

Introduction

Pipavav Railway Corporation Limited (PRCL), a non-government railway company and a Joint Sector Company of Ministry of Railways and Gujarat Pipavav Port Limited, has taken concrete actions to provide information to the citizens of the country in accordance with the Right to Information Act, 2005 (Act).

This section of PRCL's official website along with other relevant sections contain information as required to be published under Section 4 (1)(b) of the Act.

INFORMATION UNDER SECTION 4, 1, (b) UNDER RIGHT TO INFORMATION ACT 2005 IS GIVEN BELOW

- Particulars of Organization
- Powers and duties of officers of PRCL
- Procedure followed in decision making process and norms set by it for discharge of functions
- Various rules, regulations, instruction manuals and guidelines
- Statement of the documents that are kept by PRCL
- Particulars of any arrangement that exists for consultation with the members of the public in relation to formulation of PRCL policies and implementation thereof
- Statement of the board, Committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advise, and as to whether meeting of those boards, committees and other bodies are open to the public or the minutes of such meeting are accessible for public.
- Directory of Officers of PRCL
- Statement of Monthly remuneration Received by each of its Officers and Employees including system of compensation as provided in its Regulations.
- Budget for the year 2013-2014
- Details in respect of the information available to or held by it reduced in electronic form
- Name, designation and other particulars of the Public information Officers / Central Assistant Public Information Officer
- Other information as may be prescribed
- Application-seeking information under section 6 of the Right to Information Act 2005

Particulars of Organization

Pipavav Railway Corporation Limited (PRCL) is a joint venture company of Ministry of Railways (MOR) under Public Private Partnership with Gujarat Pipavav Port Limited (GPPL). MOR holds 50% equity in the Company. The Company is not yet a designated Central Public Sector Undertaking. The share holding pattern of PRCL as on 31-03-2014 is as under:

Shareholding Pattern as on 31.03.2014

Name of the Shareholder	Paid up Equity Share Capital (Rs. in Crore)	% of Total Paid up Shareholding
Ministry of Railways	98.00	50.00%
Gujarat Pipavav Port Limited	76.00	38.78%
General Insurance Corporation (Assigns of GPPL)	5.00	2.55%
New India Assurance Company Ltd. (Assigns of GPPL)	5.00	2.55%
IL&FS Transportation Networks Limited (Assigns of GPPL)	12.00	6.12%
Total	196.00	100.00%

Board of Directors

[Click here](#)

Organizational pattern of PRCL

Sl. No.	Name, Designation & Address	Duties
1	Shri D P Pande, Member Traffic, Railway Board	Non Executive Chairman (Govt. Nominee)
2	Shri Amitabh Lal, Managing Director	Functional Head of PRCL and overall incharge of entire business of PRCL.
3	Shri Y K Tripathi, Executive Vice President	Incharge of Marketing, Operations, Commercial, Technical, Legal, Finance & Accounts, HR & General Administration
4	Smt. Leena Narwal, Company Secretary	Secretarial & Legal Matters
5	Shri Vinod Kumar, Chief Financial Officer	Finance, Accounts, Taxation and Auditing
6	Shri V S Sivasubramanian, Sr. Manager (HR & Admin.)	HR & General Administration and MIS

Since PRCL is formed under the Companies Act, accordingly company is working within the purview of regulations framed in this regard by way of Memorandum and Articles of Association.

Important Agreements (Links to be provided)

- **Shareholders Agreement between GPPL and MOR**
- **Concession Agreement between PRCL and MOR**
- **Operations & Maintenance Agreement between PRCL and WR**
- **Traffic & Transportation Agreement between PRCL and GPPL**
- **Pipavav Port Railway Siding Agreement between PRCL and GPPL**

Statement of the documents that are kept by PRCL

Documents required to be kept under various statutes such as

- the Companies Act

Documents relating to the business carried out by PRCL.

- **Agreements**
- **Licences**

Particulars of any arrangement that exists for consultation with the members of the public in relation to formulation of PRCL's policies and implementation thereof

- PRCL being a commercial organization for provision of logistics services, there is no formal committee or forum where representatives of the public can attend to formulate policies for ICD, DCT/CFS operations and transport of containers, etc., and/or implement such policies
- PRCL, however, collects customers' feedback by various modes of communication and carries on its business by satisfying various customers needs in the business interest of PRCL.

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 meeting of those boards, councils, committees and other bodies are open to the public or the minutes of such meeting are accessible for public

Board of Directors is nominated by the Shareholders of PRCL i.e. MOR and GPPL. Provisions of the Companies Act, 1956 are complied with.

While decision taken or minutes of the meeting of the Board of Directors are not accessible by the public, important decisions regarding the company and/or its management are being communicated to the statutory authorities as also to the public as required under the law from time to time. However, Company is publishing the Annual Report of the company for its functioning and this can be viewed at Company's website www.pipavavrailway.com

Directory of Officers of PRCL

Information regarding officers of PRCL can be viewed on company website as under:

[Directory of Officers of PRCL Click here](#)

Statement on Monthly Remuneration Received By Each of Officers and Employees Including System of Compensation As Provided In Its Regulations

The remuneration of the Employees of the Company is governed and duly approved by its Board of Directors. Company is following Industrial DA pattern pay scale as under:-

Pay scales of Executives (Effective from 01.04.2008)

Representative Designation No. of Employees as on 01.12.2014

Cadre	Designation	2007 IDA Pay scale (₹)	Sanctioned Strength
N-1	Helper / Jr. Assistant	6300-13200	1
N-2	Sr. Helper / Assistant	6500-14750	5
N-3	Sr. Assistant	8200-18000	4
N-4	Office Assistant	8800-19300	1
N-5	Executive Assistant	9400-21500	4 (1 post vacant)
N-6	Executive	10000-22500	5
N-7	Sr. Executive	10500-23400	0
S-1	Asst. Supervisor	10700-23650	0
S-2	Supervisor	11400-25300	0
S-3	Sr. Supervisor	12200-27500	0

M-0	Management Trainee / Officer	12600-32500	0
M-1	Assistant Manager	16400-40500	0
M-2	Manager	20600-46500	0
M-3	Sr. Manager	24900-50500	1
M-4	Asst. Vice President	29100-54500	0
M-5	Sr. Asst. Vice President	32900-58000	2
M-6	Vice President	36600-62000	0
M-7	Executive Vice President	43200-66000	1
M-8	Sr. Vice President	51300-73000	1 (vacant)
-	Managing Director	₹2,25,000.00 per month, other entitlements and service conditions are as approved by BOD	1
Total			26

The Annual Increment is 3% of Basic Pay. Not applicable for the Managing Director.

Consultants (retired railway)

No.	Designation	Gross Service Fee (Rs.)	Strength
1	Asst. Vice President (Marketing & Logistics)	38,000	1
2	Sr. Manager – Tech.	33,000	1
3	Sr. Manager – Ops.	30,000	1
4	Sr. Manager – MIS	30,000	1

Employee Benefits:-

A) Allowances

- Dearness Allowance as per IDA pattern; and
- House Rent Allowance limited to 30% of basic pay

In addition to the above, an employee may choose any of following allowances – subject to a overall limit of 50% of basic pay is admissible as per IDA Rules:-

- Transport Allowance
- Books & Magazines Allowance
- Hard and Soft Furnishing Allowance
- Children Education Allowance
- Electricity Allowance
- Computer Allowance
- Medical Allowance
- Helper Allowance (for officials in M-0 to M-8 grade)
- Business Development (for officials in M-0 to M-8 grade)

B) Statutory Benefits

- Provident fund – 12% of basic pay + dearness allowance
- Gratuity

C) Other Staff Welfare Measures

- Mobile Phone with monthly limits for official use
- Internet for official use
- Marriage Gift of Rs.2,000/-
- Provision of briefcase
- Reimbursement of Membership fee (from grade M-2 and above)
- Salary Advance
- Festival Advance
- Corporate Attire for staff in N-1 to N-4 grade and staff at Pipavav Port
- Group Family Medical Insurance
- Group Personal Accident Insurance
- Reimbursement of Maternity Expenses
- Incentive for small family norms
- Diwali ex-gratia / bonus

Policies and Rules (please click)

- HR Policies & Rules Part – I
- HR Policies & Rules Part – II (will be uploaded shortly)
- IT Policy (will be uploaded shortly)
- Whistleblower Policy (will be uploaded shortly)
- Audit Manual (will be uploaded shortly)
- Tender Manual (will be uploaded shortly)

Budget for the year 2014 – 2015 (please click for link)

Details in respect of the information available to or held by it reduced in electronic form

The following information can be easily accessed on PRCL's website www.pipavavrailway.com

- List of Board of Directors
- Annual Report including Balance Sheet
- Press Releases / Advertisements
- Careers / Recruitment
- Tenders
- Company Directory
- Vigilance complaints
- Feedback Form

Name, designation and other particulars of the Public Information officers

Information can be easily accessed on PRCL's website under:

**Name of Appellate Authority / Central Public Information Officer /
Assistant Public Information Officer of Pipavav Railway Corporation Limited
with subordinate Units/Branches**

Office	APIO / CPIO	Appellate Authority
Registered & Corporate Office 1 st Floor Jeevan Tara Building (Gate 4) 5 Parliament Street New Delhi – 110001	Company Secretary	Executive Vice President
Branch Office Behind DRM Office Bhavnagar Para Bhavnagar Gujarat 364 003	Company Secretary	Executive Vice President

Procedure for receiving of Applications and Fee from General Public under
Right to Information Act – 2005.

Application form for seeking information under RTI Act, 2005

The Public Information Officer /
The Asst. Public Information Officer
Pipavav Railway Corporation Limited
1st Floor Jeevan Tara Building (Gate 4)
5 Parliament Street, New Delhi – 110001

1.	Full Name of the Applicant (in capital letters)	
2.	Father's / Husband's Name (in capital letters)	
3.	Complete address (in capital letters)	
4.	Telephone No. Office Residence Mobile, if any	
5.	Whether belong to BPL category (if yes, please attach a copy of BPL / Antyodaya ration card to claim waiver of application fee)	
6.	<u>Details of application fee</u> Cash receipt / DD / Bankers Cheque No. / Name of Issuing Bank / Authority / Amount (Rs.)	
7.	Particulars of information required (Please enclose separate sheet, if required)	

DECLARATION

I State that I am a citizen of India.

Place:

Signature of Applicant

Date:

Contents for First Appellate Authority:

An appeal to the First Appellate Authority shall contain the following information, namely:

- I. Name and address of the appellant
- II. Name and address of the Public Information Officer against the decision of whom the appeal preferred;
- III. Particulars of the order including number, if any, against which the appeal is preferred;
- IV. Brief facts leading to the appeal;
- V. If the appeal is preferred against deemed refusal, the particulars of the application, including number and date and name and address of the Public Information Officer to whom the application was made;
- VI. Prayer or relief sought;
- VII. Grounds for the prayer or relief;
- VIII. Verification by the appellant; and
- IX. Any other information, which the Company may deem necessary for deciding the appeal.

Documents to accompany appeal - Every appeal made to the First Appellate Authority shall be accompanied with the Self-attested copies of the Orders or documents and copy of application against which the appeal is being preferred.