



Manual for implementation of
RIGHT TO INFORMATION ACT, 2005
in
The Shipping Corporation of India Limited
"Shipping House" 245, Madame Cama Road,
Mumbai 400 021

PREFACE

THE RIGHT TO INFORMATION ACT, 2005

This Act of Parliament received the assent of the President on the 15th June, 2005. This Act came into effect on 12th October, 2005.

An Act to provide for setting out the practical regime of right to information for citizens to secure access to information under the control of public authorities, in order to promote transparency and accountability in the working of every public authority, the constitution of a Central Information Commission and State Information Commissions and for matter connected therewith or incidental thereto.

“Right to information” means the right to information accessible under this Act which is held by or under the control of any public authority and includes the right to

- (i) inspection of work, documents, records;
- (ii) taking notes, extracts or certified copies of documents or records;
- (iii) taking certified samples of material;
- (iv) obtaining information in the form of diskettes, floppies, tapes, video cassettes or in any other electronic mode or through printouts where such information is stored in a computer or in any other device;

“Information” means any material in any form, including records, documents, memos, e-mails, opinions, advices, press releases, circulars, orders, logbooks, contracts, reports, papers, samples, models, data material held in any electronic form and information relating to any private body which can be accessed by a public authority under any other law for the time being in force.

“An Indian citizen” who desires to obtain any information under this Act, shall make a request in writing or through electronic means in English or Hindi or in the official language of the area in which application is being made, accompanying such fee as may be prescribed, to –

- a) Public Information Officer
- b) Assistant Public Information Officer

Specifying the particulars of the information sought by him or her in the prescribed format.

“Information Request Form” (Format is placed at Annexure).

Manuals (seventeen in number) which govern implementation of “Right to Information Act, 2005 in “The Shipping Corporation of India Ltd”, are given in the pages here.

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Manual (i) of clause 4(1)(b) of RTI, Act 2005

(i) the particulars of its organization, functions and duties;

1.1 The Shipping Corporation of India was established on 2nd October 1961 by the amalgamation of Eastern Shipping Corporation and Western Shipping Corporation. Starting out as a marginal Liner shipping company with just 19 vessels, the SCI has metamorphosed into a conglomerate having 78 ships of 5.23 million DWT as on 27.01.2010 with substantial interests in 10 different segments of the shipping trade.

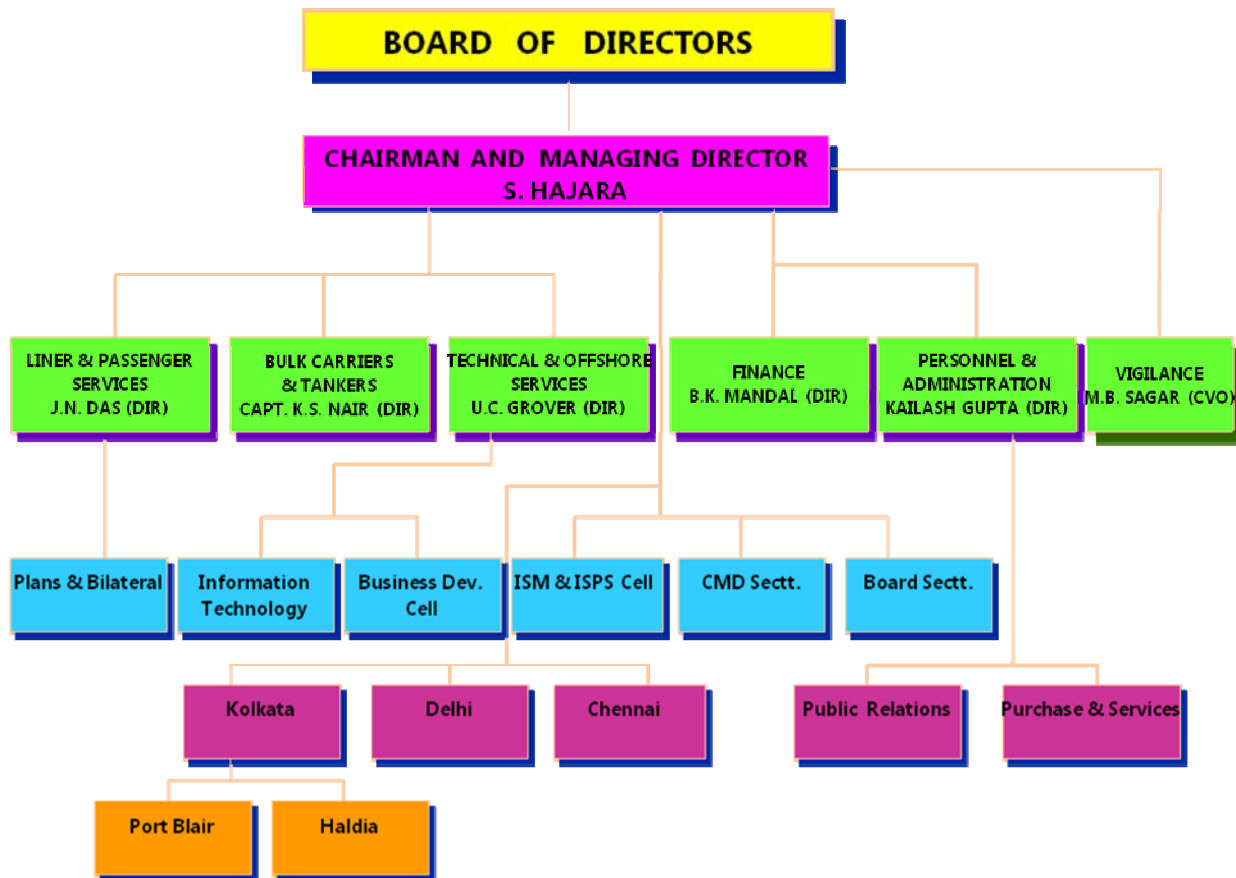
1.2 **SCI's Mission:**

1.2.1 To serve India's overseas and coastal seaborne trades as its primary flag carrier and be an important player in the field of global maritime transportation as also in diverse fields and other marine transport infrastructure.

1.3 **Organizational Set up:**

1.3.1 SCI is organized into 3 operating divisions supported by 2 service divisions. Each division headed at the corporate level by a full time Director forming a Corporate Group. The Corporate Group works under the overall direction and control of the Chairman & Managing Director. Apart from the above, important departments such as ISM & ISPS Cell, Board Secretariat and Vigilance Division report directly to Chairman & Managing Director.

1.3.2 The Board of Directors of SCI comprises of 16 posts, all of them are filled. The Board is headed by the Chairman and Managing Director who is full time Director. In addition to the Chairman and Managing Director, SCI has five whole time Directors. The remaining 10 Directors are non-executive Directors and out of those, two Directors represent the Government of India and eight are Independent Directors.



1.4 Liner and Passenger Services

- 1.4.1 Liner Cargo service involves huge number of shippers and correspondingly huge number of consignees and hence, the Liner division comes in direct contact with the trading fraternity and is the public face of the SCI. By operating liner services from India to all major trading partners of India, the liner services has become the back-bone of the Indian EXIM trade. The presence of SCI in the Liner service has acted as a moderating factor on the shipping rates which would have been at the mercy of the foreign shipping lines but for the presence of the SCI.
- 1.4.2 The L & PS division operates direct weekly container services from India to the UK Continent, Far East-Japan and Middle East- Gulf. It also caters to the movement of Indian coastal cargoes in containers on the west coast of India. In the break-bulk sector, SCI operates a Joint Service with Rickmers Line, Germany for shipment of break-bulk / general cargo from European ports to India. The division also caters to carriage of break-bulk & project cargoes from various ports in the world to India & vice versa on space chartered vessels.”
- 1.4.3 Apart from the Liner services, the L&PS division also manages & operates passenger vessels and other specialized vessels belonging to Andaman & Nicobar Administration, Lakshadweep Administration and other GOI bodies such as Department of Ocean

Development & Geological Survey of India (Ministry of Steel & Mines). Two of SCI owned passenger vessels are also operated in the A & N sector by the L&PS division.

1.5 **Bulk Carrier and Tanker Division**

1.5.1 Bulk Carrier & Tanker Division (B&T), the largest profit centre of SCI, operates “State of the Art” and “Diversified” fleet comprising of vessels designed to carry dry, liquid and liquefied gaseous bulk cargoes. The diversity of B&T fleet plays a major role in hedging SCI’s business risk.

The division broadly comprises of 3 segments viz. bulk carriers, tankers and specialized vessels:

1.5.2 **Bulk Carriers** : The diverse and versatile fleet is engaged in transportation of iron ore, coal, fertilizers, steel and other bulk commodities throughout the world, which are the mainstay of international bulk trade. Apart from catering to India’s Exim trade, our bulk carriers are also deployed for coastal movement of bulk cargoes.

1.5.3 **Tankers**: SCI’s crude oil tankers are primarily deployed to meet the demands of imported crude of Indian refineries along with coastal movement / storage of indigenous crude. They are also deployed on cross-trades world wide. Product tankers are deployed for coastal movement, import requirements and also cross-trades world wide. The fleet of various sizes makes it flexible enough to provide total logistic solution to the needs of the Indian Oil Industry. SCI holds “Numero Uno” position in carriage of crude oil and petroleum products amongst Indian shipping companies and has been instrumental in maintaining supply lines of crude oil and petroleum products even during wars and times of strike. Besides, SCI has pioneered ship-to-ship high seas lighterage operations with its diversified fleet and in-house expertise ensuring the maximum benefit of economies of scale while circumventing the infrastructural constraints on the Indian coast, adding to its capability in providing total logistics solutions under one roof.

1.5.4 **Specialized Vessels**: These vessels are engaged in the transportation of import/ coastal movement of LPG, import of Phosphoric acid and also movement of Ammonia.

1.5.5 SCI is the first Indian shipping company to have heralded India’s entry into the highly technology oriented and capital intensive field of LNG tankers. SCI in alliance with its strategic partners owns and operates these tankers importing LNG, the fuel of the future, for Petronet. SCI plans to consolidate itself as a significant regional player in the field of LNG transportation.

1.6 **Technical & Offshore Services Division:** **[Includes (a) IT Dept.; and (b) Business Development & Alliance Cell]**

1.6.1 The Technical & Offshore Services (T&OS) Division is both a profit centre as well as a service centre in SCI. The Division primarily performs the function of vessel acquisition for the company and operations in the offshore segment. The functions of the T&OS Division can be broadly classified into the following areas:

- Technical (Shipbuilding & Services) Department
 - Project Cell }
 - Shipbuilding & Services }

- Technical Services (Fleet) Department.
- Offshore Services Department.
- Information Technology Department.
- Business Development & Alliance Cell.

1.6.2 The **Technical (Shipbuilding & Services) Department & Project Cell** of the T&OS Division plans, manages and implements the “Tonnage Acquisition Programme” of the Company by acquiring New-building and Second-hand vessels. The department also provides Technical Consultancy Services to various organizations for their ‘Tonnage Acquisition Programme’.

1.6.3 The **Fleet Services (Fleet) Department** assists the Profit Centres of the Company to achieve optimum performance of ships by way of arranging qualified/experienced shiprepair workshops and by entering into contract for tariff rates. The department negotiates and finalizes the rates with various equipment manufacturers for supply of spare parts to SCI vessels. The department also provides technical assistance to the profit centres and handles disposal of ships.

1.6.4 SCI has been associated with the offshore oil industry for the past two decades. The **Offshore Services Department** has been shouldering the task of providing vital logistic support to the Indian Oil Industry in its indigenous offshore oil production/ exploration activities. SCI owns and operates 10 Anchor Handling, Towing cum Supply vessels (AHTSV). These vessels have been offering valuable support services to the Indian offshore oil industry. Apart from carrying out anchor handling and towing operations, these vessels also transport materials to offshore installations, support construction activities, act as fire fighting and rescue vessels, and assist in salvage activities.

1.6.5 SCI also undertakes Marine management and Operation Services (O&M) for various highly specialized offshore vessels of ONGC such as:

- Multi Support Vessels
- Well Stimulation Vessel
- Geo-Technical Vessel
- Seismic Survey Vessel

1.6.6 Presently SCI takes care of operations and management of 21 vessels of ONGC (16 offshore support vessels and 5 specialized vessels). While the vessels are owned by ONGC, the operations and management of these vessels is done by SCI.

1.6.7 The **Information Technology Department** provides the technological support to all divisions by managing the corporate email, website and computer network of SCI. IT Department manages procurement of state-of-art IT infrastructure most suitable to SCI with regard to hardware, software and services. It develops and maintains quality Application systems to meet functional, operational, financial and accounting requirements of SCI. The IT Dept. is headed by Sr. VP (IT) and Director (T&OS) is the Director in-charge of IT Dept.

1.6.8 Business Development & Alliance Cell

SCI is pursuing to diversify into various core and non-core areas related to shipping. A Business Development & Alliance Cell (BD&A) has been formed with the objective of identifying new business opportunities which will enable SCI to optimally spread its resources for effective risk management. The BD&A Cell is involved in scouting for new business

opportunities, analyzing and evaluating the strategic alliance proposals. The BD&A cell monitors the performance of existing Joint Ventures of SCI and provides quarterly performance report to SCI Board. The status of the proposed and existing JV's/strategic alliances is reported to Ministry on monthly basis.

1.7 **Finance Division:**

1.7.1 The Finance Division is one of the most important service centres in SCI which takes care of the following functions:

- Development Finance
- Budget & Control
- Internal Audit
- Accounts :
 - Indian & Foreign Ports Accounts
 - Bills
 - Floating Staff Accounts
 - Accounts Finalisation & Shore Personnel A/Cs
 - Taxation / Cash
 - B&T Accounts
 - L&PS Accounts
 - OSV Accounts
 - Kolkatta Branch Accounts
 - Chennai Branch Accounts

1.7.2 SCI operates in practically all areas of shipping business servicing both national and international trades. Operations of SCI are spread across the globe and the Finance Division plays an important role in meeting the financing and accounting needs of the company.

1.8 **Personnel & Administration Division:**

1.8.1 SCI manpower is broadly divided into Shore and Fleet personnel. The Shore personnel are categorized into officers and staff and the recruitment ashore is mostly at Assistant Manager (AM) level. The Fleet personnel are broadly divided into three categories - officers, petty officers and ratings. Fleet Officers are normally recruited as Trainee Nautical Officer Cadet (TNOC) and Trainee Marine Engineers (TME) as per Company's schemes. The Personnel and Administration Division looks after the following activities pertaining to the shore as well as the afloat employees of the SCI:

Shore Personnel:

- Human Resources Development (HRD) – Recruitment & Selection, Training & Development, Employee Appraisals, Promotions, Transfers, LTC, Foreign Postings & Deputation.
- Personnel – Administration of employee benefits, Maintenance of employee records, Separation from Service, Medical Benefits, Staff Welfare, Leave.
- Administration, Electrical and Engineering Department – Maintenance & Repairs of Office and Residential building, Fire & Security, Maintenance of Electrical Utilities, Communication Services.
- Legal - Overseeing all departmental legal matters, responding to legal Inquiries, ensuring compliance with the laws.

- Labour Contract - All contract labour related matters of canteen, cleaning, civil and security.

Fleet Personnel:

Recruitment and selection of floating staff personnel, Pre-sea Training, Planning and Posting, Wages and Salary administration, maintenance of personnel records, Employee's Appraisal, Medical Benefits, Leave, Separation from Service, Welfare activities.

1.8.2 Maritime Training Institute:

SCI has its own Maritime Training Institute (MTI), at Mumbai, an in-house institute equipped to handle the training requirements of SCI personnel, especially of the fleet personnel and certain aspects of Shipping Management, both Technical and Commercial. It provides a comprehensive range of courses available to the personnel employed in the maritime industry both in SCI and other Indian Shipping Companies. MTI has the distinction of being recognized as a branch of the World Maritime University, Malmo, Sweden, established under the auspices of the International Maritime Organisation. It is also the Regional Centre for the TRAINMAR Programme of the UNCTAD. Apart from training the other major activities undertaken are Course Booking and Management, Hostel Booking, Payments of fees, Honorarium and Catering, Contracts for Course and Campus Management, Procurement of Services, Material Equipments.

1.9 ISM & ISPS Cell:

- 1.9.1 SCI introduced the Safety Management System by setting up a dedicated ISM Cell, which developed, structured, documented procedures in compliance with the International Management Code for Safe Operation of Ships and for Pollution Prevention (ISM Code) in accordance with the resolution A.788(9) of the International Maritime Organisation (IMO) and SOLAS, Chapter IX.
- 1.9.2 The ISM&ISPS Cell ensures that SCI's entire fleet of vessels conform to statutory safety, security and environment protection requirements.

1.10 Purchase & Services Department:

- 1.10.1 P & S Division performs the supportive function by procurement of goods and services required for operation and maintenance of ships and other divisions of SCI. The procurement of goods and services are regulated by proper arrangement by way of contractual arrangements or Spot Purchase.
- 1.10.2 The P & S Division broadly comprises of six departments

Contracts Department initiates, process and finalizes procurement arrangements for various stores required on board ships and / or in SCI offices at Indian and foreign ports as per guidelines, rules and regulations laid down in the "Purchase Manual".

Purchase Department: The Indent Cell does the function of procurement of stores as per the sanctioned indent received from the operating departments, either on the basis of the above contracts or on the basis of Spot Purchase.

Victualling Cell arranges supply of non-bonded provisions/ bond items to vessels as per indents received from the vessels, either on the basis of the above contracts or on the basis of Spot Purchase.

Bunker Cell arranges for bunker supplies as per vessel's requisitions at various Indian and foreign ports.

Services Department is responsible for the appointment of ad-hoc and regular agents at Indian and Foreign ports and also processing and finalization of rate contracts with various domestic and international service providers for services such as stevedoring, transportation, container storage and repairs, launch and water supplies, terminal operations, courier services etc.

Insurance Department handles the underwriting and claims in respect of the ships, assets and employees of SCI.

SET-IT PROJECT

SCI is under the process of implementing SAP and other COTS products for computerization of it's processes, under this program SAP MM module caters to the requirements of P&S division.

1.11 Public Relations:

1.11.1 The Department to assist the Management in providing internal and external communication inputs with a view to chalk out a suitable media plan benefiting the needs and corporate ideology of SCI.

1.11.2 Other activities of the Public Relations Department can be summed up as follows -

- Release focused Corporate/Statutory advertisements in print/electronic media through a professional PR agency appointed by SCI.
- Arrange periodical meet between CMD/other Directors of SCI and Correspondents from the Press, also to arrange Press Release on behalf of SCI.
- Coordinate and provide protocol services to Parliamentary and other delegations, VIPs, Senior Governmental officials and Corporate Guests.
- Provide and arrange hospitality services to the Guests and executives. To provide travel solutions to our executives for their official tours within India and abroad.
- Print and distribute SCI Calendars/Diaries/leaflets/Brochure./Annual Reports/SCI Telephone directory”
- Publishing quarterly in-house journal “SCI Sandesh” in Hindi, Marathi and English with a view to Communicate with the employees about latest happenings.
- Organize various cultural events, functions, seminars, agents meets etc. AGM of SCI shareholders.
- Procurement of Corporate Mementos for distribution to employees as well as to the business interest and well wishers.

1.11.3 Though many of the activities as enumerated above are undertaken departmentally, but certain activities which requires the higher professional skills are done through external sources by following the appropriate guidelines laid down and with the concurrence of the Management.

1.12 **Board Secretariat:**

1.12.1 The Board Secretariat Department of SCI undertakes the following functions:

- Co-ordination for conducting General Meetings, Board Meetings, Audit Committee and other meetings.
- Preparing minutes of these Meetings and follow-up action required to be taken by the various Division's / Department's,
- Legal matters,
- Work related to shareholders of the SCI,
- Co-ordination for answering Parliament Questions,
- Processing payment for legal bills,
- Processing payments of various professional memberships taken by SCI,
- Advising on Joint Ventures of SCI,
- Providing information under RTI Act.

1.12.2 The Board of Directors of SCI comprises 16 members, all of them are filled. The Board is headed by the Chairman and Managing Director. In addition to the Chairman and Managing Director, SCI also has 5 whole time directors. The remaining 10 directors are part time directors (2 Government and 8 Independent) nominated by the Govt. of India.

1.13 **Vigilance Department:**

1.13.1 The Vigilance division, directly reports to the Chairman and Managing Director of the Company who takes personal interest in promoting the culture of honesty, transparency and fairness in the organization.

1.14 **Regional Office – Delhi**

SCI, New Delhi comes directly under CMD Secretariat and it mainly does the coordination work with MOS, DPE and various other Govt. Departments.

1.15. **Regional Office - Kolkata**

1.15.1 Regional office is designated as Regional Senior Vice President. This office is like a mini corporate office having departments like P&A, Commercial, B&T, C&PS, Technical, Fleet Personnel, IT Accounts, Vigilance, Internal Audit, P&PR, Purchase & Stores. In addition, in-charge of both the offices at Haldia and Port Blair are treated as Head of the Departments and presently they are designated as GM In-charge of both the offices.

Manual (ii) of clause 4(1)(b) of RTI, Act 2005

(ii) **the powers and duties of its officers and employees;**

2.1 The powers and duties of officers of the Company is laid down and regulated by Delegation of Power Order.

2.2 Board of Directors of SCI has vested authority and all powers in the Chairman & Managing Director of SCI. C&MD in turn has sub-delegated the powers down the line to the officers. The latest copy of the DOPO is uploaded.

THE SHIPPING CORPORATION OF INDIA LIMITED

SECTION I

D DELEGATED FINANCIAL AND ADMINISTRATIVE POWERS

Sr. No.	Particulars	Existing Clause No	Limits in Rs.	Processed Through	Sanctioning Authority
	SECTION I - CAPITAL				
	CAPITAL EXPENDITURE- SHIPS				
1	Purchase of spares and equipment for vessels	15a	Upto 10 lakhs	DFO	GM (SB & S)
	(for new vessels prior to delivery as well as for existing vessels where such items are to be capitalised)		Upto 50 lakhs	D (F)	D(T and OS)
			Upto 5 crores	D(F)	CMD
2	Modification of new vessels/ Existing Vessels	15b	Upto 1 Crore	D (F)	D (T and OS)
			Upto 5 Crores	D(F)	CMD
	CAPITAL EXPENDITURE OTHER THAN SHIPS				
3	Construction or Acquisition or Additions of Office Premises, Buildings.	16a & 16f	Upto 10 Crores	D (P&A) & D (F)	CMD
4	Construction or Acquisition or Additions of residential premises - flats, buliding	16b	Upto 20 Lakhs	D (F)	D (P & A)
			Upto 50 Lakhs	D (F)	CMD
5	Purchase of Motor Cars and Other Vehicles.	16c		D (F)	CMD

6	Purchase of Office Furniture & Fittings and Office Equipment	16d	Upto 2 Lakhs	DFO	RGM/ incharge of Regional/ Branch Offices/ GM(P&A) or Head of Admin dept, at H.O.
			Upto 5 Lakhs	DFO	D (P&A)
			Above 5 Lakhs	D (F)	CMD
7	Purchase of Furniture and Fittings for residence	16e	Upto 5 Lakhs	DFO	D (P & A)
	-	-	Above 5 Lakhs	D (F)	CMD
8	Purchase of I.T. related assets	New	Upto 5 Lakhs	DFO	Director incharge of I.T. Department
			Above 5 Lakhs	D (F)	CMD
9	Additions & Alterations to Residential premises owned by corporation	16g	Upto 20,000	DFO	GM (P & A) / RGM/ Incharge of Regional Office
			Upto 2 Lakhs	DFO	D (P&A)
			Above 2 Lakhs	D (F)	CMD
10	Purchase of Containers	New	Upto USD 15,000/-	DFO	Director
			Upto USD 50,000/-	D (F)	Director
			Above USD 50,000/-	D & D (F)	CMD
	SALE OF ASSETS OTHER THAN SHIPS				
11	Sale and disposal of assets (other than land, office/ residential buildings, flats & ships) and condemned stores of written down book value not exceeding	19b & 31	Upto 20,000	DFO	G.M(P &A)/ GM incharge
			Upto 1 Lakh	DFO	D (P&A)
			Upto 10 Lakhs	D (F)	CMD

THE SHIPPING CORPORATION OF INDIA LIMITED

SECTION II

D DELEGATED FINANCIAL AND ADMINISTRATIVE POWERS

Sr. No.	Particulars	Existing Clause No	Limits in Rs.	Processed Through	Sanctioning Authority
	SECTION II - REVENUE				
1	Contracts/arrangements entered by P & S division				
1.1	Purchase Contracts/ Services Contracts/ Victualling Contracts	1c	Upto 30 lakhs	DFO	DGM P & S
			Upto 2 Crores	DFO	GM P & S
			Above 2 Crores	D (F)	CMD
1.2	Purchase of Stores and Services other than those covered by Contracts/ arrangements at 1.1 above	5a	2,000	N.A	Manager Purchase
			10,000	N.A	DGM Purchase
			20,000	N.A	GM P & S
			Upto 3 Lakhs	DFO	SPC
			Upto 10 Lakhs	SPC	GM P & S
			Above 10 Lakhs	D (F)	CMD
	Notes:				
a	Purchase of bunkers other than those covered by contract will be done by the P&S Department as per the procedure laid down in this regard.				
b	Where the value of single purchase exceeds Rs 20,000 but less than Rs.2 lakhs the same may be finalised after inviting minimum three independent quotations.				
c	In the event of non availability of minimum of three independent quotations, the proposal needs to be approved by not less than GM(P&S)				

2	Contracts/ arrangement for purchase of goods and services/ fixation of tariffs for workshops entered by the Operating Division/Regional offices	1b	Upto 25 Lakhs	DFO	GM/ RGM
			Upto 1 Crore	DFO	Director
			Above 1 Crore	D(F)	CMD
	Note:				
	Spot purchase of stores				
	Technical superintendents visiting ships calling at Indian ports are authorised to arrange spot purchase and supply of stores, upto a value not exceeding Rs. 10,000/- for each ship call, depending upon the exigencies of the situation. The Superintendents shall observe utmost financial propriety and use proper discretion in each such case. All such purchases must be regularised within the next 7(seven) working days by getting the approval of the Head of the Profit Centre concerned.				
3	Payment of fees to various statutory authorities/ classification societies	New	Upto 10,000/-	DFO	DGM
			Upto 50,000/-	DFO	GM
			Above 50,000/-	DFO	Director
4	Extention of the period of any contract/arrangement beyond the contract period(s)	2			
4.1	Where the revised value of contract does not exceed 10% of the original award value subject to the revised value not exceeding the delegated power of the authority who approved the contract			As applicable	Authority approving the original contract
4.2	All the other cases			The approving authority shall be determined based on the revised value of the contract as per item no 1.1, 1.2 & 2 above.	
5	Extension in completion period in respect of works & supplies beyond the period stipulated for the execution of the contract	3		As applicable	Full powers for contracts approved by himself or lower authority
6	Waiver of damages or claims in case of non-performance of contract	4			
a	where the damages or claims do not exceed		1 Lakh	DFO	GM / RGM
b	"		5 Lakhs	D (F)	Director

c	"		25 Lakhs	D (F)	CMD
d	"		50 Lakhs	D (F)	CCOB / CMD
7	Purchase of spares for ships	6.1 & 6.2	Upto 10 Lakhs	SPC	DGM Technical
			Upto 30 Lakhs	SPC	GM Technical
			Upto 75 Lakhs	SPC	Director
			Above 75 Lakhs	SPC & D (F)	CMD
	Notes:				
a	In case of procurement from OEM, prior approval for purchase from OEM shall be taken at a level not lower than GM				
b	Each division shall constitute a Spares Purchase committee consisting of atleast 3 members, one of them designated as Chairman. The DFO of the division will also be a member of SPC .				
c	If the orders are for the replacement of a machinery or unit or if a single item of spare part proposed to be procured exceeds Rs 5 lakhs in value, the proposal should be vetted by D(T & OS)				
8	Dry Docking etc.				
8.1	Repairs and Maintenance to ships/Dry -Docking /special survey etc.	7.1 & 7.3	Upto 10 lakhs	DFO	DGM Technical
			Upto 25 lakhs	DFO	GM Technical
			Upto 50 lakhs	DFO	Director
			Upto 1 crore	D (F)	Director
			Above 1 crore	D (F)	CMD
8.2	Scrutiny and passing of regular repairs/drydocking/survey etc bills for payment	7.2	Upto 2 lakhs	Mgr (F)/DM(F)	AGM Technical
			Upto 5 lakhs	DFO	DGM Technical
			Upto 10 lakhs	DFO	GM Technical
			Upto 50 lakhs	DFO	Director
			Above 50 lakhs	D (F)	Director

	Notes :				
a	The cost of annual repairs and maintenance, drydocking and survey, etc., of each ship shall be estimated in advance by the respective divisions and provided for in the revenue budget of the respective year.				
b	Cost of the repairs on each occasion shall be estimated by the concerned Technical Officer/Division before commencement of the jobs (or as soon as thereafter if prior estimation was not feasible) and got approved by the appropriate authority.				
c	The repair jobs shall be entrusted to a suitable workshop, in each case, on the basis of the most competitive time and cost quotation obtained or from the approved panel as per the applicable tariff as the case may be, or after complying with any other procedure prescribed from time to time in this regard.				
d	In the case of drydocking, special surveys, major repairs/renewals, proposals containing an estimate of the cost involved (after considering defect lists, work to be done, quotations received, etc.) for all vessels (including those handled by regional offices) shall be approved by the Director of the respective Divisions, in advance. Proposals involving an estimated expenditure of over Rs. 1 Crore require the prior concurrence of CMD in principle after being processed through D(F). The estimated cost and the works to be done, as assessed and approved will form the budget sanction for that particular work.				
e	When any additional jobs are required to be undertaken over and above the approved works and/or the costs go up by more than 20% over the estimated budget, the concerned technical officer incharge/superintendent supervising the work should obtain concurrence in principle from the Director of the Division. In emergencies or exceptional cases where obtaining such approval is not feasible without hampering the work, approval shall be obtained as soon as possible, after such work is undertaken.				
f	Urgent voyage repairs/work required to be done arising out of inspection of Port State or other authorities/inspectors or any emergency work arising may be approved by the GM in-charge of the ship. He shall observe utmost financial propriety and use proper discretion in approving each such case. All such work must be regularised at the earliest by getting the approval of the concerned authorities.				
g	As soon as possible after the dry-docking work is completed and bills are received (not later than two months after the receipt of the bills and sufficiently in advance of the due date for the settlement of the bills) a comparative study of the actuals with the budget sanctioned for that work should be made and the variances together with reasons therefor (specifically items where the variation is more than 20%) shall be explained and put up to the Director for approval through the designated Finance Officer. Cases where the variances amount to more than 30% of the budgeted amount, shall be referred to CMD through D(F). If as a consequence the annual budget for the dry-docking is exceeded, it should be referred to CCOB.				
h	Scrutiny and passing of repair bills shall be carried out by the Repair Bills Cell as distinct from the Technical Officer concerned in charge of the ship.				
9	Insurance				
9.1	Arrange General Insurance for Assets other than Ships (including determination of insured values)	14a			
	Annual Premium not exceeding (in individual cases)		5 Lakhs	DFO	GM
	Annual Premium exceeding		5 Lakhs	D (F)	CMD

9.2	Arrange Marine H & M and Marine War Risk Insurance (including fixation of insured values)	14b	Any Amount	D (F)	CMD
9.3	Arrange entry of vessels with P & I Club(s) for Protection & Indemnity	14c	Any Amount	D (F)	CMD
9.4	Arrange for Time Charterers Liability (TCL) Cover	New	Any Amount	DFO	Director
9.5	Arrange for Container Insurance Cover/Ship Owner's Liability and US Chassis Liability Insurance cover/Ship Owner's Liability/ Space Charter cover; COFR	New	Any Amount	DFO	Director
9.6	Scrutiny, acceptance and /or settlement of all liability claims other than cargo claims under Insurance and P & I	14d	Upto 50 Lakhs	DFO	GM(P&S)
			Above 50 Lakhs	D (F)	CMD
9.7	Scrutiny, acceptance and /or settlement of all bills for insurance premia as per arrangement, adjusters/ surveyors' fees fleet personal medical bills*	14e			Head of Deptt./ GM (P&S)
	(* processed through CMO)				
Note:	CMD may refer important/ high value claims such as pollution claims, damage claims, etc., to CCOB, wherever necessary				
10	Issues of Bonds, Guarantees, Counter-Guarantees, Indemnities, Securities etc.				
10.1	Bond in favour of Customs Authorities to be executed either individually by SCI or jointly in association with others for the purpose of compliance of Customs Act, Rules and procedure there under	34a	Upto 3 Crores	Director	D (F)
			Above 3 Crores	D & D (F)	CMD
10.2	Bond as security against seizures of goods/ chattels/ Ships or against arrest of ships by customs authorities and/ other including Overseas Agencies.	34b	Upto 3 Crores	Director	D (F)
			Above 3 Crores	D & D (F)	CMD

10.3	Counter- Guarantees to be given to P & I Club against the guarantee provided by them on matters falling under P & I cover or for guarantees provided by the P & I club at company's request	34c	Upto 3 Crores	Director	D (F)
			Above 3 Crores	D & D (F)	CMD
10.4	Bond for bonded warehouse with Customs Authorities	34d	Amount - As may be stipulated by Customs Authorities.	D & D (F)	CMD
10.5	Matters not covered under any of the heads 10.1 to 10.4 above.	34e	Any sum	D & D (F)	CMD

THE SHIPPING CORPORATION OF INDIA LIMITED

SECTION III

D DELEGATED FINANCIAL AND ADMINISTRATIVE POWERS

Sr. No.	Particulars	Existing Clause No	Limits in Rs.	Processed Through	Sanctioning Authority
SECTION III - PERSONNEL & ADMINISTRATION AND MISCELLANEOUS MATTERS					
1	Rate Contracts for maintenance & other work	New	Upto 10 Lakhs	DFO	GM(P & A)
			Upto 50 Lakhs	DFO	D (P & A)
			Above 50 Lakhs	D (F)	CMD
2	Purchase of Material and Service for maintenance and repairs of office premises and residential premises, cars, equipments, furniture & fittings.	18a & 18b	Upto 10,000/-		Manager (P&A)
			Upto 1 Lakh	DFO	DGM (P & A)
			Upto 2 Lakhs	DFO	GM (P & A)
			Upto 5 Lakhs	DFO	D (P & A)
			Above 5 Lakhs	D (F)	CMD

	In case, limited tender(inviting offer from minimum three parties) or single tender is to be resorted to due to urgency or any other reason., the decision to go for such tendering with reasons shall be approved by a level as stipulated in the purchase manual.				
3	Extension of the period of any contract/arrangement beyond the contract period(s)	2			
3.1	Where the revised value of contract does not exceed 10% of the original award value subject to the revised value not exceeding the delegated power of the authority who approved the contract			As applicable	Authority approving the original contract
3.2	All the other cases			The approving authority shall be determined based on the revised value of the contract as per item no 1 & 2 above.	
4	Extension in completion period in respect of works & supplies beyond the period stipulated for the execution of the contract	3		As applicable	Full powers for contracts approved by himself or lower authority
5	Approval to enter into lease agreements/Hire purchase agreements	New	Upto 10 Lakhs	DFO	D (P & A)
			Above 10 Lakhs	D (F)	CMD
6	Advertisement Expenditure				
6.1	General display advertisement(publicity) in souvenirs/journals/newspapers	32c	Upto 10,000	DFO	Director / RGM
			Above 10,000	D (F)	CMD
6.2	Other Advertisement in newspaper,journal, periodicals, daily	32d	Upto 20,000/-	DFO	GM / RGM/Incharge of Reg. Office
			Upto 50,000	DFO	Director
			Above 50,000	D (F)	CMD
6.3	Special Expenses including procurement, printing of publicity material, publicity campaigns, presentation articles		Upto 10,000/-	DFO	GM / RGM/Incharge of Reg. Office

			Upto 20,000/-	DFO	Director
			Above 20,000/-	D (F)	CMD
7	Official Hospitality expenditure supported by Actual Bills	32e	Upto 1,000/- Upto 4,000/-		Dept. in charge GM / RGM/Incharge of Reg. Office
			Upto 7,000/-		GGM
			Upto 25,000/-		Director/RGM
			Above 25,000/-		CMD
8	In principle sanction for hiring of vehicles/cars for official purposes	New			Director/ RGM/ Incharge of Regional office/ D(P&A) for division not headed by Director
9	Books and periodicals for library	32g		DFO	Library committee
10	Newspapers/ Magazines/ Periodicals/Dailies for other offices	32h			Director
11	Legal and professional charges	32j	Upto 1 Lakh	DFO & CS	GM/RGM/ Incharge of Regional Office
			Upto 20 Lakhs	CS & D (F)	Director
			Above 20 Lakhs	CS & D (F)	CMD
	Note:				
	All records of legal and professional charges along with case history shall be maintained by company secretariat.				
12	Sanction of sponsorship for Seminars/ Workshops/Training	New	Upto 50,000/-		Director
	(After approval, the matter will be informed to P & A for payments and record in the database of employees)		Above 50,000/-		CMD
13	Conveyance	32b	Upto 500		AGM/Dept. in charge
			Upto 1,000		DGM/GM
			Above 1,000		Director

14	Group flight bookings to fly floating staff officers & crew (unexceeding 10 in number)	23(a) (i)		DFO	GM (FP)
	- do - exceeding 10 number	23(a) (ii)		DFO	D (P&A)
15	Allow benefits to fleet personnel in addition to the provisions of M.U.I. Agreement	24 (a)		D (F)	D (P&A)
16	Sanction of financial assistance to shore employees such as loan for acquisition of house, car and scooter as per rules.	24 (b)		DFO	GM(P&A)/ RGM/Incharge of Regional Office
17	Expenses Abroad				
17.1	Official Hospitality expenditure supported by actual Bills (Subject to any annual limits,rules,specific instruction issued by the H.O from time to time in this regard).	33a	USD 300		Incharge of Office abroad
17.2	Special Expenses including procurement of publicity material & Presentation Articles	33b	USD 200		Incharge of Office abroad
17.3	Miscellaneous Expenses including conveyance & other sundry expenses	33c	USD 100		Incharge of Office abroad
18	Advance to employees for purchase of goods or services on Corporation's A/c. (Accounts shall be cleared within a week of the drawal of funds from the Corporation).	28a	Upto 10,000		DGM/GM
			Above 10,000		Director
19	Advance to employees for travel within India	28b	Upto 10,000		Reporting officer not below the rank of DM
			Upto 20,000		Reporting officer not below the rank of D.G.M.
			Above 20,000		G.M
20	Advances to employees for travel outside India	28c	1,00,000 or equivalent in foreign exchange		AGM/ DGM in Personnel Department

			Above 1,00,000 or equivalent in foreign exchange		Head of Regional Offices/ Head of Personnel Department
	Notes: (for 19 &20)				
a	The amount of advance sanctioned should not exceed the estimated expenses/estimated TA/DA etc. admissible for the travel concerned.				
b	The advance should be granted only after the proposed travel has been approved by the competent authority.				
c	T.A. advances granted are subject to the condition that the T.A. bills shall be submitted/advance fully accounted and excess drawal if any duly refunded within a fortnight after the date of completion of travel.				
21	Sanction to employees as per service conditions				
21.1	Shore Staff				
21.1.1	T.A. Bills				
(a)	For Travels within India	29A(a)(i)			
	Total Claim		Upto 5,000		Manager (Personnel) in the respective offices
	-----do-----		Upto 15,000		AGM (Personnel)/RM
	-----do-----		Above 15,000		G.M (P & A) at HO/RGM
(b)	For Travels Outside India	29A(a)(ii)			
	Total Claim		50,000 or equivalent in foreign currency		Manager (Personnel in the respective office)
	-----do-----		1,00,000 or equivalent in foreign currency		DGM (Personnel) in the respective offices
	-----do-----		Above 1,00,000 or equivalent in foreign currency		GM(P&A) in HO/RGM

21.1.2	Salaries and wages including overtime allowances as per rules.	29A(b)			Officers of the rank of Manager in Personnel Deptt./ Pay Roll Section at HO and at other offices.
21.1.3	Festival and other advances	29A (c)			Officers of the rank of Manager in Personnel Deptt./ Pay Roll Section at HO and at other offices.
21.1.4	Other payment to employees as per the service conditions or rules	29A(d)			DGM (P&A)/GM(P&A) in HO and RGMs or RM in other offices.
	Note:				
	No officer shall sanction any payment to himself. All claims of such officers shall be approved by his higher authority. Claims of RGM/RM or other regional heads would be sanctioned by the H.O				
21.2	Floating Staff				
21.2.1	Advances to Masters for disbursement/advances for payment towards signing off/signing on of crew.	29B(a)	Upto 2 lakhs		Manager FP A/cs.
			Above 2 Lakhs		AGM FP Accounts/ Head of FP A/cs.
21.2.2	Payments to floating personnel as per the service conditions/rules/agreements	29B(b)	Upto 50,000		Manager in FP A/cs.
			Upto 2 Lakhs		AGM in FP A/cs.
			Above 2 Lakhs		Head of FP A/cs. Or Head of A/cs. Deptt.
21.2.3	Payment not covered by service conditions/rules/agreements arising at the time of settlement	29B(c)	Upto 25,000	D (F)	D(P&A)
			Above 25,000	D (F)	CMD
21.2.4	Other cases where expenditure has to be authorised to avoid any contingency at the time of signing off/other emergency situations	29B(d)	Upto 10,000		Head of Floating Personnel Deptt.
			Above 10,000		D (P&A)
	Note:				

	A note explaining the circumstances necessitating the authorisation of such contingency payment should be submitted to CMD through D(F) immediately after such authorisation.				
21.2.5	Hospital bills/medical bills of crew and officers	New	Upto 10 lakhs	CMO/AMO	GM(FP)
			Above 10 lakhs	CMO/AMO	GM(FP) & D(P&A)
21.2.6	CTM charges/insurance/security charges	New	Upto 5 lakhs		Head of FSAC
			Above 5 lakhs		Head of FSAC & GM (A/Cs)
21.2.7	Seamen's Provident Fund Commission Admn Charges	New	Upto 5 lakhs		DGM(FSAC)
			Above 5 lakhs		DGM(FSAC) & GM(A/Cs)
21.2.8	Special CTM	New	Upto 5 lakhs		DGM/GM (Operating Dept)
			Above 5 lakhs		GM/Director (Operating Dept)
21.2.9	Manning Contracts Payments	New	Upto 50 lakhs		GM(FP)/ GM (OS)
			Above 50 lakhs	GM(FP)/ GM(OS)	Director
21.2.10	Seafarers Welfare Fund/Seamen's Welfare Levy Fees/Merchant Navy Officers Welfare Fund/Petty Officers Welfare Fund/Indian Sailors Association	New	Upto 1 Crore		GM(FP)/ GM(OS)
			Above 1 Crore	D (F)	D(P&A)
	Note:				
	A note explaining the circumstances necessitating the authorisation of such contingency payment should be submitted to CMD through D(F) immediately after such authorisation.				
22	Contingent expenses				
	Authorisation of expenses such as portorage, cartage, packing, forwarding, etc., and other contingent expenses	32a	Upto 5,000	DFO	DGM

			Upto 20,000	DFO	GM/RGM
			Upto 50,000	DFO	Director
	Notes:				
a	This does not apply to payment of railway freight, demurrage, port trust dues, air freight etc., incurred as per prior commitment/orders.				
b	Officers actually incurring the expenses shall not approve reimbursement of the expenses to himself and such expenses shall be authorised by an officer of a higher rank				
23	Loss / amount to be recovered to be written off based on case history	30	Upto 20,000	DFO	GM/RGM of the operating department
			Upto 1 lakh	DFO	Director
			Upto 5 lakhs	D (F)	CMD
			Upto 10 lakhs	D (F)	CCOB/CMD

THE SHIPPING CORPORATION OF INDIA LIMITED

SECTION IV

D DELEGATED FINANCIAL AND ADMINISTRATIVE POWERS

Sr. No.	Particulars	Existing Clause No	Limits in Rs.	Process Through	Sanctioning Authority
SECTION IV- COMMERCIAL AND TRAFFIC MATTERS					
1	Chartering of vessels (in) for Corporation's use and or chartering (out) of Corporation's vessels to others.	8			
1.1	All voyage fixtures (involving two consecutive voyages or more)	8(a)		D(F)	Director
1.2	All time-charter fixtures of SCI ships for 12 months and above.	8(b)		D(F)	Director
1.3	All contracts of affreightment for 12 months and above	8 (c)		D(F)	Director
1.4	All in-chartering of Indian and foreign vessels for any period	8(d)		D(F)	Director
1.5	All bare-boat/demise/lease or any special charters	8(e)		Director & D(F)	CMD
1.6	All fixtures other than those mentioned above.	8(f)		D.F.O.	Director
	Notes:				

a	In all the above cases, immediately after the fixture is concluded, the main details after the fixture shall be intimated to D(F) and CMD. Thereafter a detailed management note on the fixture should be submitted to the CMD through D(F) within a week's time				
b	A monthly statement of fixtures of chartering-in/out should be submitted to CMD				
1.7	Joint services agreements	New		D (F)	CMD
1.8	All O & M Contracts entered by the offshore division	New		D(T&OS) & D (F)	CMD
1.9	Purchase/sale of slots as per Joint service agreements	New	Upto 25 Lakhs	N.A	GM
			Upto 75 Lakhs	N.A	Director
			Upto 2 Crores	DFO	Director
			Above 2 Crores	D (F)	CMD
1.10	Purchase/sale of slots from/ to lines other than Joint Service Agreements	New	Upto 25 lakhs	DFO	GM
			Upto 1 Crore	DFO	Director
			Above 1 Crore	D (F)	CMD
1.11	Blanking of sector voyage	New		DFO	D (L & PS)
1.12	Blanking of full voyage	New		D (F)	CMD
2	Charter Claims	9			
	Scrutiny and acceptance of normal claims strictly within the ambit of or as provided for in the relevant C/P, COA, Fixture Notes, etc., such as Off-Hire, performance(speed, bunker consumption etc.), deficiency in DWT or other guaranteed capacity, demurrage, despatch, dead freight , short-loading, etc.(Both against the corporation and by the corporation)		Upto 15 Lakhs	DFO	AGM
			Upto 30 Lakhs	DFO	DGM
			Upto 50 Lakhs	DFO	GM
			Upto 75 Lakhs	DFO	Director
			Above 75 Lakhs	D (F)	Director

3	Waiver either partial or complete or settlement of disputed claims against charterers, shippers, consignees or other parties connected with charter, COA or carriage of goods	10	Upto 3 lakhs	DFO	GM/ Departmental head not below DGM
			Upto 10 Lakhs	DFO	Director
			Upto 20 Lakhs	D (F)	Director
			Above 20 Lakhs	D (F)	CMD
4	Cargo claims	11			
	Acceptance and settlement of cargo claims in accordance with the terms and conditions of the existing P&I cover as well as the Maritime Law and practice in respect of				
4.1	Liner Vessels		Equivalent of US\$ 2000/- each single case.		RGM Kolkata & Chennai Office
			Equivalent of US\$ 5000/- each single case.		Head of Cargo Claim Deptt. In the Head Office.
	Note:				
	Head of Cargo Claim Deptt. in Head Office may delegate to selective port agents the authority to settle local claims upto such limit that he considers reasonable within his authority.				
			Equivalent of US\$ 10000/- each single case.		Concerned Committee of officers constituted for this purpose by the Director (L) or RGM/in-charge of the Kolkata/Chennai offices, consisting of Head of Claims Deptt., concerned Liner Manager in charge and DFO.
			Equivalent US\$ 25000/	Claims Committee	RGM/GM

			US\$ 100,000	Claims Committee & D(F)	Director
			Above US\$ 100,000 each claim	Director & D(F)	CMD
4.2	Bulk Carriers, Combination Carriers, Tankers, etc.	11b	Equivalent of US\$ 25000/- each case.		Concerned Committee of officers constituted for this purpose by the Director (B&T) consisting of concerned officers of Claim Deptt., concerned B&T Commercial Officer and D.F.O.
			Equivalent US\$ 50000/ in each single case	Claims Committee	GM (B&T)
			Equivalent US\$ 250,000/ in each single case	D(F)	Director
			Above US\$ 250,000	Director & D(F)	CMD
5	Grant of concessional/Free Passage, etc.	12	-	-	-
5.1	Grant of concessional/free passage or carrying cargo on concessional freight/or free of freight (gift parcels)	12(a)	US\$ 1500/-	D.F.O.	Director concerned
			Above US\$ 1500/-	D(F)	Director
5.2	Waiver of recovery or grant of concession in other charges incidental to business activity viz. detention charges on containers, container hire, handling charges, trucking, etc.	12(b)			
	Waiver of recovery upto Rs. 50,000/-			DFO	GM/RGM Concerned

	Waiver of recovery upto Rs. 1,00,000/-			DFO	Director
	Exceeding Rs 1 Lakh and upto Rs 50 lakhs			D & D(F)	Director
	Above Rs 50 lakhs			D(F)	CMD
	Note:				
	A record of all rebates/concessions granted as above shall be maintained by the respective divisions and monthly report with the relevant details concerning these categories shall be sent to D(F)/CMD				
6	Appointment of Agents				
	A separate procedure laid down in this regard by the Committee of the Board will apply.		-	-	

THE SHIPPING CORPORATION OF INDIA LIMITED

SECTION V

D DELEGATED FINANCIAL AND ADMINISTRATIVE POWERS

Sr. No.	Particulars	Existing Clause No	Limits in Rs.	Process Through	Sanctioning Authority
	SECTION V - FINANCE AND ACCOUNTS				
1	Passing Bills for payments				
	Passing Bills and vouchers for payment whether in cash or adjustment (other than those for employees)	25			
1.1	Bunker Bills covered by contract/ Spot purchase arrangement	25(a)	Upto 2 Crores		Two officers one of whom will be head of the Bills section of the Accounts department
			Above 2 Crores		Two officers one of whom will be GM (Accounts)

1.2	Other Bills covered by contracts/arrangements or with SPC approval including repair bills.	25(b)	Upto 5 Lakhs		Two officers one of whom will be not less than Manager from Bills section
			Upto 50 Lakhs		Two officers one of whom will be head of the Bills section of the Accounts department
			Above 50 Lakhs		Two officers one of whom will be GM (Accounts)/ RGM
2	On account payments	26			
2.1	Where provided in the terms of contract/ arrangement accepted order for supply of goods and services	26 (a)	As agreed subject to maximum 90 % of billed amount for supplies/ services rendered		Two officers one of whom will be head of Bills section/ GM (Accounts)/ RGM
2.2	On account payment on specific request from parties where no provision has been made in the purchase order, contract/ arrangement.	26 (c)	Upto 75 % of the billed amount		Two officers one of whom will be head of Bills section/ GM (Accounts)/ RGM { After sanction by D (F)}
3	Payment at Out-Ports	27			
	Authorisation of payment to agents against				
3.1	Pre-funding duly authorised by Operating Division				Two officers one of whom will be head of Out-Port Accounts
3.2	Accounts duly and properly rendered and authorized by Operating Division				
3.3	Agents commission/ remuneration/ fees				
3.4	Payments authorized by Bills Department and FSAC department				

4	Passing of vouchers for Floating Staff Payments	New	Upto 5 lakhs		Two officers from FSAC one of whom will not be less than manager
			Upto 50 lakhs		Two officers from FSAC one of whom will not be less than head of FSAC
			Above 50 lakhs		Two officers one of whom will be GM (A/Cs)
5	Passing vouchers for other than above including establishment and payroll expenses				Minimum two officers one of whom will be from division who prepares the voucher and the other officer not below the level of manager from accounts department

- 2.3 The Director (Finance) is the principal staff officer on all financial matters and it is his duty to ensure that adequate financial control is exercised over the use of the Corporation's funds. At the same time, as a part of the management team, he has as much responsibility in ensuring best operation of the Corporation as any other principal staff officer. Since the D(F) is stationed at the H.O. and the various Divisions / Departments are functioning at different locations, the authority for financial scrutiny has been delegated to some extent to the Designated Finance Officers (DFOs) nominated by the D(F). DFOs attached to each Division / Department shall be functionally responsible to the D(F). Although financial scrutiny in certain cases has been delegated to DFOs, the authorities concerned may seek the advice of D(F) wherever they deem it necessary.
- 2.4 Exercise of these delegated powers is subject to compliance with the relevant provisions of laws and the Memorandum and Articles of association of the Corporation, the Memorandum of Understanding executed with Government, prescribed financial procedures as well as standing or specific instructions issued by the government of India on the subject, from time to time.
- 2.5 Any amendment or modification to these rules shall be through an office order duly issued by the Chairman & Managing Director.

- 2.6 Delegation of Powers Order (DOPO) describes in detail Powers delegated to Officers in SCI at various functional / operational levels.
- 2.7 All Officers and employees in SCI perform jobs / tasks / duties as assigned from time to time. Officers and employees gain experience and perfection in their assigned duties over passage of time. Duties are subject to change depending upon exigencies of work requirements bearing in mind the competitive nature of shipping industry. Description of job functions and associated duties and responsibilities of all Officers and employees are specifically listed and reflected in their Annual Performance Appraisal Reports. Personnel & Administration Division in Shipping House maintains record of assigned duties of Officers and employees as on first day of each calendar year. This record is available in the form of a bound book with P&A Division.

Manual (iii) of clause 4(1)(b) of RTI, Act 2005

(iii) the procedure followed in the decision making process, including channels of supervision and accountability;

- 3.1 Since 1961, SCI evolved time tested and well established procedures. Procedures have also been fine tuned keeping in view the recommendations of the Central Vigilance Commission. Over the years SCI has grown in size and stature. Organisation now operates at multiple places and is engaged in multifarious commercial activities for its various divisions viz. Personnel & Administration Division, Finance & Accounts Division, Technical Services & Off Shore Division, Liners & Passenger Services Division and Bulk Carrier & Tanker Division. Each Division has developed well laid procedures for carrying out the activities of the division. For instance, Chartering Dept. in the B&T Div. has well documented procedures in place for in & out chartering of vessels.

As mentioned at another place, ultimate decision making authorities are in accordance with Delegation of Powers Order (DOPO). There are various hierarchy levels involved in following the procedures that ultimately lead to decision making process.

- 3.2 In the decision making process, there are channels of supervision which ensure compliance with the laid down procedure like Designated Finance Officers (DFOs) who are the representatives of Director (F), also the Internal Audit Dept. in the Finance & Account Division which ensure correctness and authenticity of financial calculations. Wherever required, Company Secretary also provides inputs to ensure legal compliance in procedures followed in the decision making process. These channels ensure compliance with the procedure and the proposal thereby get vetted. Such channel of supervision ensure the sacredness of the information in each division.
- 3.3 Authorities involved in the decision making process are accountable. In the pursuit of excellence in corporate results, every employee is expected to maintain absolute integrity and devotion to duty at all times and conduct himself in a manner conducive to the best interests, credit & prestige of the corporation.

Manual (iv) of clause 4(1)(b) of RTI, Act 2005

(iv) the norms set by it for the discharge of its functions;

- 4.1 Liner and Passenger services division is not only involved in carrying general cargo but also Hazardous cargo, under the IMDG regulations which categorises the hazardous cargo based on the nature of the hazardous cargo. IMDG also provides the list of exceptions which specifies cargo that are not supposed to be carried on vessel as per the working of the consortium (joint services) partners.
- 4.2 In pursuit of global nature of Shipping industry discharge of functional responsibilities both on board vessels and ashore derive essence from norms established under IMO guidelines, Merchant Shipping Act, Major Port Trust Act, ISM&ISPS Code etc. It is mandatory on part of all individuals to adhere to the established guidelines & international shipping practices in the discharge of their respective functions in the Bulk Carrier & Tanker division.
- 4.3 The Technical (Shipbuilding & Services) department of T&OS Division has to function within the norms set out by various IMO Conventions governing the shipping industry as also the Guidelines/Procedure for acquisition of newbuilding ships and secondhand ships as approved by the Government. The Technical Services (Fleet) department functions within the norms set out by the cross functional committees for workshop appraisal, workshop tariff and spare part rate contract from time to time and the Guidelines/Procedure for disposal of vessels as approved by the Government. The Offshore service department functions within the statutory and industry norms applicable to the offshore services industry.

DPE has issued guidelines for the Navratna PSU's for making investments into Strategic Alliances, Joint Ventures and wholly owned subsidiaries in India or abroad. Further, SCI has its own Board approved guidelines for formation of Joint Ventures. The BD&A Cell ensure that the above-mentioned guidelines/norms are complied with while considering SCI's new strategic alliances/Joint Venture proposals.
- 4.4 Finance & Accounts division performs the mobilization and utilization of funds as per business requirements vis-a-vis recording of financial transactions with compilation of the statistical data and reports to comply with the norms of Central Accounts, Audit, Companies Act, Income Tax Act, Service Tax, Tonnage Tax and Foreign Exchange Management Act ect.
- 4.5 Personnel & Administration division set up the norms for Recruitment, Promotion, Training, Transfer of personnel, Remuneration, Allowances and Amenities etc as per the Memorandum of Agreement and Memorandum of Settlement taking into account various legal & statutory requirements & labour policies etc.
- 4.6 The Vigilance Dept looks into the complaints of corruption/malpractices. It also makes efforts to improve the efficiency of the Company by strengthening its preventive vigilance mechanism by (a) streamlining of procedures and plugging of loopholes so as to minimize the scope for corruption and continuous interaction with the Management in this regard; (b) identifying corruption prone area in the organization and undertaking periodic inspection of the same; and (c) undertaking selective scrutiny of Voyage repairs/ Dry-docking bills, Voyage account, Agent Port A/c etc.

The Company's CDA Rules are enforced by the Vigilance Dept. Prompt action is taken in respect of any complaint received from any source regarding any malpractices in any office of SCI. Wherever complaints are found correct, disciplinary action is taken against the officer under the Company's CDA Rules.

Surprise inspections of the ship repair work and supplies of stores/provisions to the vessels are carried out. From time to time, suggestions are given to the Management for streamlining of procedures so as to minimize leakage and the scope of corruption.

- 4.7 Purchase & Services division arranges to procure goods and services of right quality required for the operation and maintenance of ships /other divisions of the Corporation at reasonable price in right time. Procurement of goods such as ship's stores, lubricants, provisions and victualling, bunkers, printing and stationery items etc are done through contractual arrangements and Spot Purchases complying with D.G.S/ ISO/ISM/ISPS/MARPOL/MSDS regulations. The services include agency arrangement at various Indian and Foreign ports on an adhoc and regular basis, finalisation of services contracts at Indian and Foreign ports and Hull & Machinery, Protection & Indemnity, General Insurance covers and other related Insurances for ships, assets and employees of SCI.
- 4.8 Board Secretariat functions under the various guidelines issued by the Board of Directors, Memorandum and Articles of Association of the Company, Mini Ratna guidelines, DPE guidelines, Companies' Act, Listing Agreements and SEBI Act. The norms for discharging duties are contained in all these instruments. There are no separate norms for discharging functions of the Board Secretariat.
- 4.9 IT Department discharges its functions by assisting all the divisions with procurement of hardware, software and services of capital and revenue nature in a cost effective manner. IT Department also follows vigilance guidelines and other statutory and legal requirements in awarding contracts and associated functions. It also develops software applications in-house to enable other divisions to discharge their functions in an efficient manner.

Manual (v) of clause 4(1)(b) of RTI, Act 2005

- (v) the rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;
- 5.1 L&PS division has well documented Container Manual which describe the guidelines for the Container operations, equipment control, tracking and monitoring. This manual covers the prototype of various internal formats for container movement, such as off hired, loaded on vessel etc. Apart from the above manual they also have Hazardous Cargo manual which is used in consultation with IMDG Code published by IMO.
- 5.2 B&T division discharges its functions under the rules & regulations of IMO guidelines, Merchant Shipping Act, Major Port Trust Act, ISM, and ISPS codes etc. Various mandatory ship certificates are duly maintained and endorsed by certifying Authorities .IMO brought into force mandatory ISM & ISPS codes to ensure the safety, environmental protection & security aspects of ships and on board personnel. SCI implemented Safety Management System at

Company, Division & Shipboard level through documented SMS manuals, covering all elements of the ISM Code. Similarly Chartering cell has well documented Chartering Procedures for In & Out Chartering of vessels and Dry Dock cell has Dry Docking procedures for the dry docking of various categories of vessels which are being carried out at regular intervals as per guidelines specified.

- 5.3 The Technical (Shipbuilding & Services) Department of T&OS Division follows the Guidelines/Procedure for acquisition of Newbuilding and Secondhand vessels as approved by Government, the Statutory Rules and regulations, requirements of; International Maritime Organisation (IMO), International Labour Organisation (ILO), Flag Administration, Classification societies, Port State Control & industry practices for discharge of its functions. The Technical Services (Fleet) Department follows (i) the procedure/guidelines given in the workshop empanelment manual (ii) decision of workshop appraisal committee, workshop tariff committee and spare parts procurement committee; and (iii) Government guidelines/procedure for disposal of vessels. The Offshore services department follows the Safety Management System manual, fleet circulars & guidelines and other industry requirements for discharging its functions.

The BD&A Cell discharges its function in terms of rules and regulations issued by DPE and SCI Board. The instructions received from Ministry of Shipping are also adhered to whilst discharging the duties. SCI's ISO manual is being updated with the processes which are being followed in BD&A Cell.

- 5.4 To assist operating divisions, F&A has devised set of rules in the Accounting manual and Audit Manual which in turn define the activities of the various departments under F&A division. The departments such as Budget, Development Finance, Internal Audit & Accounts facilitate reporting of financial results as per SEBI/Companies Act and other Statutory requirements.

- 5.5 P& A division follow the guidelines given in below manuals in discharging their functions.

Shore Employees Policy Manual and the Floating Staff Personnel Manual records the Recruitment policy, Promotion policy, Transfer, Separation from service, Allowances and Benefits etc. The CDA rules specifies guidelines for misconduct, penalties etc. for the shore employees. The Memorandum of Agreement between the Management and Officer's Associations states revision of pay scale and service conditions with respect to shore employees. The Memorandum of Settlement between the Management and Shore staff states revision of pay structure, DA, Fringe benefits and other service conditions with respect to shore staff employees.

Maritime Training Institute

The following manuals are available at MTI

- Quality manual.
- Procedures manual.
- Course folders.
- Purchase Manual

- 5.6 Instructions from CVC

- Vigilance Manual
- Instruction issued by the Department of Public Enterprises

- Other records are obtained from various Department depending on the investigation in progress in the Vigilance Department.
- 5.7 P&S division follows well-documented policy guidelines laid down in the “Purchase Manual” to aid the purchase and procurement activities of the company to ensure that the same is implemented at the most competitive prices in a manner that is just, fair and adhering to all prescribed guidelines of the Corporation and requirements stipulated by the CVC guidelines compliance of D.G.S./ISO/ISPS/ISM/MARPOL/MSDS/ guidelines from time to time. It outlines the company’s purchase and procurement procedures and guidelines with corresponding Delegation of Power, whenever necessary, taking into account the statutory and legal requirements. The “Functional Guidelines” gives the guidelines for the various activities performed by departments/cells in the P & S Division such as Insurance, Agency, stores and victualling supplies, bunkers, purchase, victualling & services contracts.
 - 5.8 The Board Secretariat adheres to the rules and regulations which are provided in the various Acts. The Board Secretariat also is guided by the DOPO, which as set of rules and regulations.
 - 5.9 For all procurements, IT Department is guided by the procedure laid down in the Purchase Manual of SCI. It is also governed by the procedure laid down in the DOPO for approval of purchase of goods and services.
 - 5.10 List of Manuals in ISM & ISPS Cell
 - Company SMS Manual
 - B&T Divisional SMS Manual
 - L&PS Divisional SMS Manual
 - Offshore Departmental SMS Manual
 - Shipboard SMS Manuals for various ship-types
 - Fleet Circulars (Case-Studies)
 - Fleet Circulars (Guidelines)
 - Ship Security Plan for each ship

Manual (vi) of clause 4(1)(b) of RTI, Act 2005

- (vi) a statement of the categories of documents that are held by it or under its control;
- 6.1 Shipping is a global industry where numerous documents are used. Documents as such can be broadly categorized into 3 groups viz., Technical, Commercial & Legal.
 - 6.2 L&PS deals with various documents as per Customs & Port Authorities requirements such as IGM, EGM, Shipping Bill, Cargo Invoices, Freight Manifest, Freight Bill, Delivery Order, Bills of Lading etc.
 - 6.3 Categories of documents in Bulk carrier & Tanker include Ship Certificates, Charter Party, Contract of Affreightment, Indemnity Forms, Broker Fixture Note, Bill of Lading, Survey Reports, Vetting reports, Statement of Facts (SOF), Statement of Accounts, Ullage Reports, Log Abstracts etc.

- 6.4 The important documents held by the Technical (Shipbuilding & Services) department of the T&OS Division can be categorized as Technical specifications inclusive of Final Plans & Manuals submitted by the shipyards in response to tenders floated for acquisition of newbuilding vessels, Tender Documents for acquisition of vessels, Contract & Protocol of Delivery documents, Guarantee Claim Settlement. The categories of documents in the Technical Services (Fleet) Dept. possesses/controls the Forms of particulars of workshops, copies of repair tariffs, Spare parts rate Contract Agreements and price list of spare parts supplier (OEM's). Documents related to disposal of vessels like Tender documents, Memorandum of Agreement, Instrument of Sale. The categories of documents in the Offshore Service include Contracts signed between SCI & ONGC, Contracts/MOU signed between SCI & its subcontractors, Corporate guarantee submitted to ONGC for O&M of ONGC vessels, Performance bank guarantees submitted to SCI by its subcontractors.

The BD&A Cell holds various categories of documents related to SCI's JV/strategic alliance like management notes, board notes, minutes of board meetings, Memorandum of Understanding (MOU) signed with various proposed partners, Shareholders Agreement (SHA) and MIS of existing JVCs of SCI.

- 6.5 Categories of documents in Finance & Accounts include General Account, Voyage Account, Bank Account, Master Disbursement Account, Employee Tax record, Salary statements, Documents regarding Gratuity, Provident Fund, Loans, Staff Welfare, Tax Assessment , Form-24(Employee Annual Returns),Dockets, Approvals ; Invoices; Delivery Challans, Payment Advices , Loans For Ship document, Performance Budget, Monthly provisional results, annual budgets tax returns, copies of payment/credit vouchers, receipts, cashbooks, ledgers, bank statements, journal entries, Profit and Loss Account & Balance Sheet of the company.
- 6.6 P&A deals with various set of documents arising out of Travel, Leave, Interview, Allowances, Reimbursement, Medical & Loan requirements. Exit Interview format, Confidential Report (CR) document, Leave travel concession Rules, Sanction letter for Indian/ Foreign tours, Traveling expense bill, Children Education Allowance, Reimbursement of Conveyance, Claim for Medical expenses, Self-leasing system document, Application form for Grant of Loan for purchase of a Motor Car, Application for Grant of Individual Housing Loan, Application for the cash award under the 'small family norms' incentives scheme, Conduct, Discipline and Appeal Rules etc.
- 6.6.1 MTI deals with various set of documents arising out of course booking, Hostel booking, Payment of fees, Honorarium various contracts pertaining to Catering, Gardening, House-keeping and Campus Management etc.
- 6.7 Files pertaining to investigation done by SCI
- Vigilance records for issue of Vigilance clearance and information to CVC for issue of vigilance clearance.
- 6.8 Categories of documents in Purchase & Services include Tender Documents, Bank Guarantee and Contract Award Letter, Material Issue & Delivery Note, Purchase Order for Bunkers, Contracts documents, Invoices with BDN's A/c registers, performance evaluation reports/Empanelment of Bunkers brokers process, Stemming Tabulation for Bunkers and Agency Agreements.

- 6.9 Categories of documents used in the Board Secretariat are Companies Act, SEBI, Listing Agreement, various circulars under these acts, Board and other minutes, various internal codes like Insiders' Trading, Whistle Blower Policy etc.
- 6.10 As IT Department is a support department to other divisions of SCI, the documents of public interest maintained in the department are only documents relating to procurement of hardware, software and services. These include Tender documents, Vendor Particulars, Purchase Orders, Contracts and Bank Guarantees.
- 6.11 **Documents held in SCI Delhi Office**
- All documents created in Delhi

Manual (vii) of clause 4(1)(b) of RTI, Act 2005

- (vii) the particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof;

- 7.1 SCI is a commercial enterprise and does not have any arrangement for consultation with or representation by the members of the public in relation to the formulation of its policy or implementation thereof. SCI being a Govt. of India Enterprise is therefore under command and control of the Govt. of India to implement the policies formulated by Govt. of India. Govt. of India's policies as communicated to SCI through Ministry of Shipping are put into implementation. Changes in various policies announced by the Govt. of India from time to time are also implemented under directions from the Shipping Ministry.

Manual (viii) of clause 4(1)(b) of RTI, Act 2005

- (viii) a statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;

- 8.1 SCI has following Committees:

1. Audit Committee
2. Investors' Grievance Committee
3. Management Committee
4. Contract Committee of Board,
5. Share-Transfer Committee
6. Remuneration Committee
7. Finance Committee
8. Other Committees constituted from time to time.

- 8.2 Besides, SCI also has Board of Directors, which is represented from the Management side, the Govt. side and Independent Directors. The recommendations received from the Audit Committee, Investors' Grievance Committee, Contract Committee of the Board are implemented in the company. The Board directions are supreme and are meticulously followed.
- 8.3 The proceedings of these meetings are not open to public due to legal restrictions. Every year company holds Annual General Meeting where those members of public who are the shareholders at the relevant time are invited to attend the meeting. The recommendations made by them are duly recorded, discussed and to the extent possible implemented.
- 8.4 The minutes of the General Body meetings are accessible to the shareholder in the manner laid down in the Companies' Act 1956.

Manual (ix) of clause 4(1)(b) of RTI, Act 2005

(ix) a directory of its officers and employees;

- 9.1 SCI maintains a directory of all its officers and employees for easy reference and is available with Shores / Fleet Personnel Department.
- 9.2 An updated comprehensive seniority list that shows names, designation, qualification etc. is available with Human Resource & Development Cell in P&A Division for reference from 1st week of April each year.
- 9.3.1 A pocket size telephone directory is available which shows names of all officers and employees of SCI at head office and other branch offices / representative offices and their phone / mobile phone numbers. This telephone directory is periodically updated. This handy telephone directory also gives other useful numbers of agencies / Govt. Depts./ hospitals / hotels / airlines / classification societies / shipyards / training institutes.

Please find telephone list of Shipping House. Head Office.

THE SHIPPING CORPORATION OF INDIA LIMITED, MUMBAI.			
SHIPPING HOUSE EPABX EXTENSION LIST AS ON JAN 2010.			
<u>FLOOR/NAMES</u>	EXTEN NO	<u>FLOOR/NAMES</u>	EXTEN NO
<u>BASEMENT</u>		<u>SECOND FLOOR (2)</u>	
-		-	
SHETE S.V. / A.C.PLANT (2202 7476)	2001	PATHOLOGY ROOM	2066
S.T.PLANT OPERATORS	2002	STHANIYA LOKADHIKAR SAMITI (2282 1490)	2067
CIVIL WORKSHOP	2004	CREDIT SOCIETY	2069
HOUSE KEEPING SUPERVISOR	2005	OFFICER'S ASSOCIATION (2288 2907)	2070
SCANING CONTRACTOR	2006	CONSUMER SOCIETY	2071
ZEROX/NAIK NANDU	2007	GUPTA A K (2202 3499)	2750
KITCHEN	2010	DHAMALE A R	2751
CREW SELECTION ROOM	2012	DEVADAS K.(CAPT) (2202 2430)	2753

LIBRARY	2013	SHARMA ANILKUMAR (CAPT) (2202 2168)	2754
		BHANDARI V K (2202 2863)	2755
GROUND FLOOR			
		CONFERENCE ROOM	2756
		KEWALE M K (2202 6687)	2760
SAWANT S.M. (2282 5840)	2015	ATUL UBALE (2202 4270)	2761
TELEPHONE OPERATORS	2016	GHOSH D. (2202 2622)	2762
RECEPTION / VAISHALI TARKAR	2017	BHAMBANI S B (CAPT) (2202 8797)	2763
RECEPTION / PAUL E J	2018	ROY S P (CAPT) (2284 3787)	2765
MAIL REC. SECTION	2019	FAKHO ROSHANLAL (2287 5368)	2766
WATCHMAN BOOTH (SOUTH)	2021	SHANKAR M T D (2202 6901)	2767
WATCHMAN BOOTH (NORTH)	2022	TYAGI B K (CAPT) (2283 1194)	2768
DRIVER' S ROOM	2025	KUMAR RAJESH (CAPT) (2202 8431)	2769
STAFF UNION OFFICE (2283 3796)	2026	DAS G.C.(CAPT) (2282 1881)	2770
STAFF UNION CONFERENCE ROOM	2027	CHAKRAVARTI B (2202 6906)	2771
-		DAS HEMENDRA	2775
FIRST FLOOR (1)			
		MALLIK U	2776
		VAKIL SINGH	2777
SAINDANE A M (2202 2489)	2034	JACOB JOHN (2283 2319)	2778
DOGRA R.K. (2284 6775)	2035	SIDHWANI M (2282 1035)	2779
TOOR H S	2036	SAHOO P.K. (CAPT)	2780
SABLE S.T.	2037	BHOSALE S.S.	2781
RAMCHAND	2038	KETKAR S.S.	2782
BHERE	2039	PATIL R H	2783
DUTY OFFICER (2202 7097)		PATEL R N	2784
THAPAR SUNIL (CAPT) (2287 2638)	2701	AKHIL AHIR	2786
ANAND P D (2202 1213)	2700	KOLI R K	2787
AHLUWALIA R (CAPT) (2202 4677)	2702	BHALAVI DIPALI	2788
RAMANI N (2287 6043)	2703	GUPTA S.S. (2282 3534)	2789
JORDAR D (2283 2374)	2704	SELVAKUMAR D	2791
CHATURVEDI N (2283 1407)	2705	MAVINKURVE J.R.	2792
SREEKUMAR K. (CAPT) (2202 8964)	2709	MORE A.R.	2793
KAMDAR J.D. (2202 4802)	2710	DOLAS R.	2795
PANJA A K	2711	RAWAT K.S./KADAM M.R.	2796
DEVKATE C V	2712	THIRD FLOOR (3)	
KALE P.M. (2202 8742)	2715	-	
RANDIVE A.P.	2716	ATHAIDE C.P. (CAPT) (2202 0808)	2072
MISRA SANDEEP (2202 8755)	2717	PATIL SUJATA	2073
ASHOK V (2283 9680)	2718	MUKUND KUMAR (CAPT) (2202 2752)	2074
BEHRA S (2287 5295)	2719	PARSARAM (2284 3608)	2075
JOTHIKRISHNAN	2720	K.M.PAUL (2288 2841)	2076
MURALI C	2721	MUKHOPADHYAY . S. (2202 2802)	2077
KUTTY D (2282 2882)	2722	BHARGAVA R.P.N (CAPT) (2288 2906)	2078
SANTHAKUMAR M. (CAPT) (2202 8719)	2723	ADHANGALE A.D. (22851750)	2079

OMVEER SINGH (CAPT)	(2282 2101)	2724	DATE DAYA	2080
DEHURY D.K.	(2202 8910)	2726	NADKARNI K.D.	2081
PATIL CHARULATA		2727	NANDAKUMAR E.	2082
VISAVADIA D D		2728	RAJKUMAR SINGH	2083
CHAUDHARY K V		2729	HARIKUMARAN P.	2084
JANODIA P.A.		2730	CHIPKAR M.V.	2085
BHALERAO A.		2731	NISAL R.S.	2086
RAJSHEKHARAN		2732	SIRSAT V.D.	2087
CHETAN ANAND		2733	KHANVILKAR GANESH	2088
KAZAA ARCHANA		2734	SWAPNIL SNEHI	2089
MANE S S		2735	MESHRAM SANTOSH	2090
PREETI R		2736	KAMBLE RAJASHREE	2091
BARLA SUSMITA		2738	DESHMUKH S.P.	2092
KARKERA R A		2739	SHIT P K	2093
SIRSAT HEMANT		2740	BORKAR P A	2094
PATU M.A.		2741	MURTHY B S	2095
SHENOY S R		2742	FLEET MAIL SEC.	2096
			SHAH Y.R.	2097
			UNNIKRISHNAN A.R.	2098
			SHANBHAG P.N.	2099
BHAT SHANKAR	(2202 3847)	2052	SABLE S.B.	2041
DESHPANDE MANGALA		2053	SONIK GOURAV	2042
ROY CHAUDHARY A.K.	(2282 8117)	2054	SRIVASTAVA M.K. (CAPT)	2100
MENON ASHA		2055	BANDEKAR J B 5040)	(2204) 2101
JOSE V.P.		2056	MATHEW PHILLIPHS 2671)	(2283) 2102
SUNIL KUMAR M.		2057	TAWADE ARUN	2103
SANTOSH KUMAR		2058	KAZI A W	2104
RUMAL REETESH		2059	SHAIKH AZIZ	2105
DR. SAHIJWALA	(2202 8617)	2060	KAREKAR P N	2106
DR. SHETTY / DR MARWAH / DR LOKHANDWALA		2061	DHAVAN R.V.	2107
DR. PATIL ASHOK		2062	PEZARKAR P.P.	2108
PAWAR S.S. / JADHAV PRAVIN		2063	PANDHARE V.D.	2109
GERSON D'SOUZA		2064	FERNANDES VIJAY	2110
RAIN D B / BANSODE N A		2065	GUPTA GIRISH	2111

<u>FLOOR/NAMES</u>	<u>EXTEN NO</u>	<u>FLOOR/NAMES</u>	<u>EXTEN NO</u>
<u>THIRD FLOOR (3)</u>		<u>SIXTH FLOOR (6)</u>	
GUPTE D.R.	(2283 2082)	2113	NAIR K.S. (CAPT) (2202 1286) 2800
SHINDE R.M.		2112	CONFERENCE ROOM 2801
GAITONDE U A / CHURI M.M.		2114	NAZARETH A.M. (2202 3179) 2802
JAGATHESAN / PARAB S.R.		2115	KUMBLE R S 2803
KHILNANI C.H. / DEEPAK SINGH		2116	AMBERKAR S R 2804
MHASALKAR		2117	THAPAR SUNIL (CAPT) (2202 4672) 2810
BAGUL A.R. / SALIAN R		2118	PRADHAN SANDHYA 2811
KINI NEELIMA / MHATRE V H		2119	SINHA B B (CAPT) (2202 2640) 2812

MISTRY B.J. / THANGAVELU	2120	MITRA P K (2282 2117)	2813
D' COSTA T	2121	GOLAPALLI L (2202 2536)	2814
GOMES E.A.	2122	KAMATH RIDDHIMA	2815
LAXMI K	2123	KULKARNI S A	2816
SATAM SUCHITA	2125	PRASAD L S. (2283 9681)	2817
MAKWANA J.D.	2126	POSWAL R (CAPT)	2818
PATEL B K (2202 1291)	2127	BANDOPADHYAY A N	2819
		SURYAVANSHI G V	2820
		SHINGHAL ASHOK	2821
FOURTH FLOOR(4)		KHER S V (2202 3827)	2822
		SHARMA ANILKUMAR (CAPT) (2287 5357)	2823
RAO E.C. (2287 0759)	2128	PATADE S T	2824
LEENA SEQUEIRA	2129	SHINDE S	2825
GODBOLE H.V. (2284 0472)	2130	WAGLE MITALI	2826
KADAM S.A. (CAPT) (2282 1497)	2131	GOMATI M. (2282 2016)	2827
SHARMA R.K. (CAPT)	2133	MANDREKAR SAGAR	2828
CHAKRABORTTY S.	2134	DOSHI NITIN	2829
TAHILIANI P.S.	2135	HUKUM SINGH	2831
MORE G.N.	2136	BORICHA R.G.	2832
SHINDE D.N.	2137	DHAMANKAR NEHA	2833
ASHWINI KUMAR (CAPT)	2138	ARUNKUMAR DHARMALINGAM.	2835
JHA S.N.	2139	ROHATGI IRA	2836
MATE SHASHANK	2140	JAIN BHAVESH	2837
SOM RAJ (CAPT)	2141	KULKARNI U P	2838
PATEL MONA	2142	PALAV H R	2839
BIRMOLE A A	2143	PAWAR SUNIL	2840
DATTA B C / FOZDAR MUKESH	2144	NAVNEET KUMAR \ PRADHAN S R	2842
RAJA BASU (2282 0665)	2145	KULKARNI S.V.	2843
VHF ROOM (OSV CELL) (2285 2394)	2146	BASANGAR NITIN	2844
HEGESTE S.S.	2147	ABHISHEK KUMAR	2845
PIYUSH KUMAR	2148	GUPTA MITHILESH	2846
PAPPACHAN BIJU (CAPT)	2149	SHISHIRKUMAR	2847
MUDASSIR JAWAID	2150	SEVENTH FLOOR (7)	
SAWANT S.S.	2151	HALDAR DIPANKAR (2202 4572)	2213
HIVLEKAR RAHUL	2152	KARTHIKEYAN R. (2282 0170)	2214
FAHMI IMAM	2153	RAM SHOBHA	2215
NARENDRA NIRAJ	2154	SEEMA SURAJ	2216
JOKARE R.S. (2285 3189)	2155	SALVI M A	2217
OJHA N.N.	2156	NAIR PREMA	2218
VIJAYAN K.V. (2285 3883)	2157	PATEL M H	2219
DESHPANDE P.K.	2158	PAUNIKAR AMITA	2220
TRIPATHI S.D.	2159	SHAH NIDHI	2221
VISHWANATH M.N.	2160	CAPT.PAHI S. (2202 6908)	2850
RAM S.K.	2161	VAIDYA ARUNDHATI	2851
FIFTH FLOOR (5)		TRIPATHI R.N.	2855
		CAPT.BORKAR M.R. (2282 0499)	2856
GROVER U C (2285 3556)	2163	NARENDRA KUMAR (2202 8694)	2857

SAWANT S B (2285 4942)	2164	REGE N.S.	2858
ADURKAR SANGEETA	2165	DAROKAR S.K.(CAPT)	2859
DIR CONFERENCE ROOM	2166	SURADKAR SANDEEP	2860
CHATURVEDI G.B (2282 2041)	2168	SAURAV SONU	2861
GUHAGARKAR GIRISH	2169	WAGH S.D.	2862
YADAV S.K. (CAPT) (2287 5367)	2170	ASLAM KHAN	2863
SRIVASTAVA C.M.(CAPT) (2287 5421)	2171	RAO K.V.(CAPT) / MAHIPAL SINGH (CAPT)	2871
BANDOPADHYAY N. (2284 5366)	2172	TUPE.B.B.	2872
C.GOPIKRISHNA / SANJAY KUMAR (CAPT)	2173	CHOGALE LEENA	2873
JOAG P. (CAPT) (2282 1615)	2174	GUMASTE SACHIN	2874
SASIKUMAR S. (CAPT) (2284 4390)	2175	WAGH VIPIN	2875
SIMANCHAL PADHY	2176	WAGLE M.R. (2283 6482)	2880
MISHRA G.S. (CAPT)	2177	AUDITORS	2230
RAMTEKE MANJUSHA	2178	TCS	2202
HARIHARAN	2179	TCS	2203
DHARIWAL SANDEEP	2180	TCS	2204
SHARMA R.K.	2181	TCS	2205
KAJROLKAR SUHAS	2182	TCS	2206
JUVEKAR PRACHI.	2183	SC/ST ASSOCIATION (2282 3046)	2068
BAJPAI NEERAJ	2184	EIGHTH FLOOR (8)	
PARKHE M B	2185	S SUMATHI (2283 3361)	2234
JAWALE S.E.	2186	LAWARRENCE SERRAO	2235
D'LIMA C X	2187	LADI V S	2236
SARFARE AMIT	2188	DANGRE S.K.	2237
MANNA N M	2189	TARE NITIN	2238
MIRKUR KAPIL/NAGESHA RAO	2190	SHUBHASHREE HARIHARAN	2241
NACHAVANEKAR B.N.	2191	SAWANT S.D.	2242
DALSINGH NARENDRA	2192	SHAH A.S.	2243
VATKAR AMIT	2193	VAZE VIVEK	2244
MASURKAR S M	2194	SHELAR KRANTI	2245
SATENDRA KUMAR	2195	MESHARAM SHILPA	2246
KASALKAR YOGESH	2196	KAMATH HARI	2247
PAI.R.R.	2197	MALVE VISHWANATH	2248

<u>FLOOR/NAMES</u>	<u>EXTEN NO</u>	<u>FLOOR/NAMES</u>	<u>EXTEN NO</u>
<u>EIGHTH FLOOR (8)</u>		<u>TENTH FLOOR (10)</u>	
SALVE RAJU	2249	DEO S.Y.	2341
MUNGEKAR D A / SATHE ASHOK	2250	MHASKAR M V	2342
GOKARN VINAYAK / KAWLE DILIP	2251	SAKHARE S B	2343
GAIKWAD DHANANJAY	2252		

POTDAR SUHASINI	2253	ELEVENTH FLOOR (11)	
MHATRE NAINA	2254		
PAWAR ASHWINI	2255	DESHPANDE S.N. (2283 2471)	2345
PATEL A.V. (2282 4635)	2256	KOLI AMITA	2346
SANIKA GAWANDI (AUDIT)	2257	MESHRAM B.V. (2283 0481)	2348
ZODE MOUSAMI	2258	SERVER ROOM (2202 6511)	2351
ANUPMA PRAKASH	2259	RANE A.P.	2352
GANDHI HARSHALA	2260	RAO K.P.S.	2353
AUDITOR	2261	KULKARNI S.K.	2354
MAYEKAR S.R.	2262	RAMRAKHIANI NEELU	2355
KAMBLI MEENA	2263	MURGUDAS J	2356
SHETTI G.N. (2202 3792)	2265	GHAUDE P Y	2357
NAIK V.P. (2283 3044)	2266	PILLAI V T	2358
SATAM S.B.	2267	TANDON SOMA	2359
RAJENDRA K. (2284 6791)	2268	RANE VAISHALI	2361
BHATT R.K.	2269	KOCHAREKAR A S	2363
KUMBHAR P. N.	2270	USHA VERMA / MITTAL KUNAL / SUSHIL	2364
		D'LIMA F.G.	2365
		HELP DESK	2366
		THATTE S G / RAJKUMAR MEENA/ HITENDRA	2367
KANAN S (2202 8039)	2274	PHATE S.B.	2368
ATHAVALE S B / KARWARKAR N.W.	2275	LOTUS NOTES ADMINISTRATORS (2287 4533)	2369
G M CONFERENCE ROOM	2276	ARUN KUMAR / NEELMANI/ SUNITA/ BHAGYASHREE	2370
KADAM S. G. (CASHIER)	2277	SERVER ROOM (2202 4127)	
SAWANT S M / BHANDARY A.R.	2278		
SARAIYA N. R. (2282 0793)	2280	TWELFTH FLOOR (12)	
CHACHADA R C (2283 1157)	2281		
KOKATE D.B. (2202 8095)	2283	JEJURIKAR USHA (2283 2759)	2375
RANE P.K.	2284	RAUT SUNANDA	2376
GANESH G.	2285	ALPANA KUMAR	2377
MEDHEKAR SHILPA	2286	SHETTY T R (2283 3471)	2378
GOKHALE SUJATA	2287	CONFERENCE ROOM	2379
AMBEKAR S.R.	2288	PALKAR S H (2288 2109)	2380
SAWANT VIDYA	2289	MAHESH KUMAR .B. (2282 1789)	2381
CHAWAK L.S.	2290	KHARE M.B. (2204 4635)	2382
BHILARE S A	2291	KOTHARI R V	2383
GABHALE VITTHAL	2292	JOSHI M.C. (2202 2653)	2384
GONSALVES A J	2293	PRADHAN P.K.	2385
MENON SUMA	2294	SAKHARKAR S.P. (2285 0659)	2386
THASLEEM MOHIDEEN	2295	UGAR VASANT (2282 1477)	2387
KOTHAWALE S.R.	2296	DEVROKHKAR DILIP (2282 6082)	2388
NAIR MADHURA	2297	PALDHE ARVIND	2389

RAJPUT SHAILAJA	2298	BARDHAN AMIT	2390
GOPAL TRIPATHI	2305	VENUGOPAL V.	2391
AUDITORS	2301	KAPADE R B	2392
AUDITORS	2306	JADHAV U.A/ LOPTU TAIJU	2393
		K.KUMAR	2394
TENTH FLOOR (10)		NAIK R.V. / JADHAV C S	2395
		PATTANAIAK S N	2396
MANDAL B.K. (2202 7112)	2310	PANJA P	2397
KUNDER PRABHA (2284 3292)	2311	RAORANE R B .	2398
VEDPATHAK V.D.	2312	KHOPIKAR A. / VASKAR SUPRIYA.	2399
D (F) SECTT.	2313	KADAM V S / D'SOUZA D.S.	2401
DIR VISITORS ROOM	2314	KADALI PUSHPA / MODAK	2402
DEB PRASHANTA (2283 0999)	2315	THAKAR N	2403
GOLAPALI CHARUSHEELA	2316	SAWANT MINAL	2404
KULKARNI A P	2317	KANVINDE TEJASHRI	2405
JADHAV PRAKASH	2318	GHADGE SUNITA / WILSON	2406
DALVI D D	2319		
ELAYATH V P	2321	THIRTEENTH FLOOR (13)	
SHETTY R T	2322		
MULLA S.I.	2323	BHALLA G S (2202 7346)	2411
CHALKE D D	2324	RODRIGUES V A	2412
JADHAV S.S.	2325	PRAVEEN KUMAR (CAPT) (2287 0367)	2413
PARANJPE S.V.	2326	GANGOPADHYAY P.K (2202 7675)	2414
MANCHEKAR NILANGI	2327	CONFERENCE ROOM	2415
NADAR P S	2328	PADIYAR SUPRIYA. (2202 6785)	2417
KASKAR SUBHANGI	2329	KAMLESH CHANDRA (2283 3729)	2418
SURYAVANSHI S K	2330	PANDEY P.K.(CAPT) (2287 1184)	2419
GHARAT R.P.	2331	HEBBAL STELA.	2420
SAVE SAMIKSHA	2332	PARMAR A.M. / MHATRE D.B.	2421
KHARAT GANESH	2308	DAS SUPRIYA (2282 0974)	2422
CHONKAR RUTA	2309	MALLIKARJUN P.	2423
KAUMUDI CHANDEL	2337	DAS AMAL KUMAR	2424
CHANDRASHEKHAR	2338	PRACHETA P.K. (CAPT) (2284 6576)	2425
KARAI MEENA	2339	DHABADE POOJA	2427
JOSHI A.B.	2340	LOLEKAR D H	2428
GOVT. AUDITOR (2202 3675)	2333	CARDOZ ROSY / BULBULE ARCHANA	2429
GOVT. AUDITORS	2334	THAVER A R	2430
GOVT. AUDITORS	2335	TALEKAR MEENA	2431
GOVT.AUDITORS	2336	KADAM S.B.	2432

<u>FLOOR/NAMES</u>	<u>EXTEN NO</u>	<u>FLOOR/NAMES</u>	<u>EXTEN NO</u>
<u>THIRTEENTH FLOOR (13)</u>		<u>SIXTEENTH FLOOR (16)</u>	
TEMKAR SUPRIYA	2433	BANDEKAR SANJAY (2202 2729)	2520
BHATE DIPTI	2434	SAMANT MAYA (2202 8585)	2521
RAMTEKE SNEHAL	2435	KELBAIKAR MANISH (2202 3463) 02 3463)	2522
KULKARNI P V (2284 4939)	2436	CMDs VISITORS ROOM	2523
SHARMA MANOJ	2437	VISITING DIRS' ROOM (2282 1633)	2524
NIRGUDE T D	2438	DANGLE ASHISH (2202 8466)	2525
SUCHI SRIVASTAVA	2439	VISITORS ROOM	2526
SANJAY KUMAR	2440	HALDANKAR N.R.	2527
		NARKAR PRABHAKAR	2528
<u>FOURTEENTH FLOOR (14)</u>		LUNCH ROOM	2529
		PANTRY	2534
CHOPRA A. (CAPT) (2283 5033)	2441		
DESHPANDE MEENA	2442	<u>SEVENTEENTH FLOOR (17)</u>	
SRIVASTAV PAPIHA	2443		
NARULA S. (CAPT) (2282 2181)	2444	KAILASH GUPTA (2202 3970)	2535
TANDON R.K. (2283 1402)	2445	FERNANDES LEENA	2536
SADAWARTI S.G. (2282 0822)	2447	SUMATHI R. (2282 5731)	2537
DR DHINGRA S S (2202 2946)	2448	CONFERENCE ROOM	2539
SAMBAMURTHY (2287 5856)	2449	TUNGARE S. G. (2284 5006)	2541
SHARMA SANGEETA (2287 5832)	2450	JAGTAP CHANDRASHEKAR	2542
DEEPAK KUMAR	2451	WALKAR TRIVENI	2543
RAHA ANJAN (2204 2652)	2452	KOLGE VITHAL	2544
SALWAN J.M.	2453	SHARMA RAJIVA (2282 2141)	2545
DHAMAGAYE R.B. (CAPT) (283 5308)	2454	KUDTARKAR N K	2546
JAWAD SHAIKH	2455	NASIR S	2547
SATHAWANE R.M.	2456	PAWAR A.S.	2548
BAJI R.P.	2457	THATTE ARTI	2549
PRAMODINI MALUSTE	2458	VERMA A.B. (2282 2886)	2555
S.PARTHIBAN	2459	GHATGE P.R.	2556
JAWALE V.M. (2202 3804)	2460	CHAVAN C.E.	2557
KOHLI MUNISH	2461	CHAVAN S.S.	2558
GOHIL P.M.	2462	GREIVANCE CELL D(P&A)SECTT. (2287 5165)	
JADHAV R.S.	2463	BHARTI WARADKAR	2559
NACHAVNEKAR N. / I SHEIKH	2464		
PRIYANKA ROHILA	2465	<u>EIGHTEENTH FLOOR (18)</u>	
NAGAR INDRAJEET (2202 2849)	2466		
RAMDAS V	2467		
TARE VAISHALI	2468	KANVINDE D.S. (2202 8370)	2560
PADALE VINOD	2469	SUVARNA SHASHIKALA (2283 3218)	2561
GHOSALKAR S.D. / CHHAVI RAJ	2470	HIVLEKAR P. U. (2202 2650)	2562
NAIK C A / KAWLE S.S.	2471	SHINDE ANAGHA	2563
SIDDIQUI S.	2472	SPARE	2564
KADU SAGAR / WAHANE DEEPAK	2473	CHARLES SHASHIKALA (2285	2565

		0757)	
K.R.VISWANATHAN / GHARAT SURESH	2474	PRABHUPATKAR B.N.	2566
NEWREKAR APARNA	2475	SEEHRA P.K.	2567
CYNTHIA ALPHONSO	2476	DAMLE S.H..	2568
ROY S.B./ DALVI C.A.	2477	CARMELINA PINTO	2569
DIGVIJAY SINGH	2478	SUJAL PATIL	2570
		MINAKSHI	2571
		BIRWATKAR VAIBHAV	2573
		VINITA	2574
<u>FIFTEENTH FLOOR (15)</u>		SHUBANGI THANEKAR / GURAV SONU	2575
		NERLEKAR / NILWARNA G.	2576
DAS J.N. (2202 1816)	2482	PULKESH SINGH	2577
AMBEKAR NEHA	2483	SHETTY MALLIKA (2202 2829)	2578
SATHE SHRADDHA (2202 8771)	2484	WAGHAMBARE MILAN	2579
UDAY BHASKAR (2202 8771)	2485	RAOTE G.D.	2580
SPARE (2202 8257)	2488	GANESH E.	2581
MEHTA P.P. (2202 2912)	2489	KADAM P G	2582
PRITA /BRAJESH	2490	SAWANT NITIN	2583
MAJI S K (2288 2831)	2491	PURTY RUPHINA	2584
PRATIMA MANJUNATH (2283 9671)	2492	WARKE SUSHMA	2585
KARKERA VEENA	2493	CHOGALE AZIZ	2586
KALE A K (2283 6395)	2494	COMCEN (2288 2840)	2587
KADAM J.S	2495	GOLEY SHRADHA	2588
AGARWAL MANSI / CHAVAN S.R.	2496	THAKURTA ANIRUDHA	2589
NALAWADE R.H.	2497	ELECT.ATTN .ROOM (2282 0042)	
RAO Y.D.	2498		
KANEKAR D.M. (2283 3675)	2499	<u>NINETEENTH FLOOR (19)</u>	
SHEKHAR	2501		
PRAVIN	2502	SAGAR M.B. (2202 6530)	2590
SARAIYA M.S.	2503	SUBRAMANIAN VARSHA	2591
S.S. MORE	2506	VIGILANCE DEPTT.	2592
LINGAM S.C.	2507	PULEKAR K.B. (2202 5585)	2595
RAMASWAMY S. (2283 4143)	2508	LIFT ROOM	2596
PATIL VANDITA	2509		
ALICE BECK	2510	<u>OTHER OFFICES</u>	
PADHI SUSHIL (2202 7049)	2511		
DESHMUKH V B	2512		
SINGH GAURI (2282 3911)	2513	WORLI OFFICE	2493 7484
TALEKAR JYOTI	2514	SEWREE GODOWN	2412 2770
KATARNAWRE S.P	2515	SEWREE GODOWN	2413 4916
PATIL H.M.	2516	SEWREE GODOWN	2413 5709
FLORENCE D' CUNHA	2517	MTI POWAI	2570 1430
RANE S.P. / NAIK G.B.	2518	DOCK OFFICE 2348 0312/ 2348 8102	2348 6474

Manual (x) of clause 4(1)(b) of RTI, Act 2005

- (x) the monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;

10.1 Employees in SCI are broadly categorized as Shore Personnel employees and Fleet Personnel employees. Employee means a person in the employment of the Shipping Corporation of India Ltd. in its shore offices and also includes a person on deputation and a person working in the shore establishment on the basis of "on-staff".

The shore Personnel are further divided into:

- Officers/Executives and
- Staff

10.2 The Memorandum Of Agreement regarding the pay scales and other allowances applicable to SCI Executives is between the Shipping Corporation Of India Ltd and The Shipping Corporation Of India Officers' Association, Mumbai and Kolkata for the period of 10 years effective from 1.1.1997 and ending on 31.12.2006. Similarly in the case of the SCI Staff the agreement is between the SCI management and the SCI Staff Union, Mumbai for the period of 10 years ending on 31-12-2006 or till such time as a fresh wage settlement is finalized with the approval of the SCI Board/ Government. These scales of pays and perquisites as given in this agreement would not be allowed to be modified or liberalized during the period of validity.

10.3 The monthly remuneration received by the **shore officers/executives** is as follow:

Designation	Scales of Pay Prerevised (Rs.)	Scales of Pay Revised (Rs.)
Asst. Manager	10750-300-16750	20600-46,500
Dy. Manager	13000-350-18250	24900-50500
Manager	14500-350-18700	29100-54500
Dy. General Manager	16000-400-20800	32900-58000
General Manager	17500-400-22300	36600-62000
Vice President	18500-450-23900	43200-66000
Sr. Vice President	20500-500-26500	51300-73000
Executive Director	23750-600-28550	62000-80000

10.4 The monthly remuneration received by the **Shore Staff** is as follow:

Designation	Scales of Pay (Rs.)
Section Head (S-V)	8600-250-14600
Asst./JTA/Steno/Typist/Tel/Telex Operators/Pharmacist	6550-200-11350
Drivers/Car Mechanic	6400-180-10000
Daphtary/ Dock Asst.	6000-160-9200
Hamal, Peon, Watchman, Liftman etc.	5600-150-8900

- 10.5 In addition to Scales of Pay mentioned above, employees are entitled to various allowances / perks such as Dearness Allowance, House Rent allowance, Self-lease allowance, domiciliary medical allowance, petrol allowance, telephone charges reimbursement and other allowances.
- 10.6 The remuneration, which is to be received by each employee, depends on the category to which he belongs. Payroll system is in place to compute the salary and it is credited through ECS to the employees Bank Account.
- 10.7 The Floating Staff is categorized as:
- Officers
 - Petty officers
 - Crew
- 10.8 The employment of officers on Indian ships and their related wages and terms and conditions are as per the text of agreement between Maritime Union of India and Indian National Shipowners' Association and vice-versa the crew wages and terms and conditions are on the basis of agreement made by the National Maritime Board. These agreements are revised every two years. It is mandatory that both officers and crew must possess valid "CONTINUOUS DISCHARGE CERTIFICATE" CUM - SEA FARERS IDENTITY Document issued by Government of India, under Merchant Shipping Act for the purpose of Recruitment, Selection, Postings and sail on vessels.
- 10.9 Fleet Personnel Division deals with recruitment of officers and posting of the crew on board as per requirement of the vessel to ensure sufficient officers and crew are available to man the vessel as per statutory requirement, to satisfy the safe manning documents of the vessel with required experience and certificate of competence and thus post them in time to relieve an officer/crew from the vessel as per requirement/completion of agreement time.

GRIEVANCE COMMITTEE FOR FLOATING STAFF – OFFICERS

- Capt. Philip Mathews – VP (FPC)
- Mr. S. Mukhopadhyay GM I/C (FPE)
- Capt. Mukund Kumar – GM I/C(FPM)

GRIEVANCE COMMITTEE FOR FLOATING STAFF – CREW

- Capt. Philip Mathews – VP (FPC)
- Capt. RPN Bhargava – DGM(FPM)
- Capt. M.K.Srivastava – DGM(FP-OS)

- 10.10 Both manning by officers and crew deals with Deck and Engine Departments commonly served by Saloon Department. Recruitment/Engagements/Selection/Posting procedures are established for navigating officers, trainee marine engineers with absorption procedures which includes medical examinations, article of agreement, promotions, training and employee development, service agreements, leave entitlement and encashment, welfare facilities, housing loan schemes (only for officers), performance appraisal, retirement and benefits, conduct and disciplinary and appeal rules, manpower planning, leave reserves and monthly inventory of Fleet Personnel dispensation, facility of family carriage on board, travel/hotel bookings, wage and salary administration including income tax liability, reward schemes, financial incentives, seniority, presentation of mementoes, etc. The Fleet Personnel performing duties on board our vessels are taken care of superannuation in the case of permanent employees, resignations, voluntary retirements, death disability,

disciplinary action and termination/penalty as governed by Maritime Union of India agreement in respect of officers and National Maritime Board agreement in respect of crew members also known as ratings on board vessel. The entire activities are governed towards both foreign going as well as home trade officers and crew.

BASIC WAGES PER MONTH
OFFICERS

MASTER	:	Rs.27210
CHIEF ENGINEER OFFICER	:	Rs.27110
CHIEF OFFICER WITH MASTER (FG) CERTIFICATE AND SECOND ENGINEER OFFICER WITH CLASS-I CERTIFICATE	:	Rs.20635
CHIEF OFFICER WITH ITS MATE CERTIFICATE AND SECOND ENGINEER OFFICER WITH CL-II CERTIFICATE	:	Rs.18540
2ND OFFICER WITH FIRST MATE CERTIFICATE AND 3RD ENGINEER OFFICER WITH CL-I CERTIFICATE	:	Rs.15720
2ND OFFICER WITH 2ND MATE (FG) CERTIFICATE AND 3RD ENGINEER OFFICER WITH CL-IV CERTIFICATE	:	Rs.14670
3RD OFFICER WITH NWKO CERTIFICATE AND 4TH ENGINEER OFFICER WITH CL-IV CERTIFICATE	:	Rs.13130
5TH ENGINEER WITH PART "A"	:	Rs.10365
5TH ENGINEER WITHOUT PART "A"		Rs.10085
RADIO OFFICER WITH 1ST CLASS/ CERTIFICATE	:	Rs.15565
RADIO OFFICER WITH 2ND CLASS CERTIFICATE	:	Rs.14830
ELECTRICAL OFFICER	:	Rs.11640
PURSER OFFICER/WELFARE OFFICER	:	Rs.10450
MEDICAL OFFICER	:	Rs.14830

CREW BASIC WAGES ON HOME TRADE VESSELS

2008-10 P.M.

DECK SERANG/ENGINE SERANG/CHIEF COOK :	Rs.5920
DECK TINDAL CASSAB/ ENGINE TINDAL CASSAB :	Rs.5540
SEAMAN HELMSMAN/PANTRY MAN/ CREW COOK/2ND COOK :	Rs.5170
DONKEY GREASER :	Rs.5155
SEAMAN/GENERAL STEWARD/SALOON/ DECK UTILITY HAND (S/D) :	Rs.4920
ERRR 2/3 RD COOK :	Rs.4750



CREW BASIC WAGES ON FOREIGN GOING VESSELS

2008-10 P.M.

DECK SERANG/ENGINE SERANG/CHIEF COOK :	Rs.6000
LAUNDRY MAN :	Rs.5375
PANTRY MAN/CREW COOK/2ND COOK :	Rs.5265
SEAMAN HELMSMAN/DONKEY GREASER :	Rs.5200
SEAMAN 1/GENERAL STEWARD :	Rs.4960
SEAMAN 2/ERRR/3 RD COOK/UTILITY STEWARD :	Rs.4725
SALOON UTILITY HAND/DECK UTILITY HAND :	Rs.4580



Manual (xi) of clause 4(1)(b) of RTI, Act 2005

- (xi) the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;

- 11.1 The company prepares its revenue and capital budget for the current financial year. It enables the organization to plan the earnings and expenses well in advance and assist in taking the financial decisions. In capital budget the ship acquisition plan and pattern of financing is highlighted. It also mention the expense details in SCI various branch offices in acquiring and maintaining the shore based assets as office equipments, furniture and fixtures etc. In revenue budget the earnings and expenses of direct and indirect nature are highlighted segment wise to analyze the cash flow and anticipating the Net Operating Profit in the current financial year. Variance analysis of budget v/s actual is made to ascertain reasons for difference.

Manual (xii) of clause 4(1)(b) of RTI, Act 2005

- (xii) the manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;

- 12.1 SCI is a commercial organization operating in a global competitive environment. SCI does not offer subsidy of any kind and have not formulated any subsidy programmes.

Manual (xiii) of clause 4(1)(b) of RTI, Act 2005

- (xiii) particulars of recipients of concessions, permits or authorizations granted by it;

- 13.1 SCI being a PSU is covered by the Govt. guidelines relating to Price Preference Policy (PPP) for Small Scale Industries (SSI) registered with NSIC. Accordingly, other things being equal, preference is granted to the SSI unit even if that company quotes higher than the L1 party, subject to the condition that the said SSI unit does not quote higher than 10% from the L1 party and matches the L1 price.

Manual (xiv) of clause 4(1)(b) of RTI, Act 2005

- (xiv) details in respect of the information, available to or held by it, reduced in an electronic form;

- 1.4 SCI with its website **www.shipindia.com** briefly describes its history, current financial and operational performance segment wise. It further encapsulates the general information of various divisions with mandatory guidelines from GOI. It acts as an interface between Agency Network and company with the contact details of respective persons. Tenders of various categories are also published and updated on the SCI website as well as government website **www.tenders.gov.in**.

- 1.5 Various internal operational systems are also in place to access the financial, technical, commercial and personnel data through in-house computers to authorized persons with respective queries.

Through the connectivity of File Transfer Protocol (FTP) server the SCI agents can download required information through internet.

Manual (xv) of clause 4(1)(b) of RTI, Act 2005

- (xv) The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;

15.1 Facilities available to citizens for obtaining information

15.2 SCI maintains a website "www.shipindia.com" where all the general information about SCI is available for all internet users. Some of the main information available on the website is listed below.

- Contact details of registered and branch offices.
- Public grievance
- Agency network details
- Various Courses offered, course Schedule, admission to training courses offered by SCI at its Maritime Training Institute.
- Updated Job opportunities / vacancies in SCI
- Investor relations
- Financial results
- Publication of tenders
(The tenders are also published on government website)

Manual (xvi) of clause 4(1)(b) of RTI, Act 2005

- (xvi) the names, designations and other particulars of the Public Information Officers;

MUMBAI

Public Information Officer

Shri Dipankar Haldar Sr. VP (LA) & Tel No. 22024572
Company Secretary email address: dipankar.haldar@sci.co.in

Asstt. Public Information Officers

Smt. Mallika S. Shetty Dy. Gen. Manager Tel No. 22022829
(Legal - Personnel & Administration) email address: mallika.shetty@sci.co.in

Dr. S. Dhingra (Liner & Passenger Services)	Vice President	Tel.No. 22022946 email address:ss.dhingra@sci.co.in
Shri D.N. Kuttu (Bulk Carrier & Tanker Division)	Dy. Gen. Manager	Tel.No. 22822882 email address:dn.kuttu@sci.co.in
Shri S. B. Sawant (Technical & Offshore Services)	Manager	Tel No..22772164 email address sb.sawant@sci.co.in
Shri M.R. Wagle (Finance & Accounts)	Gen. Manager	Tel No.22772880 email address:mr.wagle@sci.co.in
Shri S.B.Deo (Maritime Training Institute)	Manager	Tel No.25701430 email address:shrirang.deo@sci.co.in
Mr. K.M. Paul (Fleet Personnel)	Gen. Manager	Tel.No.22882841 email address:km.paul@sci.co.in
Mr.S.P.Sakharkar (Purchase & Services)	Dy.Gen.Manager	Tel No.22772386 email address:sp.sakharkar@sci.co.in
Mr. G.N. Shetti (Public Relations)	Dy. Gen. Manager I/C	Tel No.22846791 email address:gn.shetti@sci.co.in
Capt. Narendra Kumar (ISM & ISPS)	General Manager	Tel No.24937484 email address:narendra.kumar@sci.co.in
Mr. K.P.S. Rao (IT)	General Manager	Tel No.22772253 email address: kps.rao@sci.co.in

KOLKATA

Shri Subhasish Naskar	Assistant Manager	Tel.No. 224822354(14 lines) email address: rm.sect@sci.co.in
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CHENNAI

Shri Madanpal Singh,	Dy.Gen.Manager	Tel.No. 25220106 email address:madan.singh@sci.co.in
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DELHI

Mr. Ashok Kumar	Asst. Manager	Tel.No. 23322405 emailaddress:kumar.ashok@sci.co.in
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Manual (xvii) of clause 4(1)(b) of RTI, Act 2005

(xvii) such other information as may be prescribed; and thereafter update these publications every year.

Information on the website is updated in the month of January every year and from time to time as and when required.



ANNEXURE

THE SHIPPING CORPORATION OF INDIA LTD, MUMBAI
(PUBLIC INFORMATION OFFICER)
RIGHT TO INFORMATION ACT – 2005

Please enclose a crossed Demand Draft of Rs.10/-, drawn in favour of
The Shipping Corporation of India Ltd., Mumbai.

INFORMATION REQUEST FORM

From:

(Applicant's name)

Postal address:

Contact Tel.No:

E-mail address:

Proof of Citizenship :

**Whether below
poverty line,
If "Yes", attach
Documentary evidence**

**Particulars of
Information required:**

(Subject matter of information)

(Description of information required)

(Whether information required by post or in person)

(Purpose for which the information is required)

Place & Date

Signature of the applicant

