



GARDEN REACH SHIPBUILDERS & ENGINEERS LIMITED
Regd. & Corp Office: GRSE Bhavan, 61, Garden Reach Road, Kolkata – 700024
Tel: (033) 2469-8545; **Fax:** (033) 2469-8150
CIN: L35111WB1934GOI007891 | **Website:** www.grse.in

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

i) 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

ii) Head of the Organization:

Commodore P. R Hari, IN (Retd.)
Chairman & Managing Director GRSE Ltd.

iii) Vision, Mission, Values and key objectives:

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

iv) **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



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assembly, testing, servicing & repair of various models of Diesel Engines 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 Company has delivered over **5700 Bailey Bridges (approx)** to Indian Army, BRO, Central and State PWDs and also to friendly neighborhood countries like Bhutan, Nepal, Sri Lanka and Myanmar.

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

vi) **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 workshopsof 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:



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UNIT	ADDRESS	CONTACT NUMBERS
GRSE BHAVAN (Regd. & Corporate Office)	61, Garden Reach Road, Kolkata-700024(West Bengal)	EPABX: (033)-24698105, (033) 2469-8150 (Fax)
GRSE-MAIN UNIT	43/46, Garden Reach Road, Kolkata-700024(West Bengal)	EPABX: (033) 2469-8124 Fax: (033) 2439-2416
GRSE-FOJ UNIT	p-70, Karl Marx Sarani, Kolkata-700043(West Bengal)	EPABX: (033)-2439 2260/61
GRSE-61-PARK UNIT	61, Garden Reach Road, Kolkata-700024(West Bengal)	EPABX: (033)-2469-6120, (033) -2469-1177
GRSE - RAJA BAGAN DOCKYARD (RBD) UNIT	44, Garden Reach Road, Kolkata-700044(West Bengal)	EPABX: (033) 2469-4512 FAX: (033)-2489-7290
GRSE-TARATALA UNIT	P-2/2, Taratala Road, Kolkata-700088(West Bengal)	EPABX: (033) 24698138/8019/6943 FAX: (033)-2469 8137
GRSE-TECHNICAL TRAINING CENTRE, TARATALA	P-2/2, Taratala Road, Kolkata-700088(West Bengal)	EPABX : (033) 24698138/ 8019/6943/ 7603064718 FAX: (033)-2469 8137,
GRSE-DEP. RANCHI	Plant Plaza Road , Dhurwa Ranchi, 834004(Jharkhand)	Tel: 0651-2401238
GRSE-DELHI OFFICE	Shipyard House a1/314, Safdarjung Enclave, New Delhi-110029	TEL: (011)-2617-1223 / 09818229836



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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	L&T Shipbuilding, Kattupalli, Tamil Nadu – 600120	Contact Officer: Mr. Vesarapu R Satya Sunil, AGM (PP&C, PMT- Chennai), GRSE, Mobile No: 9163331746 Email id: Sunil.VRS@grse.co.in

c) Formation of department and the HoDs : <https://www.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.

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Senior Management (As on 01.04.2025)

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.
Shri R. K. Dash	Director (Finance) & Chief Financial 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.
Cdr. Shantanu Bose, IN (Retd.)	Director (Shipbuilding)	Overall In-charge of PP & C, MW, SR, TU & PS-30Gun,(PS-NGOPV, innovation & New Technology, Design, RBD, Commercial, FOJ, CC & VD, PS-17A, RO Mumbai.
DIG Subrato Ghosh	Director (Personnel) , Transparency officer & Chief Information Security officer	Overall In-charge of Personnel, Admin department, Bailey Bridge, CP&CC, YM, IT, ES&CM, DEP Ranchi Unit and RO Delhi
Shri Abhishek Ranjan IOFS	Chief Vigilance Officer	In-charge of Vigilance Department.
Shri Sandeep Mahapatra	Company Secretary and compliance officer	In- charge to the office of Company Secretary
Shri M. Venkatesh Murthy	Chief General Manager (Commercial Shipbuilding)	In-charge Commercial shipbuilding Department
Commodore Rajat	Chief General Manager (Planning - SVL &	In-charge (Planning –SVL &

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Manchanda, IN (Retd.)	ASWSWC)	ASWSWC)
Commander Bhaskar Sengupta, IN (Retd.)	Chief General Manager (Corporate Planning, Corporate Communication & Business Development Marketing), FAA	In-charge of CP & CC & BDM Department.
Captain P Sunilkumar, IN (Retd.)	Chief General Manager (Fitting Out Unit)	In-charge GRSE FOJ Unit
Cmde Rajiv Sreedharan, IN (Retd.)	Chief General Manager (PS-NGOPV, Innovation & New Technology)	Project Superintend NGOPV, Innovation & New Technology
Cmde Indrajit Dasgupta, IN (Retd.)	Chief General Manager (Ship Repair & Deck Machinery Unit) & Project Superintendent (30mm Gun Project)	In-charge Ship Repair & Deck Machinery Unit) & Project Superintendent (30mm Gun Project)
Cmde Vikas Kaushal, IN (Retd.)	Chief General Manager (PS-P17A) & ORV	In-charge of (PS-P17A) & ORV
Commander Bhubaneshwar Mishra, IN (Retd.)	Chief General Manager (Tech & Projects)	In-charge of (Tech & Projects)
Shri Gulshan Ratan	General Manager (QA, VD & Indigenisation) and Chief Indigenisation Officer	In- charge of QA, VD & Indigenization.
Shri Sujoy Chakravorty	General Manager (Material)	In- charge of Material Department
Cmde. Vinith Aerat, IN (Retd.)	General Manager (Design)	In- charge of Design Department
Smt. Aparajita Ghosh	General Manager (Finance)	In- charge of Finance and



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		Accounts Department
Shri Natarajan Partheepan	General Manager (Bailey Bridge)	In- charge of Bailey Bridge Department.
Cdr Manoj Kumar Gupta, IN (Retd.)	General Manager (Contract Cell, HP & IP)	In- charge of Contract Cell, HP & IP, Department
Shri Rajeev Shrivastava	General Manager (HR& A)	Human Resource, Industrial relation and welfare administration.
Cdr. Satish Chandra Jha, IN (Retd.)	General Manager (Raja Bagan Dockyard)	In- charge of RBD Unit
Shri Goutam Karmakar	General Manager (MFOS/FOJ)	In- charge of MFOS/FOJ
Shri Dilip Kumar Jagattar Singh	General Manager (I/c - DEP)	In- charge of DEP, Ranchi
Shri Manas Kumar Pandey	General Manager (I/c - Main Works)	In- charge of Main Works
Lt. Col. Sanjay Anand (Retd.)	General Manager (I/c - Security, FF & OL)	In- charge of Security department, Fire Fighting Department and 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.

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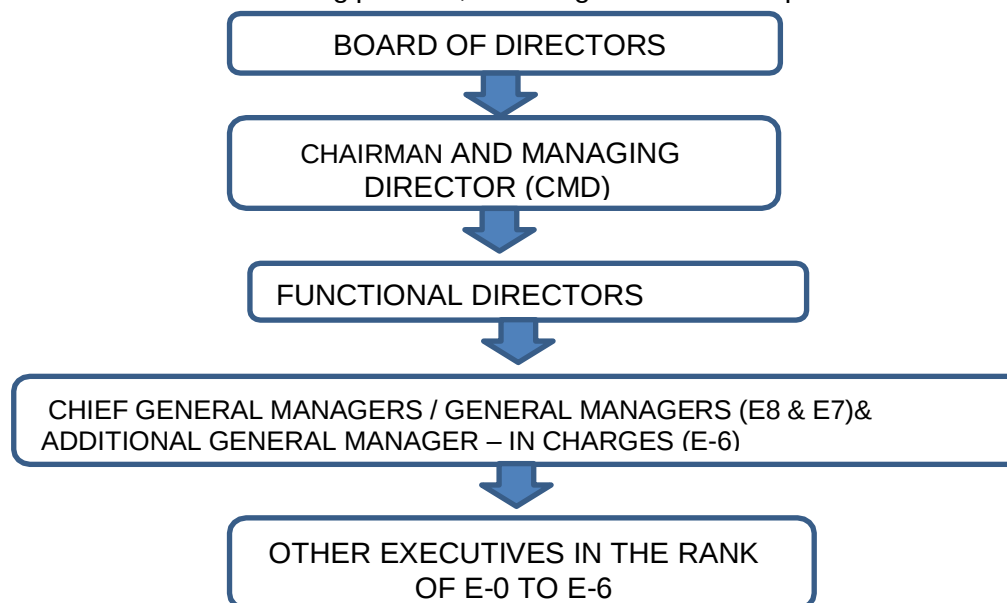
Delegation of Powers:

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:





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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 stakeholders' 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, Chief General Managers, General Managers and



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other Officers subject to such conditions which are consistent with the need of prompt, effective and efficient discharge of responsibilities 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.

DETAILS OF STATUTORY RETURNS / ACTIVITIES			
Sl No	Name of the return/activities	Nature	Due date
I	The factories act 1948, the West Bengal factories rules, 1958		
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



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g	Amendment of Lincense	As & when Required	When the sanctioned H.P or manpower exceeds or before the expiry of validity of License
2	The payment of Wages Act, 1936, West Bengal payment of Wages Rules,		
a	Annual Return (Form -IV)	Annual	By 31st Jan of the following Year
b	Time of Payment of Wages	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	The Contract Labour (Regulation & Abolition) Act, 1970 & CLRS Central Rules, 1971		
a	Registration Certificate of establishment employing contract Labour	As & when required	Amendment of RC in case of change of Principal employer and change in maximum no of workers to be deployed in any day
b	Register of Contractors [FORM-XII]	As & when required	
c	Notice of Commencement / Completion of Contract Work [FORM-VII]	Within 15 days of Commencement & Completion of Contract Work under each Contract	
d	Unified Annual Return [For Various Labour Laws]	Annual	By 31st Jan of the following Year
e	Wages Slip [Firm -XiX]	Monthly Checking	
4	THE EPF & MP ACT, 1952		
	Remittance of contributions towards PF	Monthly Checking	By 15th day of the following month



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6	THE ESI ACT, 1948		
	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
- 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.



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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

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

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

Portable Steel Bridges to State PWDs are as follows:

- a. Government of West Bengal.



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- 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

Portable Steel Bridges to foreign clients are as follows: -

- a. Royal Govt.of Bhutan.
- b. Govt.of Myanmar.

SERVICES OFFERED TO STAKEHOLDERS & BENEFICIARIES



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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
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



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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 (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.	D (P) e-mail: dp@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
l	Salary & other financial benefits.	Employees of GRSE	D (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:

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- a. Timely clearances/ approvals from controlling agencies/ ministries / departments.
 - b. Adherence to promulgated procedures and instructions and submission of complete and correct data required for taking decisions.
 - c. Adherence to the Rules, regulations and guidelines issued by Govt. of India from time to time.
 - d. Fulfilment of commitments and assurances given by DPE through MoU.
 - e. 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://www.grse.in/annual-reports/Annual_Report_2023_24_English.pdf
Please visit page no: 8 to 10 , 12, 14,16 and 18
 - ii) **Norms/ standards for functions/service delivery**
<https://www.grse.in/rti/file/Norms%20Standards%20for%20functions%20Service%20delivery.pdf>
 - iii) **Process by which these services can be accessed**
Please visit our website (www.grse.co.in) under heading of ANNUAL REPORT
https://www.grse.in/annual-reports/Annual_Report_2023_24_English.pdf
Please visit page no: 8 to 10 , 12, 14,16 and 18
 - iv) **Time- limit for achieving the targets:**
[https://www.grse.in/rti/file/Performance%20Management%20system%20%20\(PMS\)%20%20Circular.pdf](https://www.grse.in/rti/file/Performance%20Management%20system%20%20(PMS)%20%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)
 - v) **Process of redress of grievances**

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1. Details of Public Grievance Officers

NAME	DESIGNATION	LOCATION	PHONE NO.
Shri Subardan Toppo (Principal Public Grievance Redress Officer) & Chairman, Public Grievance Redress Committee	Dy.General Manager (HR-Legal &Unit HR)	GRSE 61 Park unit, HR Dept, HR Corporate Office, 61 Garden Reach Road, Kolkata-700024 (West Bengal)	+91-7603039439
Shri A. K. Rout (Public Grievance Redress Officer)	Senior Manager (Works), MW	GRSE Main Unit, 43/46 Garden Reach Road, Kolkata - 700 024 (West Bengal)	+91-8910699301
Shri Tapas Pramanick (Public Grievance Redress Officer)	Addl. General Manager- Works (FOJ)	GRSE FOJ Unit, P-70 Karl Marx Sarani, Kolkata - 700 043 (West Bengal)	+91-7603056568
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 Chinmoy Biswas (Public Grievance Redress Officer)	Dy. General Manager (Works)	GRSE RBD Unit, 44 Garden Reach Road, Kolkata - 700 044 (West Bengal)	+91-7603056569 / +91-33-2489-7152
Shri Kaushik Bhattacharjee (Public Grievance Redress Officer)	Senior Manager (Works)	GRSE Taratala Unit, P-2/2, Taratala Road, Kolkata - 700 088 (West Bengal)	+91-9163331709 / +91-33-2469-8154
Shri Anjan Paul (Public Grievance Redress Officer)	Addl. General Manager, (P&S) & Works Manager (DEP, Ranchi)	GRSE DEP Unit, Plant Plaza Road, Dhurwa, Ranchi - 834 004 (Jharkhand)	+91-9934012640 / +91-6512446360



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

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



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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:

(a) Matters pertaining to Company affairs:

- i) Memorandum & Articles of Association: [https://grse.in/shareholders-information/GRSE MoA AoA.pdf](https://grse.in/shareholders-information/GRSE_MoA_AoA.pdf)
- ii) Whistle Blower Policy - <https://grse.in/wp-content/uploads/2022/04/Whistle-Blower-Policy-1.pdf>
- iii) Policy on Related Party Transactions
[https://grse.in/policies/GRSE Policy for Related Party Transactions.pdf](https://grse.in/policies/GRSE_Policy_for_Related_Party_Transactions.pdf)
- iv) CSR & Sustainability Policy - <https://grse.in/csr-projects-and-policy/>
- v) 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>
- vi) Policy on determination of Materiality of Event or Information-
[https://grse.in/policies/Policy for Determination of Materiality of Event or Information.pdf](https://grse.in/policies/Policy_for_Determination_of_Materiality_of_Event_or_Information.pdf)
- vii) Policy for determining Material Subsidy-
<https://grse.in/wp-content/uploads/2022/04/Policy-for-Determining-Material-Subsidiaries-GRSE.pdf>

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- viii) Preservation of Documents and Archival Policy – <https://grse.in/wp-content/uploads/2022/08/Preservation-of-Documents-and-Archival-Policy-of-GRSE.pdf>
- ix) Insider Trading Code- https://grse.in/wp-content/uploads/2023/Insider_Trading_Code_GRSE.pdf
- b) Matters pertaining to Finance & Accounts**
 - i) Accounting Policies
 - ii) Accounting Standards
 - iii) Accounting Manual
- c) Matters pertaining to Contract, Commercial, Procurement, etc.**
 - 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

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

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

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

h) Transfer Policy and transfer Orders :
<https://www.grse.in/rti/file/Transfer%20Policy%20and%20Transfer%20Order.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:



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(a) Documents pertaining to incorporation

Memorandum & Articles of Association headed by Company's Secretarial.

(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 General Manager (C. S).
- Minutes Book of Meetings of the Board of Directors maintained in the office of Company's Secretarial dept., headed by General Manager (C. S).
- Agenda papers of Board sub-committees maintained in the office of Company's Secretarial dept., headed by General Manager (C. S).
- Minutes Book of meetings of Board sub-committees maintained in the office of Company's Secretarial dept., headed by 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 General Manager (C. S).
- Documents pertaining to Incorporation: Memorandum & Articles of Association maintained in the office of Company's Secretarial dept., headed by General Manager (C. S).

(c) Documents pertaining to Accounts

- Financial Statements maintained in the office of Finance Dept., headed by General Manager (Finance).
- Statement of Quarterly Financial Results maintained in the office of Finance Dept., headed by General Manager (Finance).
- Annual Report maintained in the office of Company's Secretarial dept., headed by General Manager (C. S).
- Accounts Manual maintained in the office of Finance Dept., headed by 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 General Manager (Finance).

(d) Documents pertaining to Contracts, Commercial etc.

- Purchase Manual maintained in the office of Material dept., headed by General Manager (Material)
- Stores Manual maintained in the office of Material dept., headed by General Manager (Material)
- Sub-Contract maintained in the office of Contract Cell, headed by General Manager (Contract Cell, HP & IP)

(e) Documents pertaining to Production Operations

- All relevant document of Design maintained in the office of Design dept., headed by General Manager (Design)
- All relevant document of Planning maintained in the office of planning Dept., headed by Chief General Manager (Planning)
- Production Head of Units
 - GRSE Main Unit, headed by General Manager In-charge, (Main Works)
 - GRSE FOJ Unit, headed by Chief General Manager, (FOJ)
 - GRSE RBD Unit, headed by General Manager In-charge, (RBD)
 - GRSE 61 Park Unit, Bailey Bridge headed by General Manager (Engg.) (BB) 61 Park
 - GRSE DEP, Ranchi Unit headed by General Manager In-Charge, DEP Ranchi
 - GRSE TU Unit, headed by Chief General Manager, I/C Ship Repair ,Deck machinery & PS-30MM Gun Project.

(f) Documents pertaining to Safety, Fire and Works

- Chief Safety Officer

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- Chief Fire Officer
- Works Manager of Main Units, FOJ Unit, RDB Unit, 61 Park Unit , Taratala Unit & DEP Ranchi

(g) Documents pertaining to projects.

- MOUs / Contracts / Agreements maintained in the office of (CE & C) & (CP & CC), headed by AGM (CE & C) and AGM (CP & CC)
- Contracts of Repair Ships maintained in the office of Ship repair & Deck Machinery Dept., headed by CGM (Ship repair & Deck Machinery Unit)
- Contracts with other Shipyards maintained in the office of Contract Cell, headed by General Manager (Contract Cell, HP & IP)
- 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 AGM (CE & C)
- Monthly Production Progress / Delay Analysis report maintained in the office Planning Department headed by Planning Department for SVL & ASW SWC
- For other projects--- respective PMTs.
- D448 of Projects— (Planning department for SVL and ASWSWC Projects only. Respective PMTs --for other Projects)

(h) Documents pertaining to Establishment matter

- Documents containing the details of employees maintained in Corporate HR office, headed by General Manager (HR & A)
- Various employees related internal policies maintained in Corporate HR office, headed by General Manager (HR & A)
- Rules & regulations pertaining establishment matters maintained in Corporate HR office, headed by General Manager (HR & A)
- Annual Confidential Reports of employees maintained in Corporate HR, headed by General

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Manager (HR & A)

- Delegation of Powers maintained in the office of Company's Secretarial dept., headed by General Manager (C. S).
- Welfare Schemes maintained in the office of Corporate HR, headed by General Manager (HR & A)
- Corporate Social Responsibility Scheme maintained in the office of Corporate HR, headed by General Manager (HR & A)
- Department Reservation Policy, Rosters maintained in the office of Corporate HR, headed by General Manager (HR & A)
- Service matters related legal documents maintained in the office of Corporate HR, headed by 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 General Manager (HR & A)

(i) Advertising policies maintained by AGM (CP&CC)

(j) Annual MOU with GOI maintained by AGM (CP&CC)

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

- Board of Directors of the Company
- CSR & Sustainability Committee
- Stakeholders Relationship Committee
- Procurement Committee
- Risk Management Committee

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ii. Composition:

The composition of the Board of Directors as of 19 Mar 2025, is as follows:

Sl. No.	Name	Designation	DIN
1	Cmde Hari P R, IN (Retd.)	Chairman & Managing Director	08591411
2	Shri Ramesh Kumar Dash	Director (Finance) and CFO	08511344
3	Cdr Shantanu Bose, IN (Retd.)	Director (Shipbuilding)	09631817
4	DIG Subrato Ghosh, ICG (Retd.)	Director (Personnel)	10205285
5	Dr. Garima Bhagat	Government Nominee Director	10881164
6	Shri Sanjeeb Mohanty	Part-time Non-Official (Independent) Director	09559883

The Composition of CSR & Sustainability Committee of Board of Directors as of 19 Mar 2025, is as follows:

Name of the Committee	Name	Designation
CSR & Sustainability Committee	Shri Sanjeeb Mohanty	Chairperson-Independent Director
	Cdr Shantanu Bose, IN (Retd.)	Member - Director (Shipbuilding)
	DIG Subrato Ghosh, ICG (Retd.)	Member - Director (Personnel)

The composition of Stakeholders Relationship Committee of Board of Directors as of 19 Mar 2025, is as follows:

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Name of the Committee	Name	Designation
Stakeholders Relationship Committee	Shri Sanjeeb Mohanty	Chairperson -Independent Director
	Shri Ramesh Kumar Dash	Member - Director (Finance)
	DIG Subrato Ghosh, ICG (Retd.)	Member - Director (Personnel)

The composition of Procurement Committee of Board of Directors as of 19 Mar 2025, is as follows:

Name of the Committee	Committee Members	Designation
Procurement Committee	Cmde Hari P R, IN (Retd.)	Chairperson – Chairman & Managing Director
	Shri Sanjeeb Mohanty	Member - Independent Director
	Shri Ramesh Kumar Dash	Member - Director (Finance)
	Cdr Shantanu Bose, IN (Retd.)	Member - Director (Shipbuilding)

The composition of Procurement Committee of Board of Directors as of 19 Mar 2025, is as follows:

Name of the Committee	Committee Members	Designation
Risk Management Committee	Shri Ramesh Kumar Dash	Chairperson - Director (Finance)

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Name of the Committee	Committee Members	Designation
	Shri Sanjeeb Mohanty	Member - Independent Director
	Cdr Shantanu Bose, IN (Retd.)	Member - Director (Shipbuilding)
	DIG Subrato Ghosh, ICG (Retd.)	Member - Director (Personnel)
	Capt. Sunilkumar Panangadan	Member - Chief Risk Officer
	Madhumita Khasnobis	Member - Secretary – Risk Coordinator

iii. Date from Which Constituted

- The Board of Directors of the Company was last constituted on 27 Dec 2024, following the tenure due to tenure completion/ cessation of Mr. Sanjay Panse, Independent Director on 26 Dec 2024
- CSR & Sustainability Committee was last constituted on 28 Jun 2023, following the appointment of Director (Personnel) as the Committee Member.
- Stakeholders Relationship Committee was last constituted on 28 Jun 2023, following the appointment of Director (Personnel) as the Committee Member

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- The Procurement Committee was last constituted on 27 Dec 2024, following the tenure completion/ cessation of Mr. Sanjay Panse, Independent Director on 26 Dec 2024, and appointment of Shri Sanjeeb Mohanty, Independent Director as the member of the Committee.
- Risk Management Committee was last constituted on 27 Dec 2024 due to tenure completion/ cessation of Mr. Sanjay Panse, Independent Director on 26 Dec 2024 and appointment of Shri Sanjeeb Mohanty, Independent Director as the member of the Committee.

iv. Term/Tenure

Term/Tenure of the present Directors as on 18.03.2025 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	SHRI RAMESH KUMAR DASH	DIRECTOR (FINANCE) and CFO	01-07-2020	59
3	CDR. SHANTANU BOSE, IN (RETD.)	DIRECTOR (SHIPBUILDING)	08-06-2022	60
4	DIG, SUBRATO GHOSH, ICG (RETD.)	DIRECTOR (PERSONNEL)	20-06-2023	22
5	DR. GARIMA BHAGAT	GOVERNMENT NOMINEE DIRECTOR	23-12-2024	NA
6	SHRI SANJEEB MOHANTY	PART-TIME NON-OFFICIAL (INDEPENT) DIRECTOR	06-04-2022	36



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v. Powers and function:

- i) 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.
- ii) 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.
- iii) 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.

vi. Whether their meetings are open to the to the public?

No

vii. Whether the minutes of the meetings are open to the public?

No

viii. 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:



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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	033-2469-8130/31 (Ext: 3010)	Maitra.Sougata@grse.co.in
	Ms. Kanka Lala	JM to CMD	033-2469-8131 (Ext: 4140)	Lala.Kanka@grse.co.in
	Shri B. Ghosh	SPS to CMD	033-2469-8130/31 (Ext: 4120)	Sps.Cmd@grse.co.in
Finance	Shri Ramesh Kumar Dash	Director (Finance)	+91-33-2469-8134	+91-33-2469-1213 df@grse.co.in
	Shri Pradip Mondal	PA to D (F)	033-2469-8134 Ext.3050	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	DIG Subrato Ghosh, ICG (Retd.)	Director (Personnel) , Transparency Officer, Chief Information Security Officer.	+91-33-2469-8133	+91-33-2496-8133 dp@jgrse.co.in
	Shri Kamal Das	PA to D (P)	033-2469-8133 (Ext. 3040)	pa.dp@grse.co.in



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Vigilance	Shri Abhishek Ranjan, IOFS	CVO	+91-33-24698129	Vig.Cvo@grse.co.in
	Shri B. K. Kachhap	Dy. General. Manager (I/C Vigilance)	033-2469-9330 (Ext -5314)	Kachhap.Bhusomke@grse.co.in
Technical	Shri M. Venkatesh Murthy	Chief General Manager (Commercial Shipbuilding)	+91-33-2469-7928	Murthy.venkatesh@grse.co.in
Production Planning & Control	Cmde. Rajat Manchanda , IN (Retd.)	Chief General Manager (Planning - SVL & ASWSWC)	+91-7042666347	Manchanda.rajat@grse.co.in
CP & CC, BDM	Cdr. Bhaskar Sengupta, IN (Retd.)	Chief General Manager (Corporate Planning, Corporate Communication & Business Development Marketing), First Appellate Authority	+91-9831061577	Sengupta.bhaskar@grse.co.in
	Shri Aditya Banerjee	AGM (Corporate Planning & Corporate Communication)	9163331701	Banerjee.Aditya@grse.co.in
	Smt. Swagata Sen Roy	AGM(CP&CC)	8420008819	SenRoy.Swagata@grse.co.in



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FOJ	Capt. P. Sunil Kumar	Chief General Manager (Fitting Out Unit)	+91-33-2469-4317	p.sunilkumar@grse.co.in
	Shri Goutam Karmakar	General Manager (MFOS/FOJ)	+91-8420008828	Karmakar.goutam@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
Ship Repair , Deck Machinery & 30MM Gun Project	Cmde.Indrajit Dasgupta, IN (Retd)	Chief General Manager (Ship Repair & Deck Machinery Unit) & Project Superintendent (30mm Gun Project)	+91-9328112442	Dasgupta.indrajit@grse.co.in
Tech & Projects	Cdr. Bhubaneshwar Mishra, IN, (Retd).	Chief General Manager (Tech & Projects)	+91-33-2494-0177	Mishra.b@grse.co.in
Shipbuilding, Main Works	Shri Manas Kr. Pandey	General Manager (I/c - Main Works)	+91-9163331729	Pandey.manaskumar@grse.co.in



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	Shri Manas Ranjan Rath	DGM (SBS)	9163361815	Rath.ManasRanjan@grse.co.in
PS-P17A	Cmde. Vikas Kaushal	Chief General Manager (PS-P17A) & ORV	+91 8448552908	Kaushal.vikas@grse.co.in
QA, VD & IND	Shri Gulshan Ratan	General Manager (QA, VD & Indigenisation) and Chief Indigenisation Officer	+91-9038933694	Rattan.gulshan@grse.co.in
	Shri P K Mondal	AGM (QA)	9163361887	Mondal.PK@grse.co.in
Yard Modernization	Shri Tanay Saha	DGM (YM)	7603039445	Saha.Tanay@grse.co.in
Materials	Shri Sujoy Chakravorty	General Manager (Commercial)	+91-33-2469-4303	+91-33-2469-2211 Chakravorty.sujoy@grse.co.in
HR & A	Shri Rajeev Shrivastava	General Manager (HR & A)	+91-7033297484	Shrivastava.Rajeev@grse.co.in
	Shri Tapan Kumar Biswas	AGM (Admin)	9160001700	Biswas.TapanKanti@grse.co.in



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Finance	Smt. Aparajita Ghosh	GM (Finance)	+91-9163331716	Ghosh.aparajita@grse.co.in
Secretarial Deptt.	Shri SandeepMahapatra	General Manager (Company Secretary)	+91-33-2469-8545	+91-33-2469-8150 Co.sec@grse.co.in
Bailey Bridge, 61 Park	Shri Natarajan Partheepan	General Manager (Bailey Bridge)	+91-9163331768	Partheepan.natarajan@grse.co.in
	Shri Shib Sundar Bala	DGM (BB / Engg. & Works Manager)	9903412098	Bala.Shibsundar@grse.co.in
Design	Cmde. Vinith Aerat, IN (Retd.)	General Manager (Design)	+91-33-2469- 6120	+91-33-2469-8144 Vinith.aerat@grse.co. in
CC, HP & IP	Cdr. Manoj Kumar Gupta , IN (Retd.)	General Manager (Contract Cell, HP & IP)	9163331703	Gupta.manoj@grse.c o.in
CE & C	Shri Azhaguvel Somasundaram	AGM (CE& C)	8420006938	Azhaguvel.S@grse.co.in
RBD	Cdr. Satish Chandra Jha , IN (Retd.)	General Manager (Raja Bagan Dockyard)	+91-9163331751	+91-33-24897290 Jha.satishchandra@grse.co.in
	Shri Chandra Sekhar Singh	AGM , Production, RBD	9163331709	Singh,CS@grse.co.in



GARDEN REACH SHIPBUILDERS & ENGINEERS LIMITED
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Tel: (033) 2469-8545; **Fax:** (033) 2469-8150
CIN: L35111WB1934GOI007891 | **Website:** www.grse.in

RTI & Public Grievance Cell	Mr. Subardan Toppo	DGM (HR-Legal & Unit HR) CPIO & PPGRO	7603039439	Toppo.Subardan@grse.co.in
	Mr. Abhijit Ghosh	Sr. Manager (RTI & Public Grievance)	9831430604.	Ghosh.Abhijit@grse.co.in
Security , FF &OL	Lt. Col. S. Anand, IA,(Retd.)	General Manager (I/c - Security, FF & OL)	+91-9831854625	Anand.sanjay@grse.co.in
IT	Shri Sanjay Sarkar	AGM I/C (ERP)	8584014354	Sarkar.sanjay@grse.co.in
Medical	Dr. Rajesh Chatterjee	DGM (Medical)/ Chief Medical Officer	7603042835	Chatterjee.Rajesh@grse.co.in
Engineering Services	Cdr. Madesi Venugopal Dora	DGM (ES & CM)	-----	Dora.Mv@grse.co.in
DEP, Ranchi	Shri DKJ Singh	GM I/C (DEP Ranchi Unit)	9771490394	Singh.DKJ@grse.co.in
	Shri Anjan Paul	AGM (P&S) , BDM & WM	06512446360 / 9934012640	Paul.Anjan@grse.co.in
Safety	Shri Bani Brata Das	SM (Safety) /Chief Safety Officer	9332350999	Das. banibrata@grse.co.in
Delhi Office	Cdr. Harish kumar, IN (Retd.)	AGM (RO) / Delhi	(011)-2617-1223 / 9818229836	Kumar.Harish2@grse.co.in



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Mumbai office	Cdr. Rajneesh Kumar, IN (Retd)	AGM (RO/Mumbai)	Telefax 9131105785,	(022)-2372-5184 / (022)-2376-3108/ Kumar.Rajneesh@grse.co.in
Vishakhapatnam Office	Mr. Tatababu Botsa,	Dy. General Manager, GRSE, RO Vizag	9901159305/ 7596014121	botsa.tatababu@grse.co.in
GRSE-PMT-Chennai	Mr. Vesarapu R Satya Sunil,	AGM (PP & C, PMT-Chennai)	9163331746	Sunil.VRS@grse.co.in

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:



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Designation	No of employees as on 28.02.2025	Scale of Pay	Gross monthly remuneration(salary) Minimum of pay Scale as on 28.02.2025
Chief Genl. Manager (E8)	9	120000-280000	253,920.00
General Manager (E7)	10	100000-260000	211,600.00
Additional General Manager (E6)	40	90000-240000	190,440.00
Deputy General Manager (E5)	64	80000-220000	169,280.00
Senior Manager (E4)	116	70000-200000	148,120.00
Manager (E3)	130	60000-180000	126,960.00
Deputy Manager (E2)	32	50000-160000	105,800.00
Assistant Manager (E1)	73	40000-140000	84,640.00
Junior Manager (E0)	28	30000-120000	63,480.00
Supervisor (S4)	62	29300-102600	61,998.80
Supervisor (S3)	7	27600-96600	58,401.60
Supervisor (S2)	26	25700-90000	54,381.20
Supervisor (S1)	79	23800-83300	50,360.80

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

Designation	No of employees as on 28.02.2025	Scale of Pay	Gross monthly remuneration(salary) Minimum of pay Scale as on 28.02.2025
Office Assistant. (Grade-I)	18	22180 - 77630	44,714.88
Office Assistant. (Grade-II)	8	21140 - 73990	42,618.24
Office Assistant (Grade-III)	13	20110 - 70390	40,541.76
Office Assistant (Grade-IV)	6	19900 – 69650 (New Scale)	40,118.40
Office Superintendent	15	22310 - 78100	44,976.96

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

Designation	No of employees as on 28.02.2025	Scale of Pay	Gross monthly remuneration(salary) Minimum of pay Scale as on 28.02.2025
Operatives (Chargeman)	39	22310 - 78100	44,976.96
Operatives (HSK-I)	9	22230 - 77810	44,815.68
Operatives (HSK)	139	21230 - 74310	42,799.68
Operatives (SK-I)	214	21180 - 74130	42,698.88
Operatives (SK-II)	150	20280 - 70980	40,884.48



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Operatives (SK)	184	20110 - 70390	40,541.76
Operatives (SSK)	129	19900 - 69650	40,118.40
Unskilled	7	19780 - 69230	39,876.48

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

Deputy General Manager (HR-Legal & Unit HR)

HR Corporate Office, Garden Reach Shipbuilders &

Engineers Ltd. (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



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First Appellate Authority

Cdr. Bhaskar Sengupta, IN (Retd.)

Chief General Manager (CP & CC) , BDM

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 : 91-9831061557

Email Id : Sengupta. Bhaskar@grse.co.in

Transparency Officer/ Nodal officer

DIG Subrato Ghosh, ICG (Retd) ,

Director (Personnel),

GRSE Bhavan,

61, Garden Reach Road, Kolkata -700024. (West Bengal)

Telephone No: (033)-2469-8133

Email Id : dp@grse.co.in

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

- No of employees against whom Disciplinary action has been proposed /taken- 06
- No of Employees against whom disciplinary action has been pending for Minor penalty or major penalty proceedings- 05
- Finalized for minor penalty or major penalty proceedings- 01

1.12 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_Procedure_2024.pdf

1.13. Transfer policy and Transfer Orders :

<https://www.grse.in/rti/file/Transfer%20Policy%20and%20Transfer%20Order.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]

- a. Total Budget for the public Authority
Rs. 4086 crore

- b. Budget for each agency and plan & Programmes

Description	BE 2024-25
Capital Budget	40
Revenue Budget	4046

- c. Proposed expenditures
Actual Expenditure up to February, 2025

Description	Actual 2024-2025 (Up to Feb)
Capital Budget	48
Revenue Budget	4075

- d. Revised budget for each agency, if any

Description	RE 2024-2025 (Up to Feb)
Capital Budget	40
Revenue Budget	4524



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

[https://grse.in/financial-results/Q4%20&%20FY%202024-25%20Financial%20Results%20-%20GRSE%20\(1\).pdf](https://grse.in/financial-results/Q4%20&%20FY%202024-25%20Financial%20Results%20-%20GRSE%20(1).pdf)

Projects are executed based on the contract awarded to the Company by the customers either on competitive or nomination basis. No such budget is allocated for any sort of capital expenditure. All Capital expenditure of the company are generally carried on by funding from internal accrual only.

2.2 Foreign and Domestic tours

Foreign and Domestic Travel By Management From 01.04.2024 to 30.06.2024

<https://www.grse.in/rti/file/Foreign%20&%20Domestic%20Tour%20 2024-25 28 25.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)]

Category	Subsidy Head	Amount in Rupees (In Lakhs)						
		FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24
Contractor's Workmen	Canteen	79.81	94.93	86.61	22.95	85.09	120.85	123.94



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<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.

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



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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/>

3.2 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 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>

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

3.3 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_Report_2023_24_English.pdf
- Sub-Contract Manual : https://grse.in/sub-contract-manual-2/Sub_Contract_Manual.pdf
- Telephone Directory of key officials: **as stated above at point no 1.8**
- MSME Policy : <https://grse.in/policies-for-msme/index.php>

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:



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- Sub Contract manual: https://grse.in/sub-contract-manual-2/Sub_Contract_Manual.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>
- Dividend distribution policy : <https://grse.in/wp-content/uploads/2022/04/GRSE-Dividend-Distribution-Policy.pdf>
- MSME policy <https://grse.in/policies-for-msme/index.php>
- Whistle blower policy : <https://grse.in/wp-content/uploads/2022/04/Whistle-Blower-Policy-1.pdf>
- Corporate social Responsibility policy : <https://grse.in/csr-projects-and-policy/>

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

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 2023-24 was published on the website of the company on 28th August 2024.

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_Report_2023_24_English.pdf



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- 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

Dy. General Manager (HR-Legal & Unit 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://www.grse.in/rti/file/RTI_Procedure_2024.pdf
- Citizen charter : <https://www.grse.in/rti/file/Citizen%20Charter%202024-25.pdf>
- Annual report: <https://www.grse.in/annual-reports/>



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

- Sub Contract manual: <https://www.grse.in/sub-contract-manual-2/>
- 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>
- Dividend distribution policy : <https://grse.in/wp-content/uploads/2022/04/GRSE-Dividend-Distribution-Policy.pdf>
- MSME policy : <https://grse.in/policies-for-msme/index.php>
- Whistle blower policy : <https://grse.in/wp-content/uploads/2022/04/Whistle-Blower-Policy-1.pdf>
- Corporate social Responsibility policy : <https://grse.in/csr-projects-and-policy/>

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)

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



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Name & Designation	Address	Telephone No.	Fax	Email-ID
Shri Subardan Toppo Dy. General Manager (HR-Legal & Unit 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://www.grse.in/rti/file/Details%20of%20Public%20Grievance%20Officers.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 2017 to 31 March 2018



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Sl. No.	Particulars	Opening Balance	Received	Disposed of
1.	RTI Applications	8	63	68
2.	RTI First Appeals	4	13	13

Receipt and disposal of RTI applications and First 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 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



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2	RTI First Appeals	0	10	10
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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
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:

Sl 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

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



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Receipt and disposal of RTI applications and First 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 First appeals	1	22	21

ii) List of completed schemes/projects/Programs

As of March 2024 GRSE has designed and built 110 warships and patrol vessels for the Indian Navy & Coast Guard for the last 63 Years. Vessels built at GRSE included guided missiles, frigates, corvettes, fleet tankers, for patrol vessels , amphibious warfare vessels and hovercraft . GRSE also exported Ship 'MCGS Baracuda' to Mauritius on 20.12.14 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 -03 Nos
- SVL- Survey Vessels (large)-03 Nos
- ASWSWC- Anti Submarine warfare shallow water crafts -08 Nos



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- NGOPV- Next Generation Offshore Patrol Vessels -04 Nos
- Patrol Boats for Bangladesh Govt- 03 Nos
- NG Electric ferry for Govt. of WB. -01 No
- Advanced dredger for Bangladesh—01 No
- Multi-Purpose Vessels for Carsten Rehder schiffsmakler and Reederei GmbH& Co. Kg, Germany----04 Nos
- Advance Ocean going Tug for Bangladesh Navy----01 No
- Ocean Research Vessel for National Centre for polar & Ocean Research (NCPOR) -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/>

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://www.grse.in/rti/file/Citizen%20Charter%202024-25.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

Receipt and disposal of RTI applications and appeals W.e.f. 01 April 2017 to 31 March 2018

Sl. No.	Particulars	Opening Balance	Received	Disposed of
1	RTI Applications	8	63	68
2	RTI Appeals	4	13	13

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

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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

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

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



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

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

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

Total 33 numbers of parliamentary questions replied by CP department during the period from 01.04.2024 to 21.03.2025.

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]

h) (a) List of current FAA, CPIO

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https://grse.in/rti/file/Name_designation_of_CPIO_%20FAA_TO_&_NO_1.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
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@ grse.co.in

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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@ grse.co.in
4	Shri K.S. Verma, Ex-GM (IEP,Safety &Fire)	CPI O	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
5	Shri Sandip Biswas (DGM- Law)	CPI O	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



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6	Smt. Lipi Das GM (HR& A)	CPI O	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
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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
- v) 2023-2024

iii) **Appointment of Nodal Officer not below the rank of Joint Secretary/Additional HOD :**
https://www.grse.in/rti/file/Transparency_Nodal_Officer.pdf

a) **Date of appointment:** 31.07.2023

b) **Name & Designation of the officer:** DIG Subrato Ghosh, ICG (Retd), Director (Personnel)



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iv) Consultancy Committee of key stake holders for advice on Suo- Motu disclosure:

<https://www.grse.in/rti/file/Consultative%20Committee.pdf>

a) Date from which Re-constituted on **21.03.2025**

b) Name & Current Designation of the officers:

- i) Shri Venkatesh Murthy, Chief General Manager (Commercial Shipbuilding)
- ii) Cdr. Manoj Kumar Gupta, IN (Retd.) General Manager (CC, HP & IP)
- 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 frequently as and when required.

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

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 “Public Grievance” please visit : <https://www.grse.in/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)

i) Whether STQC certification obtained and its validity.

The website is GIGW 2.0 compliant. The existing compliance certificate is enclosed herewith. This is also to mention that the website is currently undergoing GIGW 3.0 compliance audit. Hence, necessary compliance



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certificate for the current period would be available to GRSE after successful completion of the GIGW 3.0 Audit .

- ii) **Does the website show the certificate on the website?**
https://www.grse.in/certifications/ITQCR_GIGW_2_0_GRSE_v2_0.pdf
