गोवा शिपयार्ड लिमिटेड
(भारत सरकार का उपक्रम)
Goa Shipyard Limited
(A Govt.of India Undertaking)

1.1 PARTICULARS OF ITS ORGANIZATION, FUNCTIONS AND DUTIES [SECTION 4(1) (b) (i)]

1.1.1 Name and the address of the Organization:

a) **Name of the Organization:**

Goa Shipyard Limited

b) **The company owns and operates the following Industrial Units/ Liaison Offices**

UNITS	ADDRESS	CONTACT NUMBERS
GSL Main Unit	Vasco-Da-Gama, Goa - 403802	91-832-2512152 (5 LINES) / 2513954 / 2512359 **Fax:** 91-832-2513870 / 2513943 / 2512148 / 2513260 **Email:** contactus@goashipyard.com
GSL Unit II	Plot No – 8&9, Birla Road, Zuarinagar, Opposite Birla Cement Factory, Sancoale, Goa - 403726	91-832-2555961
LIASION OFFICES		
Mumbai	C/o. Mazagon Dock Shipbuilders Ltd., Dockyard Road, Mumbai - 400010	91-22-23738321 91-22-23738749 **Fax:**91-22-23738140
Delhi	'H' Block, Defence Headquarters, DHQ Post Office, New Delhi-110011	91-11-23015681 **Fax:** 91-11-23792311

c) **Date of Incorporation:**

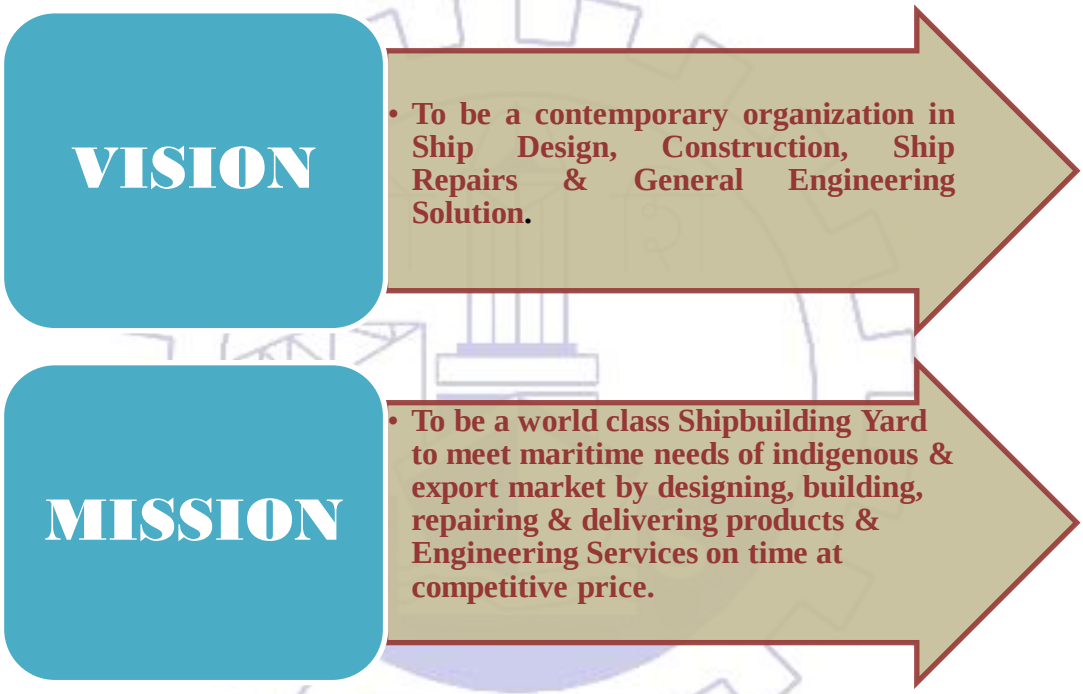
29.09.1967

d) **Administrative Ministry:**
Ministry of Defence,
Department of Defence Production
Government of India

1.1.2 Head of the organization

Chairman and Managing Director (CMD)

1.1.3 Vision, Mission and Key Objectives



1.1.4 Function and Duties

Goa Shipyard Limited is a Central Public Sector Undertaking with Mini Ratna Schedule – A status, engaged in Ship Building, Ship Repairs & General Engineering services. The various functions and duties being performed in GSL and the department heads responsible for smooth functioning of their respective departments are listed below:

Sr. No.	Department	Department / Section Head	Sr.No.	Department	Department / Section Head
1	Planning	CGM (P&PC)	1	Commercial Dept	GM(PP)
2	Production Department	CGM (Prod)	2	Finance Department	HOD (PF&A)
3	Technical Services	CGM(TS)	3	HR and Administration Dept	GM (HR&A)
4	General Engineering	CGM(GES&SR)	4	Shipyard Modernization Project Department	HOD (SMP)

	Service				
5	Forward Project Group	GM(TS/FPG)	5	Vigilance	HOD(Vig)
6	Design Electrical Section	GM (D/L)	6	Legal Department	GM (CS)
7	Design Engineering Section	GM (D/E)	7	Secretarial Section	GM (CS)
8	R&D/INDIGENISATION	AGM (Chief Indigenisation off)	8	Stores Dept	AGM (Stores)
9	Hull Outfit	AGM(OF/H)	9	Internal Audit	DGM (IA)
10	Outsourcing Cell	AGM(OS)	10	Safety Cell	DGM (Safety)
11	Electrical Outfit	AGM (OF/L)	11	Administration Section	DGM(Cord-TS)
12	Information Technology	AGM (ERP-MCMV)	12	Official Language	SM (OL)
13	Fitting Out Engg.	AGM (E&P)	13	Public Relations Section	SM (PR)
14	Export Promotion & Strategic Projects Group	AGM (EPSP)	14	Health, Safety & Environment	AGM (Med)
15	Civil Section	AGM (Civil)	15	Block Assembly Workshop (BAW)	SM (BAW)
16	Hull Construction	AGM (HC)W			
17	Yard Services	AGM (Prod.)			
18	Ship Repairs	DGM(SR)			
19	Ship Lift/Shipwright	DGM (SW)			
20	Naval Project & Outsourcing Section	SM (D/H)			
21	Pipe Shop	SM (P/S)			
22	SPS	SM (HC)			
23	Paint Shop	M (Pord)			

गोवा शिपयार्ड लिमिटेड
GOA SHIPYARD LTD

24	Power House E&W	M (PH/E)			

1.1.5 Organization Chart

These departments have been formed since inception of the company and their functioning is being suitably modified based on the needs of the company.

Organization Chart

1.1.6 Any other details-the genesis, inception, formation of the department and the HoDs from time as well as the committees / Commissions constituted from time to time have been dealt:

- **The Genesis, Inception:** As India took its first steps as a political entity in 1947, the policy makers recognized that it would be in the country's best interests to cultivate indigenous warship building as a strategic capability. In 1961, after Goa's liberation, the potential of a small shipyard called "Estaleiros Navais de Goa" to contribute towards this national aspiration was recognized. The Yard, later which was renamed Goa Shipyard Limited, was consciously shaped, developed and upgraded to become one of the country's premier defence shipbuilding hubs on the west coast.

Over the years, Goa Shipyard Ltd. gradually developed to meet the growing shipbuilding needs of the country's naval defence sector, in the process going on to design and build a wide range of vessels for the defence as well as the commercial sectors.

As one of the few Indian shipyards equipped with an in-house design capability, GSL carries out its own Research & Development, in the process developing an in-house product range that efficiently meets the specific requirements of clients in the defence as well as commercial sectors in the fields of design, construction, repair and modernization of vessels. Most new shipbuilding projects at GSL are based on our own in- house design – the result of intensive R&D activity carried out over the years. Currently, the Company is developing arrange of Patrol Vessels from 29m to110m.

While making consistent progress in its core competency of ship building,the Yard has also proactively moved to exploit market opportunities by successfully diversifying in to a related product range. It has designed and constructed Training Simulators for the Indian Navy and Oil & Natural Gas Corporation. A series of Interceptor boats have been built for the Ministry of Home Affairs and are used by the Coastal State Police on the west coast. The Damage Control Simulator built by Goa Shipyard for the Indian Navy, incidentally, is the only one of its kind in Asia and one of the very few existing worldwide. A Survival at Sea Training Facility has been designed and constructed by Goa Shipyard for ONGC for training of their personnel in meeting with real life emergencies that may occur on oil platforms. GSL has executed India's first Shore Based Training Facility for carrier borne aircraft in association with the Aeronautical Development Agency of Bengaluru at INS Hansa, Goa. The facility will be used to train pilots for the MiG-29K and the indigenous LCA-Navy.

In keeping pace with today's dynamic times, Goa Shipyard Ltd. has launched upon a massive modernization programme aimed at creating new facilities and infrastructure even as existing facilities are augmented, to undertake the anticipated work load of ship construction in the years to

come, including series construction of high technology ships for the Indian Navy and Coast Guard.

The modernisation plan is a result of a vision of the Ministry of Defence Production and GSL, to have a contemporary Shipyard. The modernization project implemented in four phases will include a new integrated steel fabrication facility using modular construction technique and modern workshops. It will have dedicated building berths with ship-lift and transfer system, dry repair berths, enhanced material handling and new crane facilities. There will be new material stores, a GRP complex for construction of MCMVs, fitting out jetties for ship outfitting, MCMV & repair ships and revamping of electrical and mechanical services and utilities. Rationalisation of resource utilization, introduction of state-of-the-art multipliers and business methods in all areas of shipbuilding, ship repair and life time support are also on the agenda. This remodeling will enable us to meet the qualitative and quantitative objectives of building and delivering quality ships at competitive cost with shorter construction periods and delivery times as well as increased capacity and product mix.

The blue print of the new construction facilities is based on a" product centre concept", where the ship construction process is streamlined through four distinct multi-functional production complexes that are easily manageable through localization of the mix of trade skills and the equipment required to complete the ship production process. This will minimize the movement of the workforce in various locations around the shipyard, and bring improved efficiencies of equipment and tooling, creating a highly efficient working environment, reduction in capital investment and reduction in operating costs by minimizing materials handling time.

A phase 1 and 2 of the Modernisation Project was commissioned on May 21st, 2011. This part of the Modernisation Project has enhanced the Yard's infrastructure with a system capable of docking 120 M vessels upto 6000 T and a Ship Transfer Area of around13600 sq.mts. GSL can now count itself as India's first Defence Shipyard to be equipped with a modern Ship lift facility for launching and docking of ships. The commissioning of the ship lift has given impetus to repair activities.

The Modernisation Project will give GSL the ability to build vessels to customer's requirements in shorter time frames than at present. Once fully complete, it will result in substantial augmentation of the Shipyard's capacity to fabricate steel, aluminum and GRP hull vessels to nearly three times its present capacity, whilst also leading to a quantum increase in the ship repair segment. This is a part of enhancing India's strategic ability to design and build its"own ships" .Goa Shipyard Limited(GSL),isaleadingISO9001-2015certified shipyard on the West Coast of India, functioning under the administrative control of Ministry of Defence, Govt. of India.

GOA SHIPYARD LTD

GSL is strategically located on the banks of river Zuari in Goa, a major international tourist destination well connected by its international airport and major port en route all important shipping lines. Beginning as a small barge building yard, GSL has garnered reputation as one of the most sophisticated ship builders in the Country. For over four decades, GSL has designed, built and commissioned a wide range of sophisticated vessels for varied applications in the defence and commercial sectors with special expertise in building modern patrol vessels of Steel and Aluminum hull structure.

GSL's inherent strengths are

- An ISO9001Certified Company In-house design capability.
- World class CAD/CAM facility with Trib on platform.
- ERP enabled management integrated with design and planning application which enables for

effective database management, project monitoring and control.

- Shift Lift facility of 6000Tonnes and Repair berths.
- Modern steel preparation shop with CNC plate cutting machines, automatic shot blasting equipment & CNC pipe bending machine.
- Modern Electronic Workshop.
- Ship Repair and General Engineering Services. Setting up of Simulated Training facilities.
- A work force of over1200 skilled personnel including 246 Officers

Formation of Department: The departments at GSL have been formed right from the inception of the company and subject to the business needs and requirements, new departments are formed and in some cases, the existing departments are separated to cater to the need of the hour.

गोवा शिपयार्ड लिमिटेड
GOA SHIPYARD LTD

1.2 POWER AND DUTIES OF ITS OFFICERS AND EMPLOYEES [SECTION 4 (1) (b) (ii)]

1.2.1 Powers and duties of officers (administrative, financial and judicial):

Goa Shipyard Limited is a Board managed Company headed by Chairman &Managing Director, appointed by the President of India. The Board oversees the Company's strategic direction, review and monitors corporate performance, and safe guards the interests of shareholders. The Board has delegated powers of management to CMD. CMD has further sub-delegated the required powers to Functional Directors, Chief General Managers, General Managers, Heads of Departments (HODs) and Officers to effectively carry out the responsibilities of the irrespective departments.

Delegation of Powers

Copy of Delegation of Powers forms the basis for outlining the responsibilities and the financial powers entrusted amount the competent authorities. The same is available with respective Sections/Departments which are referred for performing day to work associated with their respective sections.

1.2.2 Power and Duties of Other Employees:

The job responsibilities / duties of employees are derived from the job responsibilities designed for employees recruited in various departments for discharging their duties in an effective manner. The said responsibilities are reviewed from time to time to determine whether the responsibilities and the outcomes are in line with the overall organization objective. The powers and duties of employees of the Company are derived from the job descriptions, manuals, terms & conditions of appointment sand delegation of powers enunciated by the Company.

The powers have been delegated to the Chairman and Managing Director, Whole-time Directors, Chief General Managers, General Managers, Head of Departments of the Company to empower them to discharge their duties & functions in accordance with the responsibilities. These powers are revised from time to time depending upon Organizational business requirements and also in line with Guidelines of the Department of Public Enterprises (DPE) & Administrative Ministry i.e. Department of Defence Production, Ministry of Defence. The prevailing DoP was issued in 2018 and is amended from time to time. While discharging the duties and responsibilities, employees are complying with the provisions of the Companies Act 2013 & other applicable statutes, rules and regulations.

1.2.3 Rules / Orders under which powers and duty are derived and:

GSL promulgates various rules from time to time in the backdrop of the business requirement of the organization. It enters into Memorandum of Settlements with its workers on important policy matters. Notwithstanding, documents such Standing orders, Service Rules are reviewed on a frequent basis and amended in collaboration with various Stakeholders to ensure that the policies drawn facilitate in Goa Shipyard achieving its larger objective of shipbuilding. GSL in addition to the above also adheres to the various guidelines, rules and regulation promulgated in letter and spirit by various Ministries functioning under Government of India.

1.2.4 Exercised:

The Sub-Delegation of Powers clearly defines the extent of powers to be exercised by the employees.

1.2.5 Work Allocation:

The work allocation made to the employees based on the organizational requirement.

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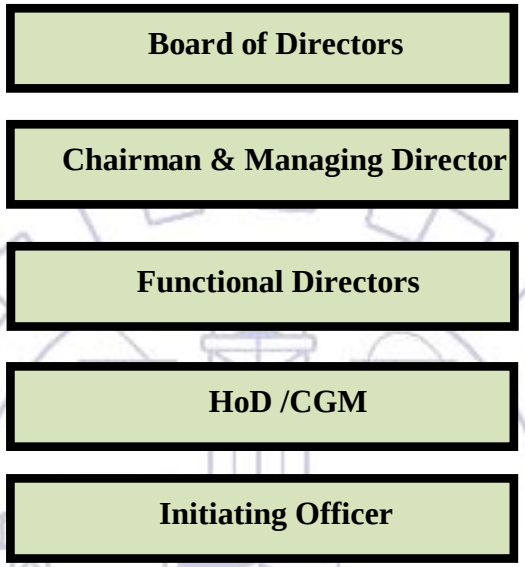
1.3 PROCEDURE FOLLOWED IN DECISION MAKING PROCESS [SECTION 4 (1) (b) (iii)]

1.3.1 Process of decision making Identify key decision making points:

Thedecisionsmakingprocessinthecompanyinvolvesthefollowingchannel:



1.3.2 Final Decision making Authority:

The decisions are taken by the appropriate authorities as per the powers delegated under the Delegation of Powers. The disposal and channel of submission of different types of activitydepartmentwiseisasperflowchartasperthedepartmentalhierarchyasunder:

- **INDIVIDUALDEPARTMENTALHIERARCHY**

1.3.3 Related provisions, Acts, Rules etc.:

Powers sub-delegated to various approving authorities are clearly spelled out in GSL's "Sub-Delegation of Powers" document. Also, the process and procedure laid down in the applicable Statutes, Rules, Regulations and Government Policies including the Companies Act, 2013. SEBI Guidelines, Listing Regulations, and other applicable statutory regulations.

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1.3.4 Time limit for taking a decision, if any:

The Company undertakes all the business related decisions in timely manner and complies with all statutory timelines enumerated in various statutes.

1.3.5 Channel of supervision and accountability:

The overall management of the company rests with the Board of Directors of the company, the highest decision making body within the company. The Board of Directors is accountable to the shareholders of the company, which is the ultimate authority of a company. In continuation to the same the company has promulgated various internal guidelines such as Delegation of Powers for manifestly providing for clarity for effective discharging of duties.

1.4 NORMS FOR DISCHARGE OF FUNCTIONALS [SECTION 4 (1) (b) (iv)]

1.4.1 Nature of functions / service offered:

The Company discharges its functions in accordance with the directives of the Board of Directors, Presidential directives, Memorandum and Articles of Association of the Company, Guidelines issued by the Department of Public Enterprises, Directive and Guidelines issued by the Central Vigilance Commission, relevant Laws and Regulations and various Directives issued by the Ministry of Defence from time to time.

Officers and Supervisors are governed by the GSL Conduct, Discipline and Appeal (Amended) Rules 2019, and other service conditions as applicable and amended from time to time. The workers of GSL are governed by the GSL Certified Standing Orders and other service conditions as applicable and amended from time to time. In the event of employee grievance, the same is addressed through grievance redresses mechanism.

1.4.2 Norms / Standards for functions / Service Delivery:

GSL offers a wide spectrum of services to its valued customers which include:

- Designing and building variety of vessels and simulating training facility. Repair and modernization of vessels.
- Supply of Stern Gear.

1.4.3 Process by which these services can be accessed:

The services being provided by GSL are not available to general public due to the nature of business.

1.4.4 Time-limit for achieving the targets:

The time limits for achieving the targets are set as per the customer requirements / contracts.

1.4.5 Process of redress of Grievances:

Detail Grievance redressal mechanism for Officers, Supervisors and workmen (Hyperlink)

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1.5 RULES, REGULATIONS, INSTRUCTIONS MANUAL AND RECORDS FOR DISCHARGING FUNCTIONS [SECTION 4 (1) (b) (v)]

Title and Nature of the Record / Manual / Instruction, List of Rules, Regulations, Instructions Manuals and Records, Acts / Rules Manuals etc., Transfer policy and Transfer Orders:

❖ **Company Affairs:**

i. Memorandum of Association and Articles of Association

ii. Audit Committee Charter

❖ **Human Resources:**

i. Suggestion Scheme in Hindi

ii. Suggestion Scheme in English.

iii. Goa Shipyard Officer & Supervisor Conduct, Disciplines and Appeal (AMENDED) Rules, 2019.

iv. Complaints Committee for Enquiring into complaints of Sexual Harassment.

v. Medical scheme for Executives.

vi. Medical scheme for Non-Unionised Supervisors.

vii. Medical scheme for Workmen

viii. Goa Shipyard employee's death benevolent fund.

ix. Post Retirement Medical scheme for Executives, Non-Unionised Supervisors and Workmen.

x. Tele communication policy for Executives &Non-Unionised Supervisors

xi. Policy for financial assistance to employee hospitalised due to accident while on duty.

xii. PRP Scheme for Officers and Non-Unionised Supervisors.

xiii. TA/ DA rules for Officers, Non-Unionised Supervisors and Workmen.

xiv. Service rules for Officers and Non-Unionised Supervisors.

xv. Promotion policy for Non-Unionised Supervisors.

xvi. Recruitment rules for Non-Unionised Supervisors.

xvii. Scheme for reimbursement to tuition fees for Officers & Non-Unionised Supervisors

xviii. GSL Executives and non unionised supervisors superannuation pension scheme

xix. Foreign travel (amendment) rules2017

xx. Recruitment And Promotion rules for Officers.

xxi. Whistle blower policy

xxii. CSR policy 2015

xxiii. Certified standing orders

xxiv. Grievance redressal scheme for Executives and Non-Unionised Supervisors

xxv. Grievance redressal scheme for workmen

xxvi. Job rotation and Transfer policy for GSL Executives.

xxvii. Policy procedure and rules for GSL employees proceeding abroad

xxviii. GSL corporate publicity policy2014

xxix. Executives residential accommodation allotment rules

xxx. Compassionate Appointment Scheme

xxxi. Loans and advances for Executives & Non – Unionised supervisors

xxxii. Recruitment And Career Development Plan And Allied Matters

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1.6 CATEGORIES OF DOCUMENTS HELD BY THE AUTHORITY UNDER ITS CONTROL [SECTION 4 (1) (b) (vi)]

1.6.1 Categories of Documents:

- ❖ Incorporation
- ❖ General meetings
- ❖ Accounts
- ❖ Establishment Matters
- ❖ CSR and Other Welfare Schemes

1.6.2 Custodian of documents / categories:

Sr. No.	Categories	Document	Custodian
1	Incorporation	1. Memorandum & Articles of Association 2. Statutory registers under the Companies Act, 2013 3. Annual Reports along with Annual Returns 4. Returns and Forms filed with the Registrar of Companies. 5. Municipal License	CS &legal
2	General Meetings	1. Notices/ Agenda and Minutes Book of General Meetings of Shareholders. 2. Minutes of Board of Directors Meeting	CS &legal
3	Accounts	1. Books of Accounts in electronic form 2. Annual Statement of Financial Results 3. Annual Report 4. Documents pertaining to payment of Income Tax, Tax deducted at Sources etc. 5. Procurement/Purchase manual 6. Audit Reports	Finance
4	Establishment Matters	Documents with respect to employees establishment matters	HR
5	CSR and Other Welfare Schemes	Policy on CSR &Welfare activities	HR

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1.7 BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSTITUTED AS PART OF THE PUBLIC AUTHORITY [SECTION 4 (1) (b) (viii)]

1.7.1 Name of Boards, Council, Committee etc.:

Meetings of Board, Committees and other Bodies are not open to the Public, or the minutes of such meetings are not made accessible for public as the nature of business of GSL is that of a Strategic Defence Establishment.

Subject to applicable statutory provisions, the affairs of the company are managed and administered directly by a duly constituted Board of Directors and wherever necessary and desirable, by delegation. Apart from the Board level committees or other bodies required/contemplated under the law, for the smooth and efficient functioning of the Company, other committees, bodies etc. (illustratively, the Procurement Committee, Departmental Promotion Committee, Price Negotiation committee, etc) are formed/constituted from time to time by the company at various level(s), as its part, for the purpose of assisting and/or providing advice to the Board as also to the Officers at decision-making level, as the case may be, in arriving at informed decisions.

VARIOUS COMMITTEES OF BOARD OF DIRECTORS (Hindi)

VARIOUS COMMITTEES OF BOARD OF DIRECTORS (English)

(a) Audit Committee of Directors

(b) Procurement Sub Committee of Directors

(c) Nomination & Remuneration Cum Human Resource Committee

(d) Committee on Sustainable Development & Corporate Social Responsibility

(e) Investment Committee

(f) Project review Sub Committee (PRSC) of Board Of Directors

(g) Share Transfer Committee

BOARD OF DIRECTORS OF GOA SHIPYARD LIMITED (Hindi)

BOARD OF DIRECTORS OF GOA SHIPYARD LIMITED (English)

गोवा शिपयार्ड लिमिटेड
GOA SHIPYARD LTD

1.7.4 Term / Tenure

The term and tenure of Board of Directors and Statutory Committees is as per the applicable statutes / rules and based on the tenure of the appointment of Directors (Internal & External Directors).

1.7.5 Powers and Functions

The powers and functions of the Board of Directors and the Statutory Committees are as per the applicable statutes / rules.

1.7.6 Whether their meetings are open to the public?

Meetings of Board, Committees and other Bodies are not open to the Public as per the statutory regulations.

1.7.7 Whether the minutes of the meeting are open to the public?

The Minutes of such meetings are not made accessible for public as GSL is a Strategic Defence Establishment.

1.7.8 Place where the minute if open to the public are available?

Not Applicable.

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1.8 DIRECTORY OF OFFICERS AND EMPLOYEES [SECTION 4 (1) (b) (ix)]

1.8.1 Name and Designation

Name and Designation

1.8.2 Telephone, Fax and Email ID

Telephone and Fax

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1.9 MONTHLY REMUNERATION RECEIVED BY OFFICERS& EMPLOYEES INCLUDING SYSTEM OF COMPENSATION [SECTION 4 (1) (b) (ix)]

1.9.1 List of employees with Gross monthly remuneration:

The remuneration of the Executives and Non-Unionized Supervisors of the Company is governed by the guidelines issued by the Department of Public Enterprises (DPE), Government of India. The pay scales are on Industrial DA (IDA) pattern.

The DPE guidelines on pay scales of Executives and Non-Unionized Supervisors are also available on DPE websitewww.dpe.gov.in

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

DESIGNATION	REVISED SCALES OF PAY (in Rs.)
BOARD LEVEL EXECUTIVES	
CMD	180000-3%-320000
Director	160000-3%-290000
BELOW BOARD LEVEL EXECUTIVES	
CGM (E-8)	120000-3%-280000
GM (E-7)	100000-3%-260000
AGM (E-6)	90000-3%-240000
DGM (E-5)	80000-3%-220000
SM (E-4)	70000-3%-200000
MGR (E-3)	60000-3%-180000
DM (E-2)	50000-3%-160000
AM (E-1)	40000-3%-140000
JM (E-0)	30000-3%-120000
NON – UNIONISED SUPERVISORS	
S-5	29000-3%-110000
S-4	27000-3%-100000
S-3	25000-3%-90000
S-2	23000-3%-80000
S-1	21000-3%-70000

The remuneration of unionized workmen is fixed by way of negotiations held between Management and Workers Union, subject to the overall guidelines in this regard which are promulgated by the Department of Public Enterprises, Government of India.

The pay scales of Workmen with effect from01.01.2017 are as under:

DESIGNATION	REVISED SCALES OF PAY (in Rs.)
WORKMEN	
W-13	20800-3%-78500
W-12	20000-3%-75500
W-11	19200-3%-72500
W-10	18400-3%-69500
W-9	17600-3%-66500
W-8	16600-3%-63500
W-7	16100-3%-60500
W-6	15600-3%-57500
W-5	15100-3%-53000
W-4	14600-3%-48500
W-3	11400-3%-44000
W-2	10800-3%-39500
W-1	10100-3%-35000

गोवा शिपयार्ड लिमिटेड
GOA SHIPYARD LTD

In addition to the above, Dearness Allowance, House Rent Allowance, Perks & Allowances, Medical facilities (for self and dependent family members), Provident Fund, Gratuity, Superannuation Benefits, Performance Linked Incentives, Leaves, Canteen Facilities; other Welfare facilities; etc. are provided as applicable to the respective cadres in accordance to the Company's rules as applicable and amended from time to time.

- **Additional documents**

1. Revision of Wage Structure of Workmen
2. Salary Revision (For Officers & Supervisor)

1.10 NAME, DESIGNATION AND OTHER PARTICULARS OF PUBLIC INFORMATION OFFICERS [SECTION 4 (1) (b) (x)]

1.10.1 Name and designation of the public information officer (PIO), Assistant Public Information Officer (APIO) & Appellate Authority

Transparency Officer	First Appellate Authority (FAA)	Central Public Information Officer (CPIO)	Assistant Public Information Officer (APIO)
•Shri. Shirish Dube, Chief **Chief General Manager (P & PC)**	•Shri. Shashikant Shivaji Kamble, **Head Of Department (HR&A)**	•Shri. Prashant Vasant Gunjikar, **Senior Manager (HR)**	•Mrs. Vanda Fernandes, **Senior Manager (PR)**

1.10.2 Address, Telephone numbers and Email ID of each designated official:

- **Address** : Goa Shipyard Limited
  Vaddem, Vasco-Da-Gama,
  South Goa,
  GOA - 403802

- **Transparency Officer** : **Contact No.** - (0832) 2513416
  Email ID - shirishdube@goashipyard.com

- **First Appellate Authority (FAA)** : **Contact No.** - (0832)2515261
  Email ID - shashikantkamble@goashipyard.com

- **Central Public Information Officer (CPIO)** : **Contact No.** –(0832) 2512359(Extn-4658)
  Email ID - prashantgunjikar@goashipyard.com

- **Assistant Public Information Officer (APIO)** : **Contact No.** –(0832) 2515703
  Email ID - vandafernandes@goashipyard.com

गोवा शिपयार्ड लिमिटेड
GOA SHIPYARD LTD

1.11 NO. OF EMPLOYEES AGAINST WHOM DISCIPLINARY ACTION HAS BEEN PROPOSED / TAKEN [SECTION 4 (2)]

1.11.1 No. of employees against whom disciplinary action has been initiated for the period 01.04.2025 to 31.03.2026

(i) Pending for Minor penalty or major penalty proceedings: **08**

1.11.2 (ii) Finalised for Minor penalty or major penalty proceedings: **01**

गोवा शिपयार्ड लिमिटेड
GOA SHIPYARD LTD

1.12 PROGRAMMES TO ADVANCE UNDERSTANDING OF RTI [SECTION 26]

1.12.3 Training of CPIO / APIO:

The CPIO and APIO with a view to keep them abreast with the latest developments under the RTI Act are imparted with the requisite training as and when conducted either in house or through National RTI meets and various RTI Act conclaves.

1.12.4 Update & Publish guidelines on RTI by the Public Authorities concerned:

RTI Act 2005 and RTI Guide uploaded on GSL website.

गोवा शिपयार्ड लिमिटेड
GOA SHIPYARD LTD

1.13 TRANSFER POLICY AND TRANSFER ORDERS [F NO. 1/6/2011 – IR DT. 15.4.2013]

1.13.1 TRANSFER POLICY AND TRANSFER ORDERS [F NO. 1/6/2011 – IR DT. 15.4.2013]:

Transfers / Job Rotations are effected in the Company from time to time based on Organizational requirements, Individual requests etc. The transfer orders are internal documents and are notified internally as and when such transfers take place. Since the issuance of transfer orders is dynamic and the orders have no direct connected with general public interest, the same are not made available here.

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2.2 FOREIGN AND DOMESTIC TOURS (F. No. 1/8/2012 – IR dt. 11.9.2012)

2.2.3 Information related to procurements – (a) Notice/tender enquires, and corrigenda if any thereon, 9b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured, (c) The works contracts concluded – in any such combination of the above-and (d) The rate/rates and the total amount at which such procurement or works contract is to the executed:

Information related to procurement is available on GSL website www.goashipyard.in under Tenders option. Information can be accessed by selecting the concerned Division from drop down.

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2.3 MANNER OF EXECUTION OF SUBSIDY PROGRAMME [SECTION 4(1) (b) (xii)]

2.3.1 Name of the programme of activity:

As such GSL does not have any subsidy schemes/programmes for public. GSL, as responsible corporate citizen has been addressing the issue of community development in the neighborhood areas of its stations, which had been impacted due to establishment of the project. GSL is also conscious about the need for socioeconomic development of community, the under privileged and needy segments in the neighboring areas. GSL has taken initiative in the field of Health, Education, Environment, and Cooperate Social Responsibility etc.

2.3.2 Objective of the Programme:

A. **Health:** Medical and Health Unit of various Divisions of GSL are entrusted to carry out various Social and Community Development works / activities in the health sector, on regular basis. Some of the initiatives are indicate hereunder:

a) Family Planning Camps in coordination with the Public Health Centers
b) Pulse Polio Immunization Programmes
c) Free Health checkup for Ladies
d) Blood Donation camps
g) Health Programmes to nearby villages
h) Alcohol Awareness Programmes to educate employees addicted to alcohol
i) Cancer Detective Programmes
j) AIDS Awareness Programmes
k) Eye camps for Eye Testing and Cataract detection
l) Diabetic Clinics for screening patients.

B. **Education:** Educational facilities to large number of children residing in nearby villages/ areas in GSL is funding to Schools under CSR.

C. **Environment:** Divisions of GSL are accredited with ISO-14001 environmental management system. To sustain this initiative, following are put in place at Production Divisions:

a) Sewerage Treatment Plants & Effluent Treatment Plants etc.
b) Efforts towards ecological improvements through afforestation
c) Exhibiting awareness posters / hoardings at strategic locations both in factory and township areas to spread message on maintaining the ecological balance
d) Other Community Development Initiatives:

D. **Cooperate Social Responsibility CSR:** The Company has been consistently involved in CSR activities contributing to the society.

a) To take up programmes that benefit the communities where it operates and results, over a period of time, in enhancing the quality of life & economic well-being of the local populace.
b) To take up programmes on safe drinking water and sanitation. Provision of toilets especially for girls.

c) To take up projects for water, waste or energy management, promotion of renewable sources of energy, bio-diversity conservation etc.

d) To take up programmes aimed at eradicating hunger, poverty and malnutrition, promoting preventive health care and sanitation and making available safe drinking water.

e) To take up programmes aimed at Promoting education, including special education and employment enhancing vacation skills especially among children, women, elderly, and the differently abled and livelihood enhancement projects;

f) To take up programmes aimed at Promoting gender equality, empowering women, setting up homes and hostels for women and orphans; setting up old age homes, day care centers and such other facilities for senior citizens and measures for reducing inequalities faced by socially and economically backward groups;

g) To take up programmes aimed at Ensuring environmental sustainability, ecological balance, protection of flora and fauna, animal welfare, agroforestry, conservation of natural resources and maintaining quality of soil, air and water;

h) To take up programmes aimed at Protection of national heritage, art and culture including restoration of buildings and sites of historical importance and works of art; setting up public libraries; promotion and development of traditional arts and handicrafts;

i) To take up programmes for the benefit of armed forces veterans, war widows and their dependents;

j) Training to promote rural sports, nationally recognized sports, paralympic sports and Olympic sports;

k) Contribution to the Prime Minister's National Relief Fund or any other fund set up by the Central Government for socio-economic development and relief and welfare of the Scheduled Castes, the Scheduled Tribes, other backward classes, minorities and women;

l) Contributions or funds provided to technology incubators located within academic institutions which are approved by the Central Government.

m) Rural development projects.

Report of CSR activities is available in Annual Report of the Company.

2.3.3 Procedure to avail benefits:

Not applicable

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2.3.4 Duration of the programme / scheme

Not applicable

2.3.5 Physical and Financial targets of the programme

Goa Shipyard's Annual report provides details of the same.

2.3.6 Nature/ scale of subsidy / amount allotted

Goa Shipyard's Annual report provides details of the same.

2.3.7 Eligibility criteria for grant of subsidy

Goa Shipyard's Annual report provides details of the same.

2.3.8 Details of beneficiaries of subsidy programme (number, profile etc.)

Goa Shipyard's Annual report provides details of the same.

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2.4 DISCRETIONARY AND NON-DISCRETIONARY GRANTS [F. NO. 1/6/2011-IR dt. 15.04.2013]

2.4.1 Discretionary and non-discretionary grants/allocations to State Govt./NGOs/other institutions:

Not applicable.

2.4.2 Annual accounts of all legal entities who are provided grants by public authorities:

Not applicable.

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2.5 PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OF AUTHORIZATIONS GRANTES BY THE PUBLIC AUTHORITY [SECTION 4 (1) (b) (xiii)]

2.5.1 Concession, permits or authorizations granted by public authority

GSL does not grant any concession, permits or authorization.

2.5.2 For each concession, permit or authorization granted – (a) Eligibility criteria, (b) Procedure for getting the concession/ grant and/ or permits of authorizations, (c) Name and address of the recipients given concessions/ permits or authorizations, (d) Date of award of concessions/ permits of authorizations:

Not applicable

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3.1 PARTICULARS FOR ANY ARRANGEMENT FOR CONSULTATION WITH OR REPRESENTATION BY THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF POLICY OR IMPLEMENTATON THERE OF [SECTION 4 (1) (b) (xiii)]

3.1.1 Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens:

Information pertaining to GSL and its products including policies, manuals, procedures, etc. is hosted on the website (www.goashipyard.in) and is available to citizens for viewing and downloading. In addition, facility has been provided at GSL website for addressing queries / feedback from the public.

3.1.2 Arrangements for consultation with or representation by – (a) Members of the public in policy formulation/ policy implementation, (b) Day & time allotted for visitors, (c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants:

Various Parliamentary Committees go into issues relating to GSL's policies on specific areas like SC/ST/OBC Welfare measures, Official Language Implementation, etc. from time to time. The recommendations of Parliamentary Committees are taken into consideration for implementation.

3.1.3 Public-private partnerships (PPP) – Details of Special Purpose Vehicle (SPV), if any:

Not Applicable.

3.1.4 Public-private partnerships (PPP) – Detailed project reports (DPRs):

Not Applicable.

3.1.5 Public-private partnerships (PPP) – Concession agreements:

Not Applicable.

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3.1.6 Public-private partnerships (PPP) – Operation and maintenance manuals:

Not Applicable.

3.1.7 Public-private partnerships (PPP) – Other documents generated as part of the implementation of the PPP:

Not Applicable.

3.1.8 Public-private partnerships (PPP) – Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorization from the government:

Not Applicable.

3.1.9 Public-private partnerships (PPP) – Information relating to outputs and outcomes:

Not Applicable.

3.1.10 Public-private partnerships (PPP) – The process of the selection of the private sector party (concessionaire etc.):

Not Applicable.

3.1.11 Public-private partnerships (PPP) – All payment made under the PPP project:

Not Applicable.

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3.2 ARE THE DETAILS OF POLICIES / DECISIONS, WHICH AFFECT PUBLIC, INFORMED TO THEM [SECTION 4(1) (c)]

3.2.1 Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive – Policy decision/ legislations taken in the previous one year:

Not Applicable

3.2.2 Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive – Outline the Public consultation process:

Not Applicable

3.2.3 Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive – Outline the arrangement for consultation before formulation of policy:

Not Applicable

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3.3 DISSEMINATION OF INFORMATION WIDELY AND IN SUCH FORM AND MANNER WHICH IS EASILY ACCESSIBLE TO THE PUBLIC [SECTION 4 (3)]

3.3.1 Use of the most effective means of communication – Internet (website):

Maximum information about the Company is made available in the official website of GSL at www.goashipyard.co.in

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3.4 FORM OF ACCESSIBILITY OF INFORMATION MANUAL / HANDBOOK [SECTION 4 (1) (b]

3.4.1 Information manual/handbook available in Electronic format:

Available.

3.4.2 Information manual/handbook available in Printed format:

Available.

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3.5 WHETHER INFORMATION MANUAL / HANDBOOK AVAILABLE FREE OF COST OR NOT [SECTION 4 (1) (b]

3.5.1 List of materials available Free of cost:

Certain Manuals and General Policies only

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

Materials are at reasonable cost.

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4.1 LANGUAGE IN WHICH INFORMATION MANUAL / HANDBOOK AVAILABLE [F No. 1/6/2011 – IR dt. 15.4.2013]

4.1.1 English:

Information is available in English and Hindi

4.1.1 Vernacular / Local Language:

- The following information is available in Hindi
- Annual report of the Company for last 5 years
- A guide on Right to Information
- Rajbhasha in-house magazine
- Official Language Booklet

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4.2 WHEN WAS THE INFORMATION MANUAL / HANDBOOK LAST UPDATED? [F No. 1/6/2011 – IR dt. 15.4.2013]

4.2.1 Last date of Annual updation:

05.09.2026

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4.3 INFORMATION AVAILABLE IN ELECTRONIC FORM [SECTION 4(1)(b)(xiv)]

4.3.1 Details of information available in electronic form:

Yes

4.3.2 Name/ title of the document/record/ other information:

Available

4.3.3 Location where available:

On GSL website www.goashipyard.in

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4.4 PARTICULARS OF FACILITIES AVAILABLE TO CITIZEN FOR OBTAINING INFORMATION (SECTION 4(1)(b)(xv)

4.4.1 Name & location of the faculty:

Not Available

4.4.2 Details of information made available:

GSL being a relatively small company the information can be arranged by CPIO in his office. Any person aggrieved can call from the GSL reception centre or meet CPIO in person to collect the information in accordance with the RTI Act 2005.

4.4.3 Working hours of the facility:

Not Available

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

CPIO : Shri. Prashant Vasant Gunjikar

Contact No : (0832) 2512359(Extn-4658)

Email ID : prashantgunjikar@goashipyard.com

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4.5 SUCH OTHER INFORMATION AS MAY BE PRESCRIBED UNDER SECTION 4(i)(b)(xvii)

4.5.1 Grievance redressal mechanism:

- Grievance redressal scheme for Executives and Supervisors
- Grievance redressal scheme for Workmen.

4.5.2 Details of applications received under RTI and information provided:

GSL has received 101 RTI applications from 01.04.2025 till 31.01.2026.

4.5.3 List of completed schemes/projects/programmes:

List of completed schemes, projects & programmes details available in GSL website www.goashipyard.in

4.5.4 List of schemes/projects/programme underway:

Upcoming Projects details available in GSL website www.goashipyard.in

4.5.5 Details of all contracts entered into including name of the contract, amount of contract and period of completion of contract:

Name of the contractor's details is available in GSL website www.goashipyard.in, contract, amount and period of completion of contract details are not available.

4.5.6 Annual Reports:

Details available inGSL websitewww.goashipyard.in

4.5.7 Frequently Asked Question (FAQs):

Q.1: What is information under RTI Act?

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

Q.2: What is a Public Authority?

A "public authority" is any authority or body or institution of self government established or constituted by or under the Constitution; or by any other law made by the Parliament or a State Legislature; or by notification issued or order made by the appropriate Government. It also includes the bodies owned, controlled or substantially financed and non-Government organizations substantially financed directly or indirectly by funds provided by the appropriate Government.

Q.3: What is a Central Public Information Officer?

Public authority must designate some of its Officers as 'Central Public Information

Officer (CPIO)' under section (5) of the RTI Act and the CPIO shall deal with the requests received from persons seeking information and render reasonable assistance to the persons seeking such information under purview of this Act.

Q.4: What does record mean under RTI Act?

Record under RTI Act includes:

(a) any document, manuscript and file;

(b) any microfilm, microfiche and facsimile copy of a document;

(c) any reproduction of image or images embodied in such microfilm (whether enlarged or not); and

(d) any other material produced by a computer or any other device;

Q.5: What is the Fee for the BPL applicant for Seeking Information?

If the applicant belongs to below poverty line (BPL) category, he/she is not required to pay any fee under this Act. However, the applicant should submit a proof in support of his/her claim to belong to the below poverty line as defined by appropriate Government.

Q.6: Is it required to give any reason for seeking information?

The information seeker is not required to give reasons for seeking information.

Q.7: Is there any provision for exemption from Disclosure of information?

Sub-section (1) of section (8) and section (9) of the Act enumerate the types of information which are exempted from disclosure. Sub-section (2) of section (8), however, provides that information exempted under sub-section (8) (1) or exempted under the Official Secrets Act, 1923 can be disclosed, if public interest in disclosure overweighs the harm to the protected interest.

Q.8: Is there any assistance available to the Applicant for filing RTI application?

If any person is unable to make a request in writing, they may seek the help of the Central Public Information Officer (CPIO) to write application and the Central Public Information Officer shall render reasonable assistance. Where a decision is taken to give access to a disabled person to any document, the CPIO shall provide such assistance to the person as may be appropriate for inspection.

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Q.9: What is the Time Period for Supply of Information?

In normal course, the information to an applicant shall be supplied within 30 days from the receipt of their application by the public authority (Section 7 of RTI Act). If information sought concerns the life or liberty of a person, it shall be supplied within 48 hours. In case the application is sent through the Assistant Public Information Officer or it is sent to a wrong public authority, five days shall be added to the period of thirty days or 48 hours, as the case may be.

Q.10: Is there any provision of Appeal under the RTI Act?

If CPIO doesn't supply information within the prescribed time of 30 days or 48 hours, as the case may be, or the applicant is not satisfied with the information furnished, the applicant may prefer an appeal to the First Appellate Authority (FAA) who is Senior in rank to the Central Public Information Officer (CPIO). Such appeal should be filed

within a period of 30 days from the date on which the limit of 30 days of supply of information is expired or from the date on which the information or decision of the Central Public Information Officer is received. The appellate authority of the public authority shall dispose of the appeal within a period of 30 days from the date of receiving such request or in exceptional cases within 45 days of the receipt of the appeal.

Q.11: Is there any scope for second appeal under the RTI Act?

If the First Appellate Authority fails to pass an order on the appeal within the prescribed period or if the appellant is not satisfied with the order of the First Appellate Authority, the applicant may prefer a second appeal with the Central Information Commission (CIC) within 90 days from the date on which the decision should have been made by the First Appellate Authority or was actually received by the appellant.

Q.12: Whether Complaints can be made under this Act? If yes, under what conditions?

If any person is unable to submit a request to a Central Public Information Officer either by reason that such an Officer has not been appointed by the concerned public authority; or the Assistant Public Information Officer has refused to accept his or her application or appeal for forwarding the same to the Central Public Information Officer or the Appellate Authority, as the case may be; or he has been refused access to any information requested under the RTI Act; or has not been given a response to a request for information within the time limit specified in the Act; or has been required to pay an amount of fee which the applicant considers unreasonable; or believes that he has been given incomplete, misleading or false information, the applicant can make a complaint to the Central Information Commission (CIC).

Q.13: What is Third Party Information?

Third party in relation to the Act means a person other than the citizen who has made request for the information. The definition of third party includes a public authority other than the public authority to whom the request has been made and shall disposed/treated as per section (11) and other provisions of RTI Act.

Q.14: What is the Method of Seeking Information?

Any person who desire to obtain information under this Act should make an application to the Central Public Information Officer (CPIO) of the concerned public authority in writing in English or Hindi or in the official language of the area in which the application is made. The application should be precise and specific. The applicant should make appropriate payment of Rs.10/- as mentioned above as application fee under RTI Act at the time of submitting the application in the prescribed Performa of that public authority if any.

Q.15: Will there be any additional payment for receiving information?

Fee chargeable for providing information u/s 7(1) is as under:

(a) Rs. 2/- for each page created or copied (in A4 or A3 size paper).

(b) Actual charge or cost price of a copy in larger size paper.

(c) Actual cost or price for samples or models.

(d) Rs. 5/- per hour for inspection of records. No fee for the first hour.

For providing information u/s 7(5) in printed or electronic format, the following fee has been prescribed:

(a) Rs. 50/- per diskette or floppy.

(b) Price fixed for the printed publication or Rs. 2/- per page of photocopy for extracts from the publication.

Q.16: What if CPIO receives other Public Authority RTI requests wrongly?

Under Section (6) (3) of the RTI Act, where an application is made to a public authority requesting for information:

(i) which is held by another public authority; or

(ii) The subject matter of which is more closely connected with the functions of another public authority; the public authority, to which such application is made, shall transfer the application or such part of it as may be appropriate to that other public authority and inform the applicant immediately about such transfer.

4.5.8 Any other information such as-(a) Citizen's Charter, (b) Result Framework Document (RFD),(c) Six Monthly reports on the , (d) Performance against the benchmarks set in the Citizen's Charter

Not Available

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4.6 RECEIPT & DISPOSAL OF RTI APPLICATIONS & APPEALS (F.NO 1 /6 / 2011 -IR dt. 15.04.2013)

4.6.1 Details of application received and disposed

GSL has received 101 RTI applications starting from 01.04.2025 till 31.01.2026 and 84 RTI disposed from 01.04.2025 till 31.01.2026.

4.6.2 Details of appeals received and orders issued

GSL has received 09 RTI Appeal from 01.04.2025 till 31.01.2026 and 8 Appeal has been disposed from 01.04.2025 till 31.01.2026

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4.7 REPLIES TO QUESTING ASKED IN THE PARLIAMENT (SECTION 4(1)(b) (2))

4.7.1 Details of questions asked and replies given

Not available

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5.1 SUCH OTHER INFORMATION AS MAY BE PRESCRIBED (F.No.1/2/2016-IR dt.17.8.2016, F. No. 1/6/2011-IR dt.15.4.2013)

5.1.1 Name & details of –(a) Current CPIOs &FAAs, (b) Earlier CPIO & FAAs from 1.1.2015

a) Current FAAs &CPIOs from June 2023,

Name FAA :Shri. Shashikant Shivaji Kamble
Contact No. : (0832) 2515261
Email ID : shashikantkamble@goashipyard.com

Name CPIO :Shri. Prashant Vasant Gunjikar
Contact No. : (0832) 2512359, (Extn-4658)
Email ID : prashantgunjikar@goashipyard.com

b) Earlier CPIO & FAAs from 01.01.2016

Name FAA :Shri. ManoranjanKhuntia,
Contact No.:(0832)2515261
Email ID : mrkhuntia@goashipyard.com

Name CPIO :Shri. Shashikant Shivaji Kamble,
Contact No. :(0832)2510543
Email ID :shashikantkamble@goashipyard.com

c) Earlier CPIO & FAAs before 01.01.2016

Name FAA :Shri. Pramod Mohan Johri,
Contact No. :(0832)2515261
Email ID : pmjohir@goashipyard.com

Name CPIO :Shri. Shashikant Shivaji Kamble,
Contact No. :(0832)2510543
Email ID : shashikantkamble@goashipyard.com

5.1.2 Details of third-party audit of voluntary disclosure-(a) Date of audit carried out, (b) Report of the audit carried out

15.07.2025

5.1.3 Appointment of Nodal Officer not below that rank of Joint Secretary/additional HoD- (a) Date of Appointment, (b) Name & Designation of the officers

Name	**:**	Shri. Prashant Vasant Gunjikar
Date of Appointment	**:**	02.06.2023
Designation	**:**	Senior Manager (HR)

5.1.4 Consultancy committee of Key stake holders for advice on suo-motu disclosure – (a) Date from which constituted (b) Name & Designation of the officers

Name	**:**	Shri. Shashikant Shivaji Kamble
Date of Appointment	**:**	02.06.2023
Designation	**:**	Head of Department (HR&A)

5.1.5 Committee of PIOs /FAAs with rich experience in RTI to identify frequently sought information under RTI-(a) Dates from which constituted, (b) Name & Designation of the Officers

(a) Dates from which constituted

The committees are constituted on 02.06.2023

b) Name & Designation of the Officers

Name	**:**	Shri. Prashant Vasant Gunjikar
Date of Appointment	**:**	02.06.2023
Designation	**:**	Senior Manager (HR)

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6.1 ITEM/INFORMATION DISCLOSED SO THAT PUBLIC HAVE MINIMUM RESORT TO USE OF RTI ACT TO OBTAIN INFORMATION

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

Not available/ Not Installed in GSL website

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6.2 GUIDELINES FOR INDIAN GOVERNMENT WEBSITES (GIGW) IS FOLLOWED (RELEASED IN FEBRUARY,2009 AND INCLUDED IN THE CENTRAL SECRETARIAT MANUAL OF OFFICE PROCEDURES (CSMOP) BY DEPARTMENT OF ADMINISTRATIVE REFORMS AND PUBLIC GRIEVANCES, MINISTRY OF PERSONNEL, PUBLIC

6.2.1 Whether STQC certification obtained and its validity

Yes

6.2.2 Does the website show the certificate on the Website?

Certificate available in GSL website www.goashipyard.co.in

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