMPLOYER:		
i	Registration Certificate of establishment employing contract Labour [FORM -III]		Amendment of RC in case of change of any particulars mentioned in RC
ii	Unified Annual Return [FORM- XVII (PART-III)] electronically	Annual	On or before last day of February of the following Year
B	BY THE CONTRACTOR: [Ensured by the Principal Employer]		
i)	Notice of Commencement / Completion of Contract Work [In Shram Suvidha Portal]	Within 15 days of Commencement & Completion of job under each Contract	-
ii)	Employee Register (FORM_XIII)	At the time of Commencement of	-

GARDEN REACH SHIPBUILDERS & ENGINEERS LIMITED

Regd. & Corp Office: GRSE Bhavan, 61, Garden Reach Road, Kolkata – 700024

Tel: (033) 2469-8545; **Fax:** (033) 2469-8150

		Contract /Job	
iii)	Register for Wages, overtime and deductions [FORM- XV]	Monthly Checking	-
iv)	Attendance register-cum-muster roll [FORM – XIV]	Monthly Checking	-
v)	Wages Slip [FORM -XVI]	Monthly Checking	-
vi)	Register for Leave with Wages [FORM-XX]	At the time of Completion of Contract /Job	-
vii)	Half Yearly Return (January to June / July to Dec)	Half-Yearly	-
4	The Code on Social Security, 2020 & Rules, 2026		
a)	Remittance of contributions towards PF	Monthly Checking	By 15th day of the following month
b)	Remittance of contributions towards ESI	Monthly Checking	By 15th day of the following month

1.4 Norms for discharge of functions [Section 4 (1) (b) (iv)]

LIST OF STAKEHOLDERS AND BENEFICIARIES

Stakeholders:

- a. Department of Defense Production, Ministry of Defence (MOD) Government of India.
- b. Department of Public Enterprises (DPE), Ministry of Heavy Industries,
- c. Government of India. Ministry of External affairs, Government of India.
- d. Ministry of Finance, Government of India.
- e. Indian Navy
- f. Indian Coast Guard
- g. Ministry of Home Affairs, Govt. of India
- h. Kolkata Port Trust
- i. Government of West Bengal



GARDEN REACH SHIPBUILDERS & ENGINEERS LIMITED

Regd. & Corp Office: GRSE Bhavan, 61, Garden Reach Road, Kolkata – 700024

Tel: (033) 2469-8545; Fax: (033) 2469-8150

-
- j. Department of Industrial Policy & Promotion (DIPP)
 - k. Contractors, Vendors/Suppliers
 - l. Financial Institutions such as RBI, Nationalized and scheduled Banks
 - m Employees of GRSE

Beneficiaries:

GRSE core business is design, manufacture and supply warships and other vessels including ship repair. GRSE is the first DPSU Shipyard of the country to start manufacturing Portable Pre-fabricated Steel Bridges, Deck Machinery Items, Marine Pumps and Diesel Engine.

A. Following are the notable clients of the company for Shipbuilding, Deck Machinery items and Diesel Engines:

- a. Indian Navy
- b. Indian Coast Guard
- c. Govt. of Mauritius
- d. Ministry of Home Affairs, Govt. of India
- e. Mazgaon Dock Shipbuilders Limited
- f. Goa Shipyard Limited
- g. Hindustan Shipyard Limited
- h. Cochin Shipyard Limited
- i. Govt. of West Bengal
- j. Cooperative Republic of Guyana
- k. Republic of Seychelles
- l. Shipowners in Germany

B. Following are the notable clients of the company for Engineering- Portable Steel Bridges: Portable Steel Bridges to Central Govt. Organisations: -

GARDEN REACH SHIPBUILDERS & ENGINEERS LIMITED

Regd. & Corp Office: GRSE Bhavan, 61, Garden Reach Road, Kolkata – 700024

Tel: (033) 2469-8545; Fax: (033) 2469-8150

- m. Indian Army.
- n. Director General of Border Road Organization (DGBR).

Portable Steel Bridges to State PWDs are as follows:

- a. Government of West Bengal.
- b. Government of Chhattisgarh.
- c. Govt. of Nagaland.
- d. Govt. of Arunachal Pradesh.
- e. Govt. of Himachal Pradesh.
- f. Govt. of Jammu & Kashmir.
- g. Govt. of Bihar.
- h. Govt. of Jharkhand.
- i. Govt. of Mizoram
- j. Govt. of Manipur.
- k. Govt. of Tripura.
- l. Govt. of Assam.
- m. Govt. of Odisha.
- n. Govt. of Uttarakhand.

Portable Steel Bridges to Public Sector Undertakings are as follows: -

- a. NBCC (India) Ltd.
- b. M/s SJVNL
- c. M/s IRCON
- d. M/S NHIDCL



GARDEN REACH SHIPBUILDERS & ENGINEERS LIMITED

Regd. & Corp Office: GRSE Bhavan, 61, Garden Reach Road, Kolkata – 700024

Tel: (033) 2469-8545; Fax: (033) 2469-8150

Portable Steel Bridges to foreign clients are as follows: -

- a. Royal Govt.of Bhutan.
- b. Govt.of Myanmar.
- c. Govt. of Bangladesh
- d. Govt. of Sri Lanka
- e. Govt. of Nepal

SERVICES OFFERED TO STAKEHOLDERS & BENEFICIARIES

Sl.	SERVICE	STAKEHOLDERS	Officials Responsible for the services
a.	Sales of (GRSE products) / Ships for Indian Navy, Coast Guard & Deck Machinery items.	Department of Defence Production, Ministry of Defense (MOD), Government of India.	D(S) e-mail: ds@grse.co.in
b.	Compliance with MoU Targets, RFMS and different Guidelines as Published from time to time.	Department of Public Enterprises (DPE), Ministry of Heavy Industries, Government of India. Ministry of External affairs.	D(F) email: df@grse.co.in
c.	Payments of Dividend	Ministry of Finance, Government of India.	D(F) e-mail: df@grse.co.in
d.	Sales of Ships for Indian Navy	Indian Navy	D(S) e-mail: ds@grse.co.in

GARDEN REACH SHIPBUILDERS & ENGINEERS LIMITED

Regd. & Corp Office: GRSE Bhavan, 61, Garden Reach Road, Kolkata – 700024

Tel: (033) 2469-8545; Fax: (033) 2469-8150

e.	Sales of Ships for Coast Guard	Indian Coast Guard	D(S) e-mail: ds@grse.co.in
f.	Sales and Maintenance of Boats for MHA	Ministry of Home Affairs, Govt. of India.	D(S) e-mail: ds@grse.co.in
g.	Payments made to KPT for the use of its Dry Dock.	Kolkata Port Trust	D(F) e-mail: df@grse.co.in
h.	Compliance with Govt. of West Bengal Regulations.	Government of West Bengal	D (CP&P) e-mail: dp@grse.co.in
i.	Sales of Bailey Bridges & Diesel Engines	BRO (Border Road Organization), Indian Army, Indian Navy & Indian Coast Guard.	C& MD e-mail: cmd@grse.co.in
j.	Framing of Productivity Index	Contractors, Vendors/Suppliers	D(S) e-mail: ds@grse.co.in
k.	Jobs that are being out Sourced to different Vendors.	Various Vendors	D(S) e-mail: ds@grse.co.in

GARDEN REACH SHIPBUILDERS & ENGINEERS LIMITED

Regd. & Corp Office: GRSE Bhavan, 61, Garden Reach Road, Kolkata – 700024

Tel: (033) 2469-8545; Fax: (033) 2469-8150

I	Salary & other financial benefits.	Employees of GRSE	D (CP&P) e-mail: dp@grse.co.in

EXPECTATIONS FROM STAKEHOLDERS

To provide efficient services to the stakeholders and satisfying their expectations, the Organization expects the following from the Stakeholders:

- a. Timely clearances/ approvals from controlling agencies/ ministries / departments.
- a. Adherence to promulgated procedures and instructions and submission of complete and correct data required for taking decisions.
- b. Adherence to the Rules, regulations and guidelines issued by Govt. of India from time to time.
- c. Fulfilment of commitments and assurances given by DPE through MoU.
- d. Adherence to terms & conditions of contractual agreement.
- e. Adherence to rules & regulations promulgated for it's employees

i) **Nature of function/ services offered**

Please visit our website (www.grse.co.in) under heading of ANNUAL REPORT

<https://grse.in/annual-reports/Annual%20Report%202024-25.pdf>

Please visit page no: 8 to 10 , 12, 16 and 18

ii) **Norms/ standards for functions/service delivery**



GARDEN REACH SHIPBUILDERS & ENGINEERS LIMITED

Regd. & Corp Office: GRSE Bhavan, 61, Garden Reach Road, Kolkata – 700024

Tel: (033) 2469-8545; Fax: (033) 2469-8150

Following ISO standards are applicable and implemented for Quality Assurance: -

- a) ISO 9001:2015 - Quality Management System (QMS)
- b) ISO 14001:2015 - Environmental Management System (EMS)
- c) ISO 45001:2018 - Occupational Health and Safety Management System (OHSMS)
- d) ISO 50001:2018 - Energy Management System (EnMS)
- e) ISO/IEC 17025:2017- General Requirements for the Competence of Testing & Calibration Laboratories (NABL)

<https://www.grse.in/rti/file/Norms%20Standards%20for%20functions%20Service%20delivery.pdf>

GRSE Corporate Brochure: <https://grse.in/rti/file/GRSE%20Corporate%20Brochure.pdf>

iii) **Process by which these services can be accessed**

Please visit our website (www.grse.co.in) under heading of ANNUAL REPORT

<https://grse.in/annual-reports/Annual%20Report%202024-25.pdf>

Please visit page no: 8 to 10 , 12, 16 and 18

iv) **Time- limit for achieving the targets:**

[https://www.grse.in/rti/file/Performance%20Management%20system%20\(PMS\)%20Circular.pdf](https://www.grse.in/rti/file/Performance%20Management%20system%20(PMS)%20Circular.pdf)

[https://www.grse.in/rti/file/Amendment%20to%20Performance%20Management%20System%20\(PMS\)%20Circular.pdf](https://www.grse.in/rti/file/Amendment%20to%20Performance%20Management%20System%20(PMS)%20Circular.pdf)

Job Description - <https://grse.in/rti/file/Job%20Description.pdf>

Transfer order, reallocation duties and responsibility- <https://grse.in/rti/file/Transfer%20Order,%20Re-allocation%20duties%20and%20responsibility.pdf>

v) **Process of redress of grievances:**

1. Details of Public Grievance Officers

NAME	DESIGNATION	LOCATION	PHONE NO.

GARDEN REACH SHIPBUILDERS & ENGINEERS LIMITED

Regd. & Corp Office: GRSE Bhavan, 61, Garden Reach Road, Kolkata – 700024

Tel: (033) 2469-8545; Fax: (033) 2469-8150

Shri Subardan Toppo (Principal Public Grievance Redress Officer) & Chairman, Public Grievance Redress Committee	Additional General Manager (HR)	GRSE 61 Park unit, HR Dept, HR Corporate Office, 61 Garden Reach Road, Kolkata-700024 (West Bengal)	+91-7603039439
Shri Snehashis Sengupta (Public Grievance Redress Officer)	Dy. General Manager (Works), MW	GRSE Main Unit, 43/46 Garden Reach Road, Kolkata - 700 024 (West Bengal)	+91-9432835075
Shri Shiba Prasad Sahoo (Public Grievance Redress Officer)	Dy. General Manager- Works (FOJ)	GRSE FOJ Unit, P-70 Karl Marx Sarani, Kolkata - 700 043 (West Bengal)	+91-7603042830
Shri Shib Sundar Bala (Public Grievance Redress Officer)	Dy. General Manager (BB /Engg. & Works Manager)	GRSE 61 Park Unit, 61, Garden Reach Road, Kolkata-700024 (West Bengal)	+91-9903412098
Shri Arunava Jati (Public Grievance Redress Officer)	Sr. Manager (Works)	GRSE RBD Unit, 44 Garden Reach Road, Kolkata - 700 044 (West Bengal)	+91-9748275363
Shri Niloy Halder (Public Grievance Redress Officer)	Dy. General Manager (TTC) & Works Manager	GRSE Taratala Unit, P-2/2, Taratala Road, Kolkata - 700 088 (West Bengal)	+91- 7603064718
Shri Anjan Sahu (Public Grievance Redress Officer)	Dy. General Manager, (Production) & Works Manager	GRSE DEP Unit, Plant Plaza Road, Dhurwa, Ranchi - 834 004 (Jharkhand)	+91-9264455059 +91-6512446360

Alternatively Online Register Grievance Here: <https://pgportal.gov.in>

GARDEN REACH SHIPBUILDERS & ENGINEERS LIMITED

Regd. & Corp Office: GRSE Bhavan, 61, Garden Reach Road, Kolkata – 700024

Tel: (033) 2469-8545; Fax: (033) 2469-8150

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

Structured Policies and Guidelines

GRSE is having well- structured policies and guidelines governing major activities of the Company. While discharging the functions, the officers / employees follow these laid down policies and guidelines.

(a) Manuals

GRSE has procedural manuals covering all important activities viz. Purchase Manual, Accounts Manual, Human Resources Manual, Store Manual, Sub-Contract Manual etc. These manuals ensure carrying of activities in a systematic and standardized manner and eliminate the scope of exercise of discretion. While discharging the functions, the Manuals facilitate the employees in carrying out their duties effectively.

(b) Guidelines of Department of Public Enterprises

GRSE being a Central Public Sector Enterprise follows the guidelines of Department of Public Enterprises, directives of Administrative Ministry and Government of India as applicable, issued from time to time.

(c) Guidelines of Central Vigilance Commission

GRSE being a Public Sector Enterprise follows the guidelines of Central Vigilance Commission.

(d) Compliance of provisions of Statutes, etc.

While discharging the respective functions, officers are required to comply with the provisions of all applicable Statutes and relevant Rules & Regulations.

1.5 Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]

Important Internal Rules, Regulations, Manuals and Records, which are used by the employees of the Company in discharge of their functions, are given below:

GARDEN REACH SHIPBUILDERS & ENGINEERS LIMITED

Regd. & Corp Office: GRSE Bhavan, 61, Garden Reach Road, Kolkata – 700024

Tel: (033) 2469-8545; Fax: (033) 2469-8150

(a) Matters pertaining to Company affairs:

- i) Sub-Contract Manual : https://grse.in/sub-contract-manual-2/Sub_Contract_Manual.pdf
- ii) Memorandum & Articles of Association: https://grse.in/shareholders-information/GRSE_MoA_AoA.pdf
- iii) Whistle Blower Policy - <https://grse.in/wp-content/uploads/2022/04/Whistle-Blower-Policy-1.pdf>
- iv) Policy on Related Party Transactions - https://grse.in/policies/GRSE_Policy_for_Related_Party_Transactions.pdf
- v) CSR Budget Utilization status for FY 2025-2026 - <https://grse.in/rti/file/CSR%20Budget%20Utilization%20Status%20for%20FY%202025-26.pdf>
- vi) Annual CSR Action Plan of FY 2026-2027: <https://grse.in/rti/file/Annual%20CSR%20Action%20Plan%20of%20FY%202026-27.pdf>
- vii) Policy on identification of Material Litigation and Creditors- <https://grse.in/wp-content/uploads/2022/04/Policy-on-Identification-of-Material-Litigations-and-Material-Creditors.pdf>
- viii) Policy on determination of Materiality of Event or Information- https://grse.in/policies/Policy_for_Determination_of_Materiality_of_Event_or_Information.pdf
- ix) Policy for determining Material Subsidy- <https://grse.in/wp-content/uploads/2022/04/Policy-for-Determining-Material-Subsidiaries-GRSE.pdf>
- x) Preservation of Documents and Archival Policy – <https://grse.in/wp-content/uploads/2022/08/Preservation-of-Documents-and-Archival-Policy-of-GRSE.pdf>
- xi) Insider Trading Code- https://grse.in/wp-content/uploads/2023/Insider_Trading_Code_GRSE.pdf

b) Matters pertaining to Finance & Accounts

- a) Accounting Policies
- b) Accounting Standards
- c) Accounting Manual

c) Matters pertaining to Contract, Commercial, Procurement, etc.

GARDEN REACH SHIPBUILDERS & ENGINEERS LIMITED

Regd. & Corp Office: GRSE Bhavan, 61, Garden Reach Road, Kolkata – 700024

Tel: (033) 2469-8545; Fax: (033) 2469-8150

-
- i) Purchase Manual (Latest updated Purchase Manual is available in GRSE Knowledge Portal)
 - ii) Stores Manual
 - iii) Sub Contract Manual

d) Establishment matters pertaining to GRSE employees

- i) Conduct, Discipline & Appeal Rules
- ii) Standing orders
- iii) Service Rules
- iv) Leave Rules
- v) Medical Attendance Rules
- vi) Post-Retirement Medical Schemes
- vii) Pension Schemes
- viii) GRSE scheme on compensation package to bereaved family of deceased employees.
- ix) Recruitment / Promotion Rules
- x) Pay & Allowances
- xi) TA / DA Rules
- xii) Performance Management System
- xiii) Performance linked Incentive scheme
- xiv) Performance Related Pay
- xv) Transfer Policy
- xvi) Memorandum of Settlements, etc.

e) Human Resource Development

- i) Training Policy;
- ii) Technical Training Centre (TTC) conducts Apprenticeship Training Programme, as per Apprenticeship Act, 1961 e.g. Trade apprentices, Diploma and Degree Engineers. In addition, one-year pre-sea training is

GARDEN REACH SHIPBUILDERS & ENGINEERS LIMITED

Regd. & Corp Office: GRSE Bhavan, 61, Garden Reach Road, Kolkata – 700024

Tel: (033) 2469-8545; Fax: (033) 2469-8150

conducted for engineering graduates in Mechanical and Naval Architecture stream as per Directorate General of shipping curriculum.

iii) Succession Planning & Leadership Development Plan: <https://grse.in/rti/file/R1-Succession%20Planning%20&%20Leadership%20Development%20Plan.pdf>

f) Public Relations, Publicity : https://grse.in/cc-policy/Corporate_Communications_Policy.pdf

g) Advertisement Policy/Guidelines: https://grse.in/cc-policy/Corporate_Communications_Policy.pdf

1.6 Categories of documents held by the authority under its control [Section 4(1) (b) (vi)]

Various categories of documents that are being held by the Company or under its control are given below:

(a) Documents pertaining to incorporation

Memorandum & Articles of Association headed by Shri Sandeep Mahapatra , General Manager (Company Secretary & Compliance Officer).

(b) Documents pertaining to Board Meeting & General Meetings

- Agenda Papers of Board Meetings and General Meeting maintained in the office of Company's Secretarial dept., headed by Shri Sandeep Mahapatra General Manager (C. S).
- Minutes Book of Meetings of the Board of Directors maintained in the office of Company's Secretarial dept., headed by Shri Sandeep Mahapatra General Manager (C. S).
- Agenda papers of Board sub-committees maintained in the office of Company's Secretarial dept., headed by Shri Sandeep Mahapatra General Manager (C. S).
- Minutes Book of meetings of Board sub-committees maintained in the office of Company's Secretarial dept., headed by Shri Sandeep Mahapatra General Manager (C. S).
- Notices and Minutes Book of General meetings of the shareholders, etc. maintained in the office of Company's Secretarial dept. ,headed by Shri Sandeep Mahapatra General Manager (C. S).

GARDEN REACH SHIPBUILDERS & ENGINEERS LIMITED

Regd. & Corp Office: GRSE Bhavan, 61, Garden Reach Road, Kolkata – 700024

Tel: (033) 2469-8545; Fax: (033) 2469-8150

-
- Documents pertaining to Incorporation: Memorandum & Articles of Association maintained in the office of Company's Secretarial dept., headed by Shri Sandeep Mahapatra General Manager (C. S).

(c) Documents pertaining to Accounts

- Financial Statements maintained in the office of Finance Dept., headed by Smt. Aparajita Ghosh, Chief General Manager (Finance).
- Statement of Quarterly Financial Results maintained in the office of Finance Dept., headed by Smt. Aparajita Ghosh, Chief General Manager (Finance).
- Annual Report maintained in the office of Company's Secretarial dept., headed by Shri Sandeep Mahapatra General Manager (C. S).
- Accounts Manual maintained in the office of Finance Dept., headed by Smt. Aparajita Ghosh, Chief General Manager (Finance).
- Documents pertaining to payment of income Tax, Tax Deducted at Sources, Vouchers, etc. maintained in the office of Finance Dept., headed by Smt. Aparajita Ghosh, Chief General Manager (Finance).

(d) Documents pertaining to Contracts, Commercial etc.

- Purchase Manual maintained in the office of Material dept., headed by Shri Sujoy Chakravorty, Chief General Manager (Commercial)
- Stores Manual maintained in the office of Material dept., headed by Shri Sujoy Chakravorty, Chief General Manager (Commercial)
- Sub-Contract maintained in the office of Contract Cell, headed by Cdr. Manoj Kumar Gupta , IN(Retd) Chief General Manager (Contracts, HP & IP and Yard Asset Management)

(e) Documents pertaining to Production Operations

- All relevant document of Design maintained in the office of Design dept., headed by Shri Rajiv Sreedharan, IN(Retd.) Chief General Manager (Design & PS-NWD)

GARDEN REACH SHIPBUILDERS & ENGINEERS LIMITED

Regd. & Corp Office: GRSE Bhavan, 61, Garden Reach Road, Kolkata – 700024

Tel: (033) 2469-8545; Fax: (033) 2469-8150

-
- All relevant document of Planning maintained in the office of planning Dept., headed by Cmde Vikas Kaushal , In (Retd), Chief General Manager (PS- P17A), NGC, ASWSWC & SVL
 - Production Head of Units
 - GRSE Main Unit, headed by Shri Manas Kumar Pandey General Manager (Main Works)
 - GRSE FOJ Unit, headed by Cdr Satish Chandra Jha, IN (Retd) General Manager (FOJ)
 - GRSE RBD Unit, headed by Shri Goutam Karmakar General Manager (RBD)
 - GRSE 61 Park Unit, Bailey Bridge DEP Ranchi headed by Commodore Ramesh Menon M S , VSM (Retd) Chief General Manager (BB & DEP) 61 Park
 - GRSE TU Unit, headed by Cmde Indrajit Dasgupta, IN (Retd) Chief General Manager- Project Superintendent (30mm Gun Project) & (Ship Repair & Deck Machinery)

(f) Documents pertaining to Safety, Fire and Works

- All relevant document of Safety deptt maintained in the office of Safety, headed by Shri Banibrata Das Sr. Manager (Safety) / Chief Safety Officer
- All relevant document of Fire Fighting deptt maintained in the office of Fire Fighting, head by Shri Pranab Chakraborty, Sr. Manager (FF) / Chief Fire Officer
- All relevant document of Works maintained in the office of Works, headed by Shri Snehashis Sengupta, Dy General Manager (Works)/ Main Unit , Shri Shiba Prasad Sahoo, Dy General Manager (Works)/ FOJ Unit , Shri Shib Sundar Bala DGM (BB/Engg & Works Manager) / 61 Park Unit , Shri Arunava Jati Sr. Manager (Works) / RBD Unit , Shri Niloy halder, Dy. General Manager (TTC) & (Works Manager)/ Taratala Unit and Shri Anjan Sahu Dy General Manager (Production) & Works Manager (Dep , Ranchi) GRSE DEP Unit.

(g) Documents pertaining to projects.

- MOUs / Contracts / Agreements maintained in the office of (CE & C) & (CP & CC), headed by Shri Venkatesh Murthy, ED (CSB& SCM), Cmde. Vinith Aerat, IN (Retd.) CGM(B&TD,

GARDEN REACH SHIPBUILDERS & ENGINEERS LIMITED

Regd. & Corp Office: GRSE Bhavan, 61, Garden Reach Road, Kolkata – 700024

Tel: (033) 2469-8545; Fax: (033) 2469-8150

-
- CC, NPD) and Cmde. Ramesh Menon M S, VSM (Retd) CGM(BB & DEP)
 - Contracts of Repair Ships maintained in the office of Ship repair & Deck Machinery Dept., headed by Cmde Indrajit Dasgupta, IN (Retd) Chief General Manager (Ship Repair & Deck Machinery)
 - Contracts with other Shipyards maintained in the office of Contract Cell, headed by Cdr. Manoj Kumar Gupta, IN(Retd) Chief General Manager (Contracts, HP & IP and Yard Asset Management)
 - Detailed Project Report / Feasibility report (as Applicable) of Projects implemented and those under Implementation for the last 10 years maintained in the office (CE & C), headed by Cdr S Azhaguvel IN (Retd) AGM (CE & C)
 - Monthly Production Progress / Delay Analysis report maintained in the office of respective PMTs headed by Cmde Vikas Kaushal , IN (Retd) CGM (PMT-P17A, NGC, ASWSWC & SVL)
 - D448 of Projects— (PMTs ---for P17A, SVL and ASWSWC projects only) headed by Cmde Vikas Kaushal , In (Retd) CGM (PMT-P17A, ASWSWC & SVL), Respective PMTs--- for other projects).

(h) Documents pertaining to Establishment matter

- Documents containing the details of employees maintained in Corporate HR office, headed by Shri Rajeev Shrivastava General Manager (HR & A)
- Various employees related internal policies maintained in Corporate HR office, headed by headed by Shri Rajeev Shrivastava General Manager (HR & A)
- Rules & regulations pertaining establishment matters maintained in Corporate HR office, headed by Shri Rajeev Shrivastava General Manager (HR & A)
- Annual Confidential Reports of employees maintained in Corporate HR, headed by General Shri Rajeev Shrivastava General Manager (HR & A)
- Delegation of Powers maintained in the office of Company's Secretarial dept.,headed by Shri Sandeep Mahapatra General Manager (C. S).
- Welfare Schemes maintained in the office of Corporate HR, headed by Shri Rajeev Shrivastava General Manager

GARDEN REACH SHIPBUILDERS & ENGINEERS LIMITED

Regd. & Corp Office: GRSE Bhavan, 61, Garden Reach Road, Kolkata – 700024

Tel: (033) 2469-8545; Fax: (033) 2469-8150

(HR & A)

- Corporate Social Responsibility Scheme maintained in the office of Corporate HR, headed by Shri Rajeev Shrivastava General Manager (HR & A)
- Department Reservation Policy, Rosters maintained in the office of Corporate HR, headed by Shri Rajeev Shrivastava General Manager (HR & A)
- Service matters related legal documents maintained in the office of Corporate HR, headed by Shri Rajeev Shrivastava General Manager (HR & A)
- Documents pertaining to general administration, Estate matter, Law, arbitration, Quartering Rules, etc. maintained in the office of Corporate HR, headed by Shri Rajeev Shrivastava General Manager (HR & A)

(i) Advertising policies maintained by Ms. Swagata Sen Roy Additional General Manager (B&TD, CC, NPJ)

(j) Annual MOU with GOI maintained by Shri Gulshan Ratan General Manager (CP, VD & IND)

1.7 Board, Councils, Committees and other Bodies constituted as part of Public Authority [Section 4(1)(b)(viii)]

i. Name of Board Council, Committee etc

- a) Board of Directors of the Company
- b) CSR & Sustainability Committee
- c) Stakeholders Relationship Committee
- d) Procurement Committee
- e) Risk Management Committee

ii. Composition:

The composition of the Board of Directors as of 31 Mar 2026, is as follows:

GARDEN REACH SHIPBUILDERS & ENGINEERS LIMITED

Regd. & Corp Office: GRSE Bhavan, 61, Garden Reach Road, Kolkata – 700024

Tel: (033) 2469-8545; **Fax:** (033) 2469-8150

SI No	Name	Designation	DIN
1	Cmde Hari P R, IN (Retd.)	Chairman & Managing Director	08591411
2	Cdr Shantanu Bose, IN (Retd.)	Director (Shipbuilding)	09631817
3	Capt. Sunilkumar Panangadan, IN (Retd.)	Director (Corporate Planning & Personnel)	11193635
4	Shri Niranjana Mukund Bhalerao	Director (Finance) & CFO	10941391
5	Shri Rajeev Prakash	Government Nominee Director	08590061
6	Shri Kamleshbhai Mirani	Part-time Non-Official (Independent) Director	11118795

The composition of CSR & Sustainability Committee of Board of Directors as of 31 Mar 2026, is as follows:

Name of the Committee	Name	Designation
CSR & Sustainability Committee	Shri Kamleshbhai S Mirani	Chairperson-Independent Director
	Cdr Shantanu Bose, IN (Retd.)	Member - Director (Shipbuilding)
	Capt. Sunilkumar Panangadan, IN (Retd.)	Member - Director (CP & P)

GARDEN REACH SHIPBUILDERS & ENGINEERS LIMITED

Regd. & Corp Office: GRSE Bhavan, 61, Garden Reach Road, Kolkata – 700024

Tel: (033) 2469-8545; **Fax:** (033) 2469-8150

Name of the Committee	Name	Designation
	Company Secretary	Secretary to the Committee

The composition of Stakeholders Relationship Committee of Board of Directors as of 31 Mar 2026, is as follows:

Name of the Committee	Name	Designation
Stakeholders Relationship Committee	Shri Kamleshbhai S Mirani	Chairperson -Independent Director
	Cdr Shantanu Bose, IN (Retd.)	Member - Director (Shipbuilding)
	Shri Niranjan Mukund Bhalerao	Member - Director (Finance)
	Company Secretary	Secretary to the Committee

The composition of Procurement Committee of Board of Directors as of 31 Mar 2026, is as follows:

Name of the Committee	Committee Members	Designation
-----------------------	-------------------	-------------

GARDEN REACH SHIPBUILDERS & ENGINEERS LIMITED

Regd. & Corp Office: GRSE Bhavan, 61, Garden Reach Road, Kolkata – 700024

Tel: (033) 2469-8545; **Fax:** (033) 2469-8150

Procurement Committee	Cmde Hari P R, IN (Retd.)	Chairperson – Chairman & Managing Director
	Cdr Shantanu Bose, IN (Retd.)	Member - Director (Shipbuilding)
	Shri Niranjana Mukund Bhalerao	Member - Director (Finance)
	Shri Kamleshbhai S Mirani	Member - Independent Director
	Company Secretary	Secretary to the Committee

The composition of Risk Management Committee of Board of Directors as of 31 Mar 2026, is as follows:

Name of the Committee	Committee Members	Designation
Risk Management Committee	Cdr Shantanu Bose, IN (Retd.)	Chairperson - Director (Shipbuilding)
	Capt. Sunilkumar Panangadan, IN (Retd.)	Member - Director (CP & P)
	Shri Niranjana Mukund Bhalerao	Member - Director (Finance)
	Shri Kamleshbhai S Mirani	Member - Independent Director
	Cdr Bhubaneshwar Mishra, IN (Retd.)	Member - Chief Risk Officer

GARDEN REACH SHIPBUILDERS & ENGINEERS LIMITED

Regd. & Corp Office: GRSE Bhavan, 61, Garden Reach Road, Kolkata – 700024

Tel: (033) 2469-8545; Fax: (033) 2469-8150

Name of the Committee	Committee Members	Designation
	Shri Bijay Das	Member - Secretary – Risk Coordinator

The composition of Procurement Committee of Board of Directors as of 31 Mar 2026, is as follows:

Name of the Committee	Committee Members	Designation
Procurement Committee	Cmde Hari P R, IN (Retd.)	Chairperson – Chairman & Managing Director
	Cdr Shantanu Bose, IN (Retd.)	Member - Director (Shipbuilding)
	Shri Niranjana Mukund Bhalerao	Member - Director (Finance)
	Shri Kamleshbhai S Mirani	Member - Independent Director
	Company Secretary	Secretary to the Committee

iii. Date from Which Constituted

GARDEN REACH SHIPBUILDERS & ENGINEERS LIMITED

Regd. & Corp Office: GRSE Bhavan, 61, Garden Reach Road, Kolkata – 700024

Tel: (033) 2469-8545; Fax: (033) 2469-8150

- The Board of Directors of the Company was last re-constituted on 06 Oct 2025, following the appointment of Shri Niranjn Mukund Bhalerao as Director (Finance) & CFO of the Company.
- CSR & Sustainability Committee was last re-constituted on 01 Jun 2025, following the Completion of tenure of Shri Sanjeeb Mohanty, Independent Director and appointment of Shri Kamleshbhai Shashikantbhai Mirani, Independent Director as the Chairman of the Committee.
- Stakeholders Relationship Committee was last re-constituted on 01 Jun 2025, following the Completion of tenure of Shri Sanjeeb Mohanty, Independent Director and appointment of Shri Kamleshbhai Shashikantbhai Mirani as the Chairman of the Committee.
- Risk Management Committee was last re-constituted on 01 Jun 2025 following the Completion of tenure of Shri Sanjeeb Mohanty, Independent Director and appointment of Shri Kamleshbhai Shashikantbhai Mirani as the Member of the Committee.
- The Procurement Committee was last re-constituted on 01 Jun 2025, following the Completion of tenure of Shri Sanjeeb Mohanty, Independent Director and appointment of Shri Kamleshbhai Shashikantbhai Mirani as the Member of the Committee.

iv. Term/Tenure

Term/Tenure of the present Directors as on 31.03.2026 is as follows:

SL	NAME OF THE DIRECTOR	DESIGNATION	DATE OF APPOINTMENT	TENURE OF DIRECTOR IN MONTHS
1	Cmde. Hari P R, In (Retd.)	Chairman and Managing Director	10-06-2022	59
2	Cdr. Shantanu Bose, In (Retd.)	Director (Shipbuilding)	08-06-2022	60
3	Capt. Sunilkumar Panangadan, IN (Retd.)	Director (Corporate Planning & Personnel)	14-07-2025	60
4	Shri Niranjn Mukund Bhalerao	Director (Finance) & CFO	06-10-2025	60

GARDEN REACH SHIPBUILDERS & ENGINEERS LIMITED

Regd. & Corp Office: GRSE Bhavan, 61, Garden Reach Road, Kolkata – 700024

Tel: (033) 2469-8545; **Fax:** (033) 2469-8150

5	Shri Rajeev Prakash	Government Nominee Director	15-07-2025	NA
6	Shri Kamleshbhai Mirani	Part-Time Non-Official (Independent) Director	21-05-2025	36

v. Powers and function:

- (a) The Memorandum of Association and Articles of Association of the Company, as amended from time to time, define the powers of the Board and its Directors. Additionally, the Ministry of Defence, Government of India, has delegated certain powers to the Board of Directors and Chairman & Managing Director of the Company. The Chairman & Managing Director has further sub-delegated some powers vested to him to the Functional Directors and other executives below Board level, enabling them to discharge their duties and functions commensurate with the responsibilities.
- (b) These powers are revised from time to time based on the organizational requirements and also in accordance with the guidelines of the Department of Public Enterprises (DPE) & Administrative Ministry i.e. Department of Defence Production, Ministry of Defence.
- (c) Powers and functions of the Committees of the Board of Directors: The Committee of the Board of Directors of the GRSE exercise their power and functions as stipulated in their term of references.

Sr No	Name of the Committee	Power and Functions
1	Audit Committee	The terms of reference of the Audit Committee are specified in accordance with Section 177 of the Companies Act, 2013 and the rules framed thereunder, the SEBI Listing Regulations and the Guidelines on Corporate Governance issued by the Department of Public Enterprises. The primary function of the Committee is to assist the Board of Directors in fulfilling its oversight responsibilities by reviewing the financial reports, Company's systems of internal controls regarding finance, accounting and legal compliance that management and the Board have established and Company's auditing, accounting and financial reporting process generally.

GARDEN REACH SHIPBUILDERS & ENGINEERS LIMITED

Regd. & Corp Office: GRSE Bhavan, 61, Garden Reach Road, Kolkata – 700024

Tel: (033) 2469-8545; Fax: (033) 2469-8150

		The Audit Committee reviews reports of the Internal Auditors, meets Statutory Auditors and discusses their findings, suggestions and other related matters and reviews the major accounting policies of the Company. The Committee reviews the quarterly, half yearly and annual financial statements before their submission to the Board. The Committee also reviews the functioning of whistle blower mechanisms and effective implementation of Insider Trading Code in the Company.
2	HR, Nomination and Remuneration Committee	The terms of reference of HR, Nomination and Remuneration Committee are as follows: a) To decide the annual bonus / variable pay pool Performance Related Pay (PRP) and policy for its distribution across the executives (including Board Level executives) and nonunionised supervisors within the prescribed limits for each financial year; b) To examine all the proposals related to HR issues and give its recommendations; c) The recommendations of the HR, Nomination and Remuneration Committee are placed before the Board of Directors for approval.
3	Corporate Social Responsibility & Sustainability Committee	The terms of reference of the CSR & SD Committee are as follows: (a) Formulate and recommend to the Board, a Corporate Social Responsibility and Sustainability Policy which shall indicate the activities to be undertaken by your Company as specified in Schedule - VII of the Companies Act, 2013; (b) Recommend amount of expenditure to be incurred on CSR activities; (c) Monitor the Corporate Social Responsibility and Sustainability Policy of your Company and its effective implementation from time to time.



GARDEN REACH SHIPBUILDERS & ENGINEERS LIMITED

Regd. & Corp Office: GRSE Bhavan, 61, Garden Reach Road, Kolkata – 700024

Tel: (033) 2469-8545; Fax: (033) 2469-8150

4	Stakeholders Relationship Committee	<p>In line with the SEBI Listing Regulations, the terms of reference of the Stakeholders Relationship Committee include the following:</p> <ul style="list-style-type: none">(a) Resolving the grievances of the security holders including complaints related to transfer/transmission of shares, nonreceipt of annual report, non-receipt of declared dividends, issue of new/duplicate certificates, general meetings, etc.;(b) Review of measures taken for effective exercise of voting rights by shareholders;(c) Review of adherence to the service standards adopted by your Company in respect of various services being rendered by the Registrar & Share Transfer Agent;(d) Review of the various measures and initiatives taken by the Company for reducing the quantum of unclaimed dividends and ensuring timely receipt of dividend warrants / annual reports / statutory notices by the Shareholders.
---	-------------------------------------	--

GARDEN REACH SHIPBUILDERS & ENGINEERS LIMITED

Regd. & Corp Office: GRSE Bhavan, 61, Garden Reach Road, Kolkata – 700024

Tel: (033) 2469-8545; Fax: (033) 2469-8150

5	Risk Management Committee	<p>The roles and responsibilities of the Risk Management Committee include the following:</p> <ul style="list-style-type: none"> (a) To formulate a detailed risk management policy which shall include: <ul style="list-style-type: none"> I. A framework for identification of internal and external risks specifically faced by Company, in particular including financial, operational, sectoral, sustainability (particularly, ESG related risks), information, cybersecurity risks or any other risk as may be determined by the Committee. II. Measures for risk mitigation including systems and processes for internal control of identified risks; III. Business continuity plan. (b) To ensure that appropriate methodology, processes and systems are in place to monitor and evaluate risks associated with the business of the Company; (c) To monitor and oversee implementation of the risk management policy, including evaluating the adequacy of risk management systems; ensure that the Company is taking appropriate measures to achieve prudent balance between risks and rewards in both ongoing and new business activities. (d) To periodically review the risk management policy, at least once in two years, including by considering the changing industry dynamics and evolving complexity; (e) To review and assess the nature role responsibility and authority of the risk management function within the Company and outline the scope of risk management work. (f) To keep the Board of Directors informed about the nature and content of its discussions, recommendations and actions to be taken; assist the Board in setting risk strategies, policies, framework, models and procedures. (g) The appointment and removal of the Chief Risk Officer (if any) shall be recommended / reviewed by the Risk Management Committee.
---	---------------------------	--



GARDEN REACH SHIPBUILDERS & ENGINEERS LIMITED

Regd. & Corp Office: GRSE Bhavan, 61, Garden Reach Road, Kolkata – 700024

Tel: (033) 2469-8545; **Fax:** (033) 2469-8150

		(h) The Risk Management Committee shall have powers to seek information from any employee, obtain outside legal or other professional advice and secure attendance of outsiders with relevant expertise, if it considers necessary.
6	Procurement Committee	The Procurement Committee of the Board of Directors has been delegated full powers of the Board in respect of:

GARDEN REACH SHIPBUILDERS & ENGINEERS LIMITED

Regd. & Corp Office: GRSE Bhavan, 61, Garden Reach Road, Kolkata – 700024

Tel: (033) 2469-8545; Fax: (033) 2469-8150

		<p>(a) Approval of proposals in excess of ₹30 crore and up to value ₹100 crore for placement of orders for procurement of materials, equipment, tools, stores and spares, imports including from Russian Sources, approval of works, subcontracts and facility hire, etc. for sanctioned projects.</p> <p>(b) Approval of proposals for capital expenditure in excess of ₹5 crore in respect of the items provided for in the Capital Budget approved by the Board / Government.</p> <p>(c) The Procurement Committee examines all the procurement proposals in conformity with and compliance of the Purchase Manual of your Company, CVC Guidelines, Government Regulations etc. and give its approval for such proposals. In the event of any deviations from procedures, the proposal with the recommendations of the Committee is placed before the Board for approval. However, if the Committee feels that a particular proposal requires consideration by the Board, same is submitted to the Board with recommendation(s) of the Committee.</p> <p>(d) All the procurement proposals approved by Procurement Committee are placed before the Board for information.</p>
--	--	--

(d) **Whether their meetings are open to the to the public?**

No

(e) **Whether the minutes of the meetings are open to the public?**

No

(f) **Place where the minutes if open to the public are available?**

Not Applicable

1.8 Directory of officers and employees [section 4(1)(b) ix]

The Name, Designation, contact no and email id of key personnel are given below:



GARDEN REACH SHIPBUILDERS & ENGINEERS LIMITED

Regd. & Corp Office: GRSE Bhavan, 61, Garden Reach Road, Kolkata – 700024

Tel: (033) 2469-8545; Fax: (033) 2469-8150

DEPARTMENT	NAME	DESIGNATION	TELEPHONE NO.	FAX NO & EMAIL ID
CMD Secretariat	Commodore P.R. Hari, IN (Retd.)	Chairman & Managing Director	+91-33-24698130	+91-33-24698119 cmd@grse.co.in
	Cdr. Sougata Maitra	EA to CMD, AGM	033-2469-8130	Maitra.Sougata@grse.co.in
	Ms. Kanka Lala	SO to CMD	033-2469-8130	Lala.Kanka@grse.co.in
	Shri B. Ghosh	SPS to CMD	033-2469-8130	Sps.Cmd@grse.co.in
Finance	Shri Niranjana Bhalerao	Director (Finance) & CFO	+91-33- 2469-8134	+91-33-2469-1213 df@grse.co.in
	Shri Pradip Mondal	PA to D (F)	033-2469-8134	pa.df@grse.co.in
Shipbuilding	Cdr. Shantanu Bose, IN (Retd.)	Director (Shipbuilding)	+91-33-2469-8132	+91-33-2469-1210 ds@grse.co.in
	Shri Rajiv Kumar Sinha	PA to D (S)	033-2469- 8132 (Ext.3030)	pa.ds@grse.co.in
Personnel	Captain (IN) P Sunilkumar (Retd.)	Director (Corporate Planning & Personnel) , Nodal Officer, Transparency Officer, Chief Information Security	+91-33-2469-8133	+91-33-2496-8133 dp@grse.co.in



GARDEN REACH SHIPBUILDERS & ENGINEERS LIMITED

Regd. & Corp Office: GRSE Bhavan, 61, Garden Reach Road, Kolkata – 700024

Tel: (033) 2469-8545; Fax: (033) 2469-8150

		Officer(CISO)		
	Shri Kamal Das	PA to D (P)	033-2469-8133	pa.dp@grse.co.in

Vigilance	Shri Abhishek Ranjan, IOFS	CVO	+91-33-24698129	Vig.Cvo@grse.co.in
CSB & SCM	Shri M. Venkatesh Murthy	Executive Director (Commercial Shipbuilding & Supply Chain Management) First Appellate Authority	+91-33-2469-8001 (Extn: 6035)	Murthy.venkatesh@grse.co.in

TS & YEM	Cmde. Rajat Manchanda , IN (Retd.)	Executive Director (TS & YEM)	+91-7042666347	Manchanda.rajat@grse.co.in
Ship Repair , Deck Machinery & 30MM Gun Project	Cmde.Indrajit Dasgupta, IN (Retd)	Executive Director (Ship Repair & Taratala Unit)	+91-7604084600	Dasgupta.indrajit@grse.co.in



GARDEN REACH SHIPBUILDERS & ENGINEERS LIMITED

Regd. & Corp Office: GRSE Bhavan, 61, Garden Reach Road, Kolkata – 700024

Tel: (033) 2469-8545; Fax: (033) 2469-8150

Tech & Projects	Cdr. Bhubaneshwar Mishra, IN, (Retd).	Chief General Manager (Tech & Projects) Chief Risk Officer	+91 8420008803	Mishra.B@grse.co.in
PMT-P17A, NGC, ASWSWC & SVL	Cmde Vikas Kaushal, IN (Retd.)	Chief General Manager (PMT-P17A, NGC, ASWSWC & SVL)	+91 8448552908	Kaushal.Vikas@grse.co.in
PS-SP & NT	Commodore Nitin Nangia, VSM (Retd.)	Chief General Manager (PS-SP & NT)	+91 9971641767	Nangia.Nitin@grse.co.in
Bailey Bridge & DEP	Commodore Ramesh Menon M S, VSM (Retd)	Chief General Manager (BB & DEP)	+91 7768836776	Menon.Ramesh@grse.co.in
CC, B&TD & NPD	Cmde Vinith Aerat, IN (Retd.)	Chief General Manager (CC, B&TD & NPD)	+91 9958871081	Vinith.Aerat@grse.co.in

Finance	Smt. Aparajita Ghosh	Chief General Manager (Finance)	+91-9163331716	Ghosh.Aparajita@grse.co.in
Contracts, HP & IP and Yard Asset	Cdr. Manoj Kumar Gupta , IN (Retd.)	Chief General Manager (Contracts, HP & IP)	9163331703	Gupta.Manoj@grse.co.in



GARDEN REACH SHIPBUILDERS & ENGINEERS LIMITED

Regd. & Corp Office: GRSE Bhavan, 61, Garden Reach Road, Kolkata – 700024

Tel: (033) 2469-8545; Fax: (033) 2469-8150

Management		and Yard Asset Management)		
------------	--	-----------------------------	--	--

CP, VD & IND	Shri Gulshan Ratan	General Manager (CP, VD & Indigenisation) and Chief Indigenisation Officer	+91-9163361893	Rattan.gulshan@grse.co.in
Secretarial Deptt.	Shri Sandeep Mahapatra	General Manager (Company Secretary) Compliance Officer	+91-9831447982	+91-33-2469-8150 Co.sec@grse.co.in
HR & A	Shri Rajeev Shrivastava	General Manager (HR & A)	+91-7033297484	Shrivastava.Rajeev@grse.co.in
RBD	Shri Goutam Karmakar	General Manager (Raja Bagan Dockyard)	+91-8420008828	Karmakar.goutam@grse.co.in



GARDEN REACH SHIPBUILDERS & ENGINEERS LIMITED

Regd. & Corp Office: GRSE Bhavan, 61, Garden Reach Road, Kolkata – 700024

Tel: (033) 2469-8545; Fax: (033) 2469-8150

	Shri Chandra Sekhar Singh	AGM , Production, RBD	+91-9163331709	Singh,CS@grse.co.in
FOJ	Cdr Satish Chandra Jha, IN (Retd)	General Manager (FOJ)	+91-9163331751	+91-33-24897290 Jha.SatishChandra@grse.co.in

QA	Shri Prashanta Kumar Mondal	General Manager (QA)	9163361887	Mondal.PK@grse.co.in
PS-NGOPV & Dredger	Shri Kingshuk Mistry	General Manager (PS-NGOPV & Dredger)	9163361886	Mistry.Kingshuk@grse.co.in
Commercial Shipbulding	Cdr. Aravind Shankar IN(Retd)	General Manager (CSB)	7603064716	Shankar.Arvind@grse.co.in
Delhi Office	Cdr. Harish kumar, IN (Retd.)	General Manager (RO-Delhi)	(011)-2617-1223 / 9818229836	Kumar.Harish2@grse.co.in
Security , FF & OL	Lt. Col. S. Anand (Retd.)	General Manager (Security, FF & OL)	9831854625	Anand.Sanjay@grse.co.in

Shipbuilding, Main Works	Shri Manas Kr. Pandey	General Manager (Main Works)	9163331729	Pandey.ManasKumar@grse.co.in
--------------------------	-----------------------	------------------------------	------------	------------------------------



GARDEN REACH SHIPBUILDERS & ENGINEERS LIMITED

Regd. & Corp Office: GRSE Bhavan, 61, Garden Reach Road, Kolkata – 700024

Tel: (033) 2469-8545; Fax: (033) 2469-8150

	Shri Manas Ranjan Rath	AGM (SBS), Main Works	9163361815	Rath.ManasRanjan@grse.co.in
DEP, Ranchi	Cdr. Rajesh Sethy	DGM(I/C)	7674880962	Sethy.Rajesh@grse.co.in
Corporate Planning & Corporate Communication	Shri Aditya Banerjee	AGM (Corporate Planning & Corporate Communication)	9163331701	Banerjee.Aditya@grse.co.in
	Smt. Swagata Sen Roy	AGM (B&TD, CC, NPDP)	8420008819	SenRoy.Swagata@grse.co.in

PS-NGOPV, Innovation & New Technology	Cmde. Rajiv Sreedharan, IN (Retd.)	Chief General Manager (PS-NGOPV, Innovation & New Technology)	+91-9496840189	sreedharan.rajiv@grse.co.in
Yard Modernization	Shri Tanay Saha	AGM (YM)	7603039445	Saha.Tanay@grse.co.in
BB/Engg	Shri Shib Sundar Bala	DGM (BB / Engg. & Works Manager)	9903412098	Bala.Shibsundar@grse.co.in
CE & C	Shri Azhaguvel Somasundaram	AGM (CE& C)	9163331727	Azhaguvel.S@grse.co.in
RTI & Public Grievance	Mr. Subardan Toppo	AGM (HR) CPIO & PPGRO	7603039439	Toppo.Subardan@grse.co.in



GARDEN REACH SHIPBUILDERS & ENGINEERS LIMITED

Regd. & Corp Office: GRSE Bhavan, 61, Garden Reach Road, Kolkata – 700024

Tel: (033) 2469-8545; Fax: (033) 2469-8150

Cell				
	Mr. Abhijit Ghosh	Sr. Manager (RTI & Public Grievance Cell)	9831430604	Ghosh.Abhijit@grse.co.in
IT	Shri Sanjay Sarkar	AGM I/C (IT)	8584014354	Sarkar.sanjay@grse.co.in
Medical	Dr. Rajesh Chatterjee	AGM (Medical)/ Chief Medical Officer	7603042835	Chatterjee.Rajesh@grse.co.in
ES & CM	Cdr. Samir Bera	AGM (ES & CM)	9061877815	Bera.Samir@grse.co.in
Safety	Shri Bani Brata Das	SM (Safety) /Chief Safety Officer	9332350999	Das. Banibrata@grse.co.in

Mumbai office	Mr. Dungale Neelima Mr. Satender Singh Tomar	Manager (RO) Manager (R O)	(022) 2376 3108	Neelima.Dungala@grse.co.in Tomar.Satender@grse.co.in
Vishakhapatnam Office	Mr. Tatababu Botsa,	Dy. General Manager, GRSE, RO Vizag	9901159305/	botsa.tatababu@grse.in
GRSE-PMT-Chennai	Mr. P Kishore Kumar	DGM PMT- Chennai (PP & C)	9384691053/760505574 0	Kpkishore78@yahoo.co.in

GARDEN REACH SHIPBUILDERS & ENGINEERS LIMITED

Regd. & Corp Office: GRSE Bhavan, 61, Garden Reach Road, Kolkata – 700024

Tel: (033) 2469-8545; Fax: (033) 2469-8150

1.9 Monthly remuneration received by officers & employees including system of compensation [Section 4(1)(b)(x)]

Remuneration of the Executives and Non-unionized Supervisors of the company is governed by the guidelines issued by the Department of Public Enterprises (DPE), Government of India. The pay scales are on Industrial DA (IDA) pattern. The DPE guidelines on pay scales of Executive and non- unionized Supervisors are also available on DPE website www.dpe.gov.in.

The pay scales of Executives and Non- Unionized supervisors effective from 01.01.2017 are as under:

Grade	Count of emp. As on 31.03.26	Min Basic	Max Basic	Gross pay at min. of scale	Gross pay at max. of scale
CMD	1	2,00,000.00	3,70,000.00	4,36,800.00	7,15,960.00
DIR	3	1,80,000.00	3,40,000.00	3,93,120.00	6,57,202.00
ED	3	1,50,000.00	3,00,000.00	3,27,600.00	5,78,235.00
CGM	9	1,20,000.00	2,80,000.00	2,62,080.00	5,35,948.00
GM	11	1,00,000.00	2,60,000.00	2,18,400.00	4,95,530.00
AGM	42	90,000.00	2,40,000.00	1,96,560.00	4,56,981.00
DGM	61	80,000.00	2,20,000.00	1,74,720.00	4,18,432.00
SR.MGR	122	70,000.00	2,00,000.00	1,52,880.00	3,79,883.00
MGR	98	60,000.00	1,80,000.00	1,31,040.00	3,41,334.00
DEP.MGR	48	50,000.00	1,60,000.00	1,09,200.00	3,02,785.00
ASST.MGR	70	40,000.00	1,40,000.00	87,360.00	2,64,236.00
JR.MGR	37	30,000.00	1,20,000.00	65,520.00	2,25,687.00

GARDEN REACH SHIPBUILDERS & ENGINEERS LIMITED

Regd. & Corp Office: GRSE Bhavan, 61, Garden Reach Road, Kolkata – 700024

Tel: (033) 2469-8545; Fax: (033) 2469-8150

Grade	Count of emp. As on 31.03.26	Min Basic	Max Basic	Gross pay at min. of scale	Gross pay at max. of scale
SPRVSR-1	100	23,800.00	83,300.00	51,979.20	1,57,220.42
SPRVSR-2	22	25,700.00	90,000.00	56,128.80	1,69,863.33
SPRVSR-3	11	27,600.00	96,600.00	60,278.40	1,82,322.84
SPRVSR-4	52	29,300.00	1,02,600.00	63,991.20	1,93,644.57

The pay scales of Office Assistants category of employees effective from 01.01.2017 are as under:

Grade	Count of emp. As on 31.03.26	Min Basic	Max Basic	Gross pay at min. of scale	Gross pay at max. of scale
OA - GR I	17	22,180.00	77,630.00	46,223.12	1,45,334.45
OA - GR II	8	21,140.00	73,990.00	44,055.76	1,38,519.85
OA - GR III	12	20,110.00	70,390.00	41,909.24	1,31,779.95
OA - GR IV	6	19,900.00	69,650.00	41,471.60	1,30,394.75
OA - SPGRD	18	22,310.00	78,100.00	46,494.04	1,46,213.79

The pay scales of Operatives category of employees effective from 01.01.2017 are as under:

Grade	Count of emp. As on 31.03.26	Min Basic	Max Basic	Gross pay at min. of scale	Gross pay at max. of scale
UNSKILLED	6	19,780.00	69,230.00	41,221.52	1,29,608.45
SEMI	84	19,900.00	69,650.00	41,471.60	1,30,394.75



GARDEN REACH SHIPBUILDERS & ENGINEERS LIMITED

Regd. & Corp Office: GRSE Bhavan, 61, Garden Reach Road, Kolkata – 700024

Tel: (033) 2469-8545; Fax: (033) 2469-8150

SKILLED					
SKILLED	196	20,110.00	70,390.00	41,909.24	1,31,779.95
SKILLED - II	117	20,280.00	70,980.00	42,263.52	1,32,884.70
SKILLED - I	235	21,180.00	74,130.00	44,139.12	1,38,781.95
HIGH SKILLED	67	21,230.00	74,310.00	44,243.32	1,39,118.75
HIGH SKILLED - I	70	22,230.00	77,810.00	46,327.32	1,45,671.25
CHARGEMAN	35	22,310.00	78,100.00	46,494.04	1,46,213.79

In addition to above, Dearness allowance, House Rent Allowance, Perk & Allowances, Medical Facilities, Provident Fund, Gratuity, Superannuation Benefits PLI/PRP etc. are provided as applicable to the respective cadres in accordance with Company's rules and GOI guidelines as applicable and amended from time to time.

Data pertaining to monthly remuneration is calculated through SAP system and preserved in the system. Individual is issued payslip every month. Information is taken out from the system as and when required with the help of HRIS/ Payroll / ERP team.

System of compensation as provided in its regulations:

<https://www.grse.in/rti/file/Pay%20Revision%20of%20Board%20Level%20and%20Below%20Board%20level%20Executives%20and%20Non-%20Unionised%20Supervisors%20of%20CPSEs.pdf>

1.10: Name, designation and other particulars of Public Information Authorities:

Central Public Information Officer

Shri Subardan Toppo

Additional General Manager (HR)

HR Corporate Office, Garden Reach Shipbuilders & Engineers Ltd.



GARDEN REACH SHIPBUILDERS & ENGINEERS LIMITED

Regd. & Corp Office: GRSE Bhavan, 61, Garden Reach Road, Kolkata – 700024

Tel: (033) 2469-8545; Fax: (033) 2469-8150

(A Government of India Undertaking, Ministry of Defence),
61 Park Unit, 61, Garden Reach Road, Kolkata -700024. (West Bengal)
Mobile No : 91-7603039439
Email Id : Toppo.Subardan@grse.co.in

First Appellate Authority

Shri M. Venkatesh Murthy
Executive Director (Commercial Shipbuilding & Supply Chain Management)
Garden Reach Shipbuilders & Engineers Ltd.
(A Government of India Undertaking, Ministry of Defence)
GRSE Bhavan
61, Garden Reach Road, Kolkata-700024 (West Bengal)
Mobile No : 9163361892
Email Id : Murthy.Venkatesh@grse.co.in

Transparency Officer/ Nodal officer

Captain (IN) P Sunilkumar (Retd.) ,
Director (Corporate Planning & Personel),
GRSE Bhavan,
61, Garden Reach Road, Kolkata -700024. (West Bengal)
Telephone No: (033)-2469-8133
Email Id : dp@grse.co.in

1.10 No. of employees against whom Disciplinary action has been proposed /taken [Section 4(2)] :

- No of employees against whom Disciplinary action has been taken (w.e.f 01.04.2025 to 28.02.2026) -06
- No of Employees against whom disciplinary action has been pending for Minor penalty or major penalty proceedings

GARDEN REACH SHIPBUILDERS & ENGINEERS LIMITED

Regd. & Corp Office: GRSE Bhavan, 61, Garden Reach Road, Kolkata – 700024

Tel: (033) 2469-8545; Fax: (033) 2469-8150

(w.e.f 01.04.2025 to 28.02.2026) - 10

➤ Finalized for minor penalty or major penalty proceedings (w.e.f 01.04.2025 to 28.02.2026) - 06

1.11 Programme to advance understanding of RTI (Section 26) :

Nodal Officer, CPIO attend programs as and when conducted by the concerned Appropriate Government on RTI matters and carry out instructions of the Authority from time to time.

i) Educational Programs:

An in-house Awareness Programme on RTI Act was conducted in GRSE, Main Unit on 31st March 2021, 06th August, 2021, 14th June, 2022, 28th January, 2023, 13th June, 2023.

ii) Training of CPIO / APIO:

- a) Retired CPIO has undergone training & workshop on RTI Act from 17.11.2018 to 21.11.2018 at Port Blair organized by National Productivity Council and also on 11 Oct 2019 organized by Ministry of Defence at Delhi.
- b) Retd. ACPIO has also attended seminar-cum-training on Proactive Disclosure on 06.01.2020 organized by National Academy of Defence Production, Nagpur.

iii) Update & publish guidelines on RTI by the public authority:

RTI procedure – <https://grse.in/rti/file/RTI%20Procedure.pdf>

1.13. Transfer policy and Transfer Orders : <https://grse.in/rti/file/Transfer%20Policy%20and%20Transfer%20Order%20New.pdf>

Budget and Programs

2.1 Budget allocated to each agency including all plans, proposed expenditure and reports on disbursement made etc. [f. No. 1/8/2012-IR dt.11.09.2012]

GARDEN REACH SHIPBUILDERS & ENGINEERS LIMITED
Regd. & Corp Office: GRSE Bhavan, 61, Garden Reach Road, Kolkata – 700024
Tel: (033) 2469-8545; **Fax:** (033) 2469-8150

- a. Total Budget for the public Authority
Rs. 6,238 crore

- b. Budget for each agency and plan & Programmes

Description	BE 2025-26
Capital Budget	45
Revenue Budget	6193

- c. Proposed expenditures
Actual Expenditure up to March, 2026

Description	Actual 2025-2026
Capital Budget	77
Revenue Budget	6256

- d. Revised budget for each agency, if any

Description	RE 2025-2026
Capital Budget	70
Revenue Budget	6167

- e. Report on disbursements made and place where the related reports and available:

<https://grse.in/financial-results/Audited%20Financial%20Results%20for%20Q4%20&%20FY26%20and%20Recommendation%20of%20Final%20Dividend%20-%20GRSE.pdf>

Projects are executed based on the contract awarded to the Company by the customers either on competitive or nomination

GARDEN REACH SHIPBUILDERS & ENGINEERS LIMITED

Regd. & Corp Office: GRSE Bhavan, 61, Garden Reach Road, Kolkata – 700024
Tel: (033) 2469-8545; **Fax:** (033) 2469-8150

basis. Nosuch budget is allocated for any sort of capital expenditure. All Capital expenditure of the company are generally carried on by fundingfrom internal accrual only.

2.2 Foreign and Domestic tours

Foreign Tour by GRSE Management from 01.04.2025 to 31.03.2026 and Domestic Tour By GRSE Management from 01.04.2025 to 28.02.2026 :
<https://grse.in/rti/file/Foreign%20and%20Domestic%20Tours%20by%20GRSE%20Management%20from%2001.04.2025%20to%2031.03.2026.pdf>

Information related to procurements:

After tenders are published in the NIC portal, the same is intimated to GRSE CP&CC department for uploading in the GRSE website - <https://grse.in/tender-published/>

2.3 Manner of execution of subsidy programme [Section 4(i) (b) (xii)]

Objective of the programme: Providing canteen service to the contract’s workmen.

Procedure to avail benefits: The cost per meal is Rs. 47/- (Forty seven only) Out of this Rs.12/- (Rupees twelve Only) is paid by the diners, while the remaining Rs 35/- (Rupees thirty five) is subsidized by GRSE.

Category	Subsidy Head	Amount in Rupees (In Lakhs)							Budget target
		FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	
Contractor's Workmen	Canteen								FY 2025-26



GARDEN REACH SHIPBUILDERS & ENGINEERS LIMITED

Regd. & Corp Office: GRSE Bhavan, 61, Garden Reach Road, Kolkata – 700024

Tel: (033) 2469-8545; Fax: (033) 2469-8150

		94.93	86.61	22.95	85.09	120.85	123.94	131.69	171.86
--	--	-------	-------	-------	-------	--------	--------	--------	--------

Details of beneficiaries of subsidy programme 2025-2026 (number, profile etc):

Month	Month wise average no. of beneficiary i.e. contract worker	Profile of beneficiary
April 2025	36,017	Contract Worker
May 2025	36,017	
June 2025	36,017	
July 2025	36,017	
August 2025	36,017	
September 2025	36,017	
October 2025	36,017	
November 2025	36,017	
December 2025	36,017	
January 2026	36,017	
February 2026	36,017	
March 2026	36,017	

<https://grse.in/rti/file/NIT%20FOR%20MANNER%20OF%20EXECUTION%20OF%20SUBSIDY%20PROGRAMME%20ETC.%20FOR%20PD.pdf>

2.4 Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt.15.04.2013]

No discretionary/ non-discretionary grants/ allocations are applicable for GRSE.

GARDEN REACH SHIPBUILDERS & ENGINEERS LIMITED

Regd. & Corp Office: GRSE Bhavan, 61, Garden Reach Road, Kolkata – 700024

Tel: (033) 2469-8545; Fax: (033) 2469-8150

2.5 Particulars of recipients of concessions, permits or authorizations granted by the public authority

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

GRSE does not grant any concession, permit or authorization.

2.6 CAG & PAC Paras

CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament-

Not applicable

Publicity Band Public Interface

3.1 Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation thereof [Section 4(1)(b)(vii)] [F No 1/6/2011-IR dt. 15.04.2013]

GRSE is a Government of India Undertaking under Ministry of Defence, Department of Defence Production for which each and every member of the Society is Public including the employee and accordingly the policies formulated by it relates to internal management only. Hence there is usually no other arrangement for consultation with the members of the public in relation to the formulation of its policy or implementation thereof, rather the company while formulating any internal Policy Guidelines takes into consideration the views of its employees. However, there is arrangement for consultation with Vendor exists through Vendor Meets, while the public at large takes the opportunity of Defense Expo exhibitions for communication of their feedback and views time to time. All Policies are formulated in compliance with the provision of all applicable statutes, rules, regulations, etc.

The company has a Public Grievance Cell to deal with Public/ Staff Grievances.

Policy : <https://grse.in/policies/>

Are the details of policies/decisions which affect public, informed to them [Section 4(1) (c)]

Policies which affect the public are generally uploaded on the website and also communicated through press releases. Publish all

GARDEN REACH SHIPBUILDERS & ENGINEERS LIMITED

Regd. & Corp Office: GRSE Bhavan, 61, Garden Reach Road, Kolkata – 700024

Tel: (033) 2469-8545; Fax: (033) 2469-8150

relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive. Policies affecting the employees are communicated to the employees of the company via intra-mail, employee portal etc. from time to time.

Preservation of Documents and Archival Policy: <https://grse.in/wp-content/uploads/2022/08/Preservation-of-Documents-and-Archival-Policy-of-GRSE.pdf>

Corporate social Responsibility and Sustainable policy : https://grse.in/csr-projects-and-policy/GRSE_Revised_CSR_&_Sustainability_Policy_07_Sep_2021.pdf

All policies / Directives which is related to our company are uploaded on www.grse.in under the heading “ Policies / Directives .”

3.2 Dissemination of information widely and in such form and manner which is easily accessible to the public:

General information about the company already available on GRSE Website and specific information which require publication for knowledge of the public are displayed on website and / or communicated via press releases.

Communicated vide Press Release, YouTube, Social Medias (Facebook, Twitter, Instagram, LinkedIn, etc.)

3.4 Form of accessibility of information manual/handbook [Section 4(1) (b)]

The following documents are available and held by the Company on GRSE website :-

- Annual Reports (Contain information pertaining to Financial & Highlights of the Company's Performance):
<https://grse.in/annual-reports/Annual%20Report%202024-25.pdf>
- Sub-Contract Manual : <https://grse.in/Susub-contract-manual-2/>
- Procurement Manual: <https://grse.in/rfi/file/Procurement%20Manual.pdf>
- RTI ACT 2005 : https://grse.in/rfi/file/RTI%20ACT%202005%20_%20English%20Version.pdf

GARDEN REACH SHIPBUILDERS & ENGINEERS LIMITED

Regd. & Corp Office: GRSE Bhavan, 61, Garden Reach Road, Kolkata – 700024

Tel: (033) 2469-8545; Fax: (033) 2469-8150

-
- Telephone Directory of key officials: as stated above at point no 1.8
 - MSME Policy : <https://grse.in/policies-for-msme/>
 - SOP for Internship: <https://grse.in/sop-internship/>
 - Samanvay Portal: <https://grse.in/samanvay-flyer/>
 - Sustainability Report: <https://grse.in/sustainability-report/>
 - Official language implementation in GRSE: <https://grse.in/official-language-implementation-in-grse/>
 - Equal Opportunity Policy: <https://grse.in/equal-opportunity-policy/>
 - Whistle Blower Policy: <https://grse.in/whistle-blower-policy-2/>
 - GRSE Complaint Policy: <https://grse.in/grse-complaint-policy/>
 - Internal Committee (SHWW Act 2013): <https://grse.in/internal-committee-shww-act-2013/>
 - Corporate Communication Policy: <https://grse.in/cc-policy/>
 - Integrity Pact: <https://grse.in/integrity-pact/>
 - Hyperlinking policy: <https://grse.in/hyperlinking-policy/>
 - Copyright policy: <https://grse.in/copyright-policy/>
 - Privacy policy: <https://grse.in/privacy-policy/>
 - Terms & Condition: <https://grse.in/terms-conditions/>

3.5 Whether information manual/handbook available free of cost

List of materials available free of cost :

GRSE has made available the Annual Report in bilingual language. The annual Report is located for general public which can be accessed any time through GRSE website. The citizen can obtain information by submitting application in Hindi, English by hand at RTI cell of GRSE / by post to the CPIO of GRSE / RTI online portal. Also the information about the company is available in public domain at GRSE website www.grse.in .

In addition to this following Manuals, policies, etc. are available free of cost in GRSE website:

GARDEN REACH SHIPBUILDERS & ENGINEERS LIMITED

Regd. & Corp Office: GRSE Bhavan, 61, Garden Reach Road, Kolkata – 700024

Tel: (033) 2469-8545; Fax: (033) 2469-8150

-
- Sub Contract manual: https://grse.in/sub-contract-manual-2/Sub_Contract_Manual.pdf
 - Procurement manual: <https://grse.in/rti/file/Procurement%20Manual.pdf>
 - ESG BRSR Policy: https://grse.in/policies/ESG_BRSR_Policy_of_GRSE.pdf
 - Insider Trading Code : https://grse.in/wp-content/uploads/2023/Insider_Trading_Code_GRSE.pdf
 - Preservation of Documents and archival policy of GRSE: <https://grse.in/wp-content/uploads/2022/08/Preservation-of-Documents-and-Archival-Policy-of-GRSE.pdf>
 - GRSE-Policy for Determination of Materiality of Event or Information: https://grse.in/policies/Policy_for_Determination_of_Materiality_of_Event_or_Information.pdf
 - GRSE- Policy for Related Party Transaction: https://grse.in/policies/GRSE-Policy_for_Related_Party_Transactions_25_5_23.pdf
 - Dividend distribution policy : https://grse.in/policies/Dividend_Distribution_Policy_apr_2025.pdf
 - Whistle blower policy : <https://grse.in/wp-content/uploads/2022/04/Whistle-Blower-Policy-1.pdf>
 - Code of Conduct and Ethics-2026: <https://grse.in/policies/Code%20of%20Conduct%20and%20Ethics%20-%202026.pdf>
 - Corporate social Responsibility and Sustainable policy : https://grse.in/csr-projects-and-policy/GRSE_Updated_CSR_&_Sustainability_Policy_07_Sep_2021.pdf
 - Policy on Identification of Material Litigations and Material Creditors: <https://grse.in/wp-content/uploads/2022/04/Policy-on-Identification-of-Material-Litigations-and-Material-Creditors.pdf>
 - MSME policy <https://grse.in/policies-for-msme/index.php>
 - SOP for Internship: <https://grse.in/sop-internship/>
 - Samanvay Portal: <https://grse.in/samanvay-flyer/>
 - Sustainability Report: <https://grse.in/sustainability-report/>
 - Official language implementation in GRSE: <https://grse.in/official-language-implementation-in-grse/>
 - Equal Opportunity Policy: <https://grse.in/equal-opportunity-policy/>
 - GRSE Complaint Policy: <https://grse.in/grse-complaint-policy/>
 - Internal Committee (SHWW Act 2013): <https://grse.in/internal-committee-shww-act-2013/>
 - Corporate Communication Policy: <https://grse.in/cc-policy/>
 - Integrity Pact: <https://grse.in/integrity-pact/>
 - Hyperlinking policy: <https://grse.in/hyperlinking-policy/>

GARDEN REACH SHIPBUILDERS & ENGINEERS LIMITED

Regd. & Corp Office: GRSE Bhavan, 61, Garden Reach Road, Kolkata – 700024

Tel: (033) 2469-8545; Fax: (033) 2469-8150

-
- Copyright policy: <https://grse.in/copyright-policy/>
 - Privacy policy: <https://grse.in/privacy-policy/>
 - Terms & Condition: <https://grse.in/terms-conditions/>

List of materials available at a reasonable cost of the medium:

Following items as governed by the Right To Information (Regulation of Fee And Cost) Rules, 2005 :

- A request for obtaining information under sub-section (1) of Section 6 shall be accompanied by an application fee of Rs. Ten by way of cash against proper receipt or by demand draft or banker's cheque (or Indian Postal Order) payable to the Accounts Officer of Public Authority. However, in case of an RTI applicant who is below poverty line need not pay any fee. He will have to show ration card applicable to person below poverty line and submit a copy of the same along with application. Such ration card must carry his name as recipient of benefits applicable to persons below the poverty line.
- For providing Information under sub section (1) of section 7, the fee shall be charged against proper receipt or by demand draft or banker's cheque (or Indian Postal Order) payable to the Accounts Officer of Public Authority.
 - Rs.2/- for each page (A3 or A4 size paper) created or copied .
 - Actual charge or cost price of a copy in larger size paper.
 - Actual cost or price for samples or models and
 - For inspection of records, no fee for the first hour, and a fee of Rs. 5/- for each subsequent hour (or fraction thereof) .

4.1 Language in which Information manual/Handbook Available [F.NO. 1/6/2011-IR dt. 15.04.2013)

English and Hindi

- <https://grse.in/annual-reports/Annual%20Report%202024-25.pdf>
- [https://grse.in/annual-reports/Annual%20Report%202024%20-%202025%20\(Hindi\).pdf](https://grse.in/annual-reports/Annual%20Report%202024%20-%202025%20(Hindi).pdf)
- https://grse.in/rajbhasha-jagriti/RSJ_MAR_25.pdf
- RTI ACT 2005 (English): https://grse.in/rti/file/RTI%20ACT%202005%20_%20English%20Version.pdf

GARDEN REACH SHIPBUILDERS & ENGINEERS LIMITED

Regd. & Corp Office: GRSE Bhavan, 61, Garden Reach Road, Kolkata – 700024

Tel: (033) 2469-8545; Fax: (033) 2469-8150

-
- RTI Act 2005 (Hindi): https://grse.in/rti/file/RTI%20ACT%202005%20_%20Hindi%20Version.pdf
 - Official language Happenings: <https://grse.in/rti/file/Official%20Language%20Happenings.pdf>
 - Circular of Hindi Implementation (English version):
<https://grse.in/rti/file/Circular%20of%20Hindi%20Implementation%20English%20Version.pdf>
 - Circular of Hindi Implementation (Hindi version):
<https://grse.in/rti/file/Circular%20of%20Hindi%20Implementation%20Hindi%20Version.pdf>
 - Circular of Timely submission of Quarterly Hindi Progress Reports:
<https://grse.in/rti/file/Circular%20of%20Timely%20submission%20of%20Quarterly%20Hindi%20Progress%20Report.pdf>

4.2 When was the information Manual/Handbook last updated?[F No. 1/6/2011-IR dt .15.04.2013]

Annual Report for the year 2024-25 was published on the website of the company on 26th August 2025.

4.3 Information available in electronic form [Section 4(1) (b) (xiv)]

The following documents are available on website of GRSE

- Annual Reports (Contains information pertaining to Financial & Highlights of the Company's Performance)
<https://grse.in/annual-reports/Annual%20Report%202024-25.pdf>
- Procurement Manual: <https://grse.in/rti/file/Procurement%20Manual.pdf>
- Sub Contract Manual : https://grse.in/sub-contract-manual-2/Sub_Contract_Manual.pdf
- Telephone Directory of Key Officials : as stated above point no 1.8
- MSME Policy : <https://grse.in/policies-for-msme/index.php>

4.4 Particulars of facilities available to citizen for obtaining information [Section 4(1) (b) (xv)]

Name & Location of the Faculty

Shri Subardan Toppo



GARDEN REACH SHIPBUILDERS & ENGINEERS LIMITED

Regd. & Corp Office: GRSE Bhavan, 61, Garden Reach Road, Kolkata – 700024

Tel: (033) 2469-8545; Fax: (033) 2469-8150

Additional General Manager (HR) & CPIO
HR Corporate Office,
Garden Reach Shipbuilders & Engineers Limited
(A Government of India Undertaking, Ministry of Defence) ,
61 Park Unit ,
61 Garden Reach Road, Kolkata-700024, West Bengal.

Details of Information made available:

GRSE has made available the RTI procedure, Citizen Charter, Annual Report etc . for general public which can be accessed any time through GRSE website. The citizen can obtain information by submitting application in Hindi, English by hand at RTI cell of GRSE / by post to the CPIO of GRSE / RTI online portal. Also the information about the company is available in public domain at GRSE website www.grse.in .

- RTI Procedure : <https://grse.in/rti/file/RTI%20Procedure.pdf>
- Citizen charter : <https://grse.in/rti/file/Citizen%20Charter%202025-26.pdf>
- Annual report: <https://grse.in/annual-reports/>

In addition to this following Manuals, policies, etc. are available free of cost in GRSE website:

- Sub Contract manual: https://grse.in/sub-contract-manual-2/Sub_Contract_Manual.pdf
- Procurement manual: <https://grse.in/rti/file/Procurement%20Manual.pdf>
- ESG BRSR Policy: https://grse.in/policies/ESG_BRSR_Policy_of_GRSE.pdf
- Insider Trading Code : https://grse.in/wp-content/uploads/2023/Insider_Trading_Code_GRSE.pdf
- Preservation of Documents and archival policy of GRSE: <https://grse.in/wp-content/uploads/2022/08/Preservation-of-Documents-and-Archival-Policy-of-GRSE.pdf>
- GRSE-Policy for Determination of Materiality of Event or Information: https://grse.in/policies/Policy_for_Determination_of_Materiality_of_Event_or_Information.pdf
- GRSE- Policy for Related Party Transaction: https://grse.in/policies/GRSE-Policy_for_Related_Party_Transactions_25_5_23.pdf

GARDEN REACH SHIPBUILDERS & ENGINEERS LIMITED

Regd. & Corp Office: GRSE Bhavan, 61, Garden Reach Road, Kolkata – 700024

Tel: (033) 2469-8545; Fax: (033) 2469-8150

-
- Dividend distribution policy : https://grse.in/policies/Dividend_Distribution_Policy_apr_2025.pdf
 - Whistle blower policy : <https://grse.in/wp-content/uploads/2022/04/Whistle-Blower-Policy-1.pdf>
 - Code of Conduct and Ethics-2026: <https://grse.in/policies/Code%20of%20Conduct%20and%20Ethics%20-%202026.pdf>
 - Corporate social Responsibility and Sustainable policy :https://grse.in/csr-projects-and-policy/GRSE_Revised_CSR_&_Sustainability_Policy_07_Sep_2021.pdf
 - Policy on Identification of Material Litigations and Material Creditors: <https://grse.in/wp-content/uploads/2022/04/Policy-on-Identification-of-Material-Litigations-and-Material-Creditors.pdf>
 - MSME policy <https://grse.in/policies-for-msme/index.php>
 - SOP for Internship: <https://grse.in/sop-internship/>
 - Samanvay Portal: <https://grse.in/samanvay-flyer/>
 - Sustainability Report: <https://grse.in/sustainability-report/>
 - Official language implementation in GRSE: <https://grse.in/official-language-implementation-in-grse/>
 - Equal Opportunity Policy: <https://grse.in/equal-opportunity-policy/>
 - GRSE Complaint Policy: <https://grse.in/grse-complaint-policy/>
 - Internal Committee (SHWW Act 2013): <https://grse.in/internal-committee-shww-act-2013/>
 - Corporate Communication Policy: <https://grse.in/cc-policy/>
 - Integrity Pact: <https://grse.in/integrity-pact/>
 - Hyperlinking policy: <https://grse.in/hyperlinking-policy/>
 - Copuright policy: <https://grse.in/copyright-policy/>
 - Privacy policy: <https://grse.in/privacy-policy/>
 - Terms & Condition: <https://grse.in/terms-conditions/>

Working Hours of the Facility-

Monday to Friday - 8:00 AM to 5.06 PM

Saturday - 8:00 AM to 1.00 PM

(First and Third Saturday are non duty Saturdays)

GARDEN REACH SHIPBUILDERS & ENGINEERS LIMITED

Regd. & Corp Office: GRSE Bhavan, 61, Garden Reach Road, Kolkata – 700024

Tel: (033) 2469-8545; Fax: (033) 2469-8150

Contact person & contact details (Phone, Fax, email)

Name & Designation	Address	Telephone No.	Fax	Email-ID
Shri Subardan Toppo Additional General Manager (HR) & CPIO	HR Corporate Office, Garden Reach Shipbuilders & Engineers Limited (A Government of India Undertaking, Ministry of Defence) , 61 Park Unit , 61 Garden Reach Road, Kolkata-700024, West Bengal.	7603039439	Not available	Toppo.Subardan@grse.co.in

4.5 . Such other information as may be prescribed under section 4(i) (b) (xvii)

Grievance redressal mechanism : <https://grse.in/rti/file/Details%20of%20Public%20Grievance%20Officer.pdf>

Alternatively Online Register your Grievance Here: <https://pgportal.gov.in>

i) Details of application received under RTI and information provided:

Receipt and disposal of RTI applications and First Appeals W.e.f. 01 April 2018 to 31 March 2019

GARDEN REACH SHIPBUILDERS & ENGINEERS LIMITED
Regd. & Corp Office: GRSE Bhavan, 61, Garden Reach Road, Kolkata – 700024
Tel: (033) 2469-8545; **Fax:** (033) 2469-8150

Sl.No.	Particulars	Opening Balance	Received	Disposed of
1	RTI Applications	3	67	68
2	RTI First Appeals	3	16	18

Receipt and disposal of RTI applications and First Appeals W.e.f. 01 April 2019 to 31 March 2020

Sl. No.	Particulars	Opening Balance	Received	Disposed of
1	RTI Applications	2	70	69
2	RTI First Appeals	1	6	7

Receipt and disposal of RTI applications and First Appeals W.e.f. 01 April 2020 to 31 March 2021

Sl. No.	Particulars	Opening Balance	Received	Disposed of
1	RTI Applications	2	112	104
2	RTI First Appeals	0	10	10

Receipt and disposal of RTI applications and First Appeals W.e.f. 01 April 2021 to 31 March 2022:

Sl. No.	Particulars	Opening Balance	Received	Disposed of

GARDEN REACH SHIPBUILDERS & ENGINEERS LIMITED
Regd. & Corp Office: GRSE Bhavan, 61, Garden Reach Road, Kolkata – 700024
Tel: (033) 2469-8545; **Fax:** (033) 2469-8150

1	RTI Applications	8	119	96
2	RTI First appeals	0	6	6

Receipt and disposal of RTI applications and First Appeals w.e.f. 01 April 2022 to 31 March 2023:

SI No.	Particulars	Opening Balance	Received	Disposed of
1	RTI Applications	30	246	264
2	RTI First appeals	0	21	19

Receipt and disposal of RTI applications and First Appeals w.e.f. 01 April 2023 to 31 March 2024

SI No.	Particulars	Opening Balance	Received	Dispose of
1	RTI Applications	30	246	263
2	RTI First appeals	0	21	19

Receipt and disposal of RTI applications and First Appeals w.e.f. 01 April 2024 to 31 March 2025

SI No.	Particulars	Opening Balance	Received	Disposed of
1	RTI Applications	27	212	237

GARDEN REACH SHIPBUILDERS & ENGINEERS LIMITED

Regd. & Corp Office: GRSE Bhavan, 61, Garden Reach Road, Kolkata – 700024

Tel: (033) 2469-8545; Fax: (033) 2469-8150

2	RTI First appeals	1	22	21
---	-------------------	---	----	----

Receipt and disposal of RTI applications and First Appeals w.e.f. 01 April 2025 to 31 March 2026

Sl No.	Particulars	Opening Balance	Received	Disposed of
1	RTI Applications	02	169	147
2	RTI First appeals	02	20	18

ii) List of completed schemes/projects/Programs

As of March 2026 GRSE has designed and built 118 warships and patrol vessels for the Indian Navy & Coast Guard for the last 66 Years. Vessels built at GRSE included guided missiles frigates, corvettes, fleet tankers, patrol vessels, amphibious warfare vessels and hovercraft . GRSE also exported Offshore Patrol Vessel, 'MCGS Baracuda' to Mauritius on 20.12.14 & Fast Patrol Vessel, 'SCG PS Zoroaster' to Seychelles thereby India joined the Elite club of Warship Exporters. However for detail of relevant information please visit GRSE website (www.grse.in) .

iii) List of schemes/projects/programme underway

List of current Projects underway:

- P17 A – Advance Frigates -01 No
- ASWSWC- Anti Submarine warfare shallow water crafts -04 Nos
- NGOPV- Next Generation Offshore Patrol Vessels -04 Nos
- Hybrid ferry for Govt. of WB. -13 Nos.

GARDEN REACH SHIPBUILDERS & ENGINEERS LIMITED

Regd. & Corp Office: GRSE Bhavan, 61, Garden Reach Road, Kolkata – 700024

Tel: (033) 2469-8545; Fax: (033) 2469-8150

-
- Advanced dredger for Bangladesh-01 No
 - Multi-Purpose Vessels for Carsten Rehder schiffsmakler and Reederei GmbH& Co. Kg, Germany-12 Nos
 - Coastal Research Vessel for Geological Survey of India-02 Nos
 - Ocean Research Vessel for National Centre for polar & Ocean Research (NCPOR) -01 no
 - Acoustic Research Ship for NPOL, DRDO – 01 No.
- However, for detailed relevant information please consult GRSE website (www.grse.in) under the heading Make in India

iv) **Details of all contracts including name of the contractor, amount of the contractor, amount of contract and period of completion of contract” :**

<https://grse.in/information-regarding-purchase-orders-placed-for-values-greater-than-1-lakh/> -

vi) **Annual Report:**

<https://grse.in/annual-reports/Annual%20Report%202024-25.pdf>

vii) **Frequently Asked Question (FAQs) :**

<https://www.grse.in/rti/file/Frequently%20Asked%20Question.pdf>

viii) **Any other information such as**

Citizen’s charter: <https://grse.in/rti/file/Citizen%20Charter%202025-26.pdf>

10 Years Financial highlights : <https://grse.in/10-years-at-a-glance/>

4.6 Receipt & Disposal of RTI applications & appeals [F. No. 1/6/2011-IR dt. 15.04.2013]

- i) **Details of applications received and disposed**
- ii) **Details of appeals received and orders issued**

GARDEN REACH SHIPBUILDERS & ENGINEERS LIMITED
Regd. & Corp Office: GRSE Bhavan, 61, Garden Reach Road, Kolkata – 700024
Tel: (033) 2469-8545; **Fax:** (033) 2469-8150

Receipt and disposal of RTI applications and appeals W.e.f. 01 April 2018 to 31 March 2019

Sl. No.	Particulars	Opening Balance	Received	Disposed of
1	RTI Applications	3	67	68
2	RTI Appeals	3	16	18

Receipt and disposal of RTI applications and appeals w.e.f. 01 April 2019 to 31 March 2020

Sl. No.	Particulars	Opening Balance	Received	Disposed of
1	RTI Applications	2	70	69
2	RTI Appeals	1	6	7

Receipt and disposal of RTI applications and appeals w.e.f. 01 April 2020 to 31 March 2021

Sl. No.	Particulars	Opening Balance	Received	Disposed of
1	RTI Applications	2	112	104
2	RTI Appeals	0	10	10

GARDEN REACH SHIPBUILDERS & ENGINEERS LIMITED
Regd. & Corp Office: GRSE Bhavan, 61, Garden Reach Road, Kolkata – 700024
Tel: (033) 2469-8545; Fax: (033) 2469-8150

Receipt and disposal of RTI applications and appeals w.e.f. 01 April 2021 to 31 March 2022

Sl. No.	Particulars	Opening Balance	Received	Disposed of
1	RTI Applications	8	119	96
2	RTI Appeals	0	6	6

Receipt and disposal of RTI applications and appeals w.e.f. 01 April 2022 to 31 March 2023

SI No.	Particulars	Opening Balance	Received	Disposed of
1	RTI Applications	30	246	264
2	RTI Appeals	0	21	19

Receipt and disposal of RTI applications and appeals w.e.f. 01 April 2023 to 31 March 2024

SI No.	Particulars	Opening Balance	Received	Disposed of
1	RTI Applications	12	143	128

GARDEN REACH SHIPBUILDERS & ENGINEERS LIMITED

Regd. & Corp Office: GRSE Bhavan, 61, Garden Reach Road, Kolkata – 700024

Tel: (033) 2469-8545; **Fax:** (033) 2469-8150

2	RTI Appeals	2	13	12
---	-------------	---	----	----

Receipt and disposal of RTI applications and appeals w.e.f. 01 April 2024 to 31 March 2025

Sl No.	Particulars	Opening Balance	Received	Disposed of
1	RTI Applications	27	212	237
2	RTI Appeals	1	22	21

Receipt and disposal of RTI applications and appeals w.e.f. 01 April 2025 to 31 March 2026

Sl No.	Particulars	Opening Balance	Received	Disposed of
1	RTI Applications	02	169	147
2	RTI Appeals	02	20	18

4.7 Replies to questions asked in the parliament [Section 4(1) (d) (2)] Details of questions asked and replies given :

Total 27 numbers of parliamentary questions replied by CP department during the period from 01.04.2025 to 28.02.2026.

Replies to Parliamentary questions by GRSE: https://grse.in/rti/file/PD_Parliamentary%20Q&A_%20Grse%20replies.pdf

5.1 Such other information as may be prescribed [No. 1/2/2016-IR dt.17.08.2016, F. No. 1/6/2011-IR dt.15.04.2013]

(a) List of current FAA, CPIO :

GARDEN REACH SHIPBUILDERS & ENGINEERS LIMITED
Regd. & Corp Office: GRSE Bhavan, 61, Garden Reach Road, Kolkata – 700024
Tel: (033) 2469-8545; **Fax:** (033) 2469-8150

<https://grse.in/rti/file/Name,%20designation%20and%20other%20Particulars%20of%20Public%20Information%20Authorities.pdf>

b) Earlier: FAA & CPIO from 01.01.2015:

Sl.No	Name & Designation	Appt.	w.e.f	To	Address	STD Code	Telephone Nos. Office Fax , E- Mail		
1	Rear Admiral A. K. Verma, IN (Retd.) Ex- CM&D	FAA	01.01.15	31.12.16	Garden Reach Shipbuilders & Engineers Limited 43/46 Garden Reach Road. Kolkata-700 024	033	2469 8130/31	2469 8119	cmd@grse.co.in

GARDEN REACH SHIPBUILDERS & ENGINEERS LIMITED

Regd. & Corp Office: GRSE Bhavan, 61, Garden Reach Road, Kolkata – 700024

Tel: (033) 2469-8545; Fax: (033) 2469-8150

2	Shri A R Pal, CGM (Tech.)	FAA	26.04.17	16.07.21	Garden Reach Shipbuilders & Engineers Limited 43/46 Garden Reach Road, Kolkata- 700024	033	2469- 8100	-	Pal.ArupRatan@gr se.co.in
3	DIG Subrato Ghosh ICG (Retd)	FAA	17.07.21	22.06.23	Garden Reach Shipbuilders & Engineers Limited 61 Garden Reach Road, Kolkata- 700024	033	24691177	-	Ghosh.Subrato@gr se.co.in
4	Shri K.S. Verma, Ex-GM (IEP, Safety &Fire)	CPIO	01.01.15	31.08.18	Garden Reach Shipbuilders & Engineers Limited 43/46 Garden Reach Road, Kolkata- 700024	033	24893957	-	lep.gm@grse.co.in

GARDEN REACH SHIPBUILDERS & ENGINEERS LIMITED

Regd. & Corp Office: GRSE Bhavan, 61, Garden Reach Road, Kolkata – 700024

Tel: (033) 2469-8545; Fax: (033) 2469-8150

5	Shri Sandip Biswas (DGM- Law)	CPIO	01.09.18	30.09.23	Garden Reach Shipbuilders & Engineers Limited 43/46 Garden Reach Road, Kolkata- 700024	033	24893957	-	Biswas.Sandip@grse.co.in
6	Smt. Lipi Das GM (HR& A)	CPIO	01.10.23	10.12.23	Garden Reach Shipbuilders & Engineers Limited ,43/46 Garden Reach Road, Kolkata- 700024	+91	8420008812	-	das.lipi@grse.co.in

ii) Details of third-party audit of voluntary disclosure:

Dates of audit carried out -01.08.2018 :

a) **Report of the audit carried out-** <https://www.grse.in/wp-content/uploads/2022/05/trans.-audit-certificate0001.pdf>

b) **Online self-appraisal report cum transparency Audit report for the year**

- i) 2019-2020
- ii) 2020-2021
- iii) 2021-2022
- iv) 2022-2023



GARDEN REACH SHIPBUILDERS & ENGINEERS LIMITED

Regd. & Corp Office: GRSE Bhavan, 61, Garden Reach Road, Kolkata – 700024

Tel: (033) 2469-8545; Fax: (033) 2469-8150

- v) 2023-2024
- vi) 2024-2025

iii) **Appointment of Nodal Officer not below the rank of Joint Secretary/Additional HOD :**
<https://grse.in/rti/file/Nodal%20and%20Transparency%20Officer.PDF>

- a) Date of appointment: 11.08.2025
- b) Name & Designation of the officer: Captain (IN) P Sunilkumar (Retd) , Director (Corporate Planning & Personnel)

iv) **Consultancy Committee of key stake holders for advice on Suo- Motu disclosure:**
<https://grse.in/rti/file/Consultative%20Committee%20New.pdf>

Date from which Re-constituted on 21.03.2025.

b) **Name & Current Designation of the officers:**

- i) Shri Venkatesh Murthy, Executive Director (Commercial Shipbuilding & Supply Chain Management)
- ii) Cdr. Manoj Kumar Gupta, IN (Retd.) Chief General Manager (Contracts, HP & IP and Yard Asset Management)
- iii) Shri Rajeev Shrivastava, General Manager (HR & A)

v) **Committee of CPIOs/ FAAs with rich experience in RTI to identify frequently sought information under RTI:**

In commensurate with the size and nature of operations of the company, there is one CPIO and one FAA.

They meet regularly and when required.

<https://grse.in/rti/file/Office%20Order%20copy%20of%20FAA%20&%20CPIO%20New.pdf>

6. Information Disclosed on own initiative:

6.1 **Item/information disclosed so that public have minimum resort to use of RTI Act to obtain information**

GARDEN REACH SHIPBUILDERS & ENGINEERS LIMITED

Regd. & Corp Office: GRSE Bhavan, 61, Garden Reach Road, Kolkata – 700024

Tel: (033) 2469-8545; Fax: (033) 2469-8150

GRSE has made available the RTI procedure, Citizen Charter, Annual Report etc . for general public which can be accessed any time through GRSE website. The citizen can obtain information by submitting application in Hindi, English by hand at RTI cell of GRSE / by post to the CPIO of GRSE / RTI online portal. Also the information about the company is available in public domain at GRSE website <https://www.grse.in/annual-reports/>

In addition to this following Manuals, policies, etc. are available free of cost in GRSE website:

GRSE website has various headings as dropdowns in its home page depicting various activities of GRSE. The various drop downs and their subheadings present are listed below:

- 3.5.1 **Vendor:** please visit <https://www.grse.in/vendor/>
- 3.5.2 Please visit our website <https://www.grse.in/> under the heading of “Investor corner”
- 3.5.3 Please visit our website <https://www.grse.in/> under the heading of “News Room”
- 3.5.4 **Tender :** Please visit the link <https://grse.in/tender/>
- 3.5.5 Please visit our website https://www.grse.in under the heading of “Public Grievances
- 3.5.6. “Achievement” please visit: <https://www.grse.in/achievement-highlights/>
- 3.5.7. Please visit our website <https://www.grse.in/> under the heading of “Vigilance”
- 3.5.8. “Our Company” Please visit our website under the heading “About Us”
- 3.5.9. Please visit our website https://www.grse.in under the heading of “Policy/Directives”
- 3.5.10. “Important Notice & Announcement” please visit the link : <https://www.grse.in/corporate-announcement/>
- 3.5.11 Please visit our website https://www.grse.in under the heading of “CSR”
- 3.5.12 “Latest Events” please visit the link <https://www.grse.in/recent-accolades/>

6.2 Guidelines for Indian Government Website (GIGW) is followed (released in February, 2009 and included in the Central Secretariat Manual of Office Procedures (CSMOP) by Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievances and Pension, Govt. Of India)



GARDEN REACH SHIPBUILDERS & ENGINEERS LIMITED

Regd. & Corp Office: GRSE Bhavan, 61, Garden Reach Road, Kolkata – 700024

Tel: (033) 2469-8545; Fax: (033) 2469-8150

- i) Whether STQC certification obtained and its validity.
GIGW 3.0 (STQC compliance) audit compliance for the GRSE website has already been obtained. Please find enclosed the certificate for reference.
- ii) Does the website show the certificate on the website?
<https://grse.in/certifications/2025-08-18%20GIGW%203.0%20Compliance.pdf>
