

## **Introduction**

Pipavav Railway Corporation Limited (PRCL), a non-government railway company and a Joint Venture 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 2019 - 2020

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 31-03-2019 is as under:

## Shareholding Pattern as on 31.03.2019

Name of the Shareholder	Paid up Equity Share Capital (₹ 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 Corporation Ltd. (Assigns of GPPL)	5.00	2.55%
IL&FS Transportation Networks Limited (Assigns of GPPL)	12.00	6.12%
<b>Total</b>	<b>196.00</b>	<b>100.00%</b>

## Board of Directors

### List of Board of Directors as on 18.12.2019

S. No.	Name of Director	Designation
1.	Sh. Anurag Addl. Member (Traffic Transportation) MOR	Chairman (on behalf of Ministry of Railways)
2.	Sh. Hari Mohan Gupta Executive Director (Works), MOR	Nominee Director (on behalf of Ministry of Railways)
3.	Sh. Abhijit Narendra Executive Director/Traffic/PPP, MOR	Nominee Director (on behalf of Ministry of Railways)
4.	Ms. Anju Ranjan Executive Director (FX – I), MOR	Nominee Director (on behalf of Ministry of Railways)
5.	Sh. Prateek Goswami Divisional Railway Manager, Bhavnagar, Western Railway	Nominee Director (on behalf of Ministry of Railways)

6.	Capt. Padminikant Mishra Head- Bulk Cargo Business, GPPL	Nominee Director (on behalf of Gujarat Pipavav Port Limited)
7.	Sh. Santosh Breed Chief Financial Officer, GPPL	Nominee Director (on behalf of Gujarat Pipavav Port Limited)
8.	Sh. Suresh Chand Mittal Chief Executive Implementation, IL&FS	Nominee Director (on behalf of IL& FS)
9.	Sh. Sanjiv Garg	Managing Director/ PRCL

### Organizational pattern of PRCL

Sl. No.	Name, Designation & Address	Duties
1	Shri Sanjiv Garg, Managing Director	Functional Head of PRCL and overall incharge of entire business of PRCL.
2	Shri Ashok Kumar, Senior Vice President	Incharge of Marketing, Operations, Commercial, Technical, Legal, Finance & Accounts, HR & General Administration
3	Smt. Leena Narwal, VP & Company Secretary	Secretarial, Legal & CSR Matters
4	Shri Vinod Kumar, VP & CFO	Finance, Accounts, Taxation and Auditing
5	Shri V S Sivasubramanian, AVP (HR & Admin.)	HR, General Administration, CSR 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](http://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

### **MANAGEMENT TEAM as on 18<sup>th</sup> December 2019**

#### **KEY MANAGERIAL PERSONNEL**

1. Shri Sanjiv Garg, Managing Director
2. Smt. Leena Narwal, Vice President & Company Secretary
3. Shri Vinod Kumar, Vice President & Chief Financial Officer

Sl. No.	Name	Name and Designation	Telephone No.
1.	Shri Sanjiv Garg	Managing Director	2331 9308-09-10
2.	Shri Ashok Kumar	Sr. Vice President	2331 9309-10-11
3.	Smt. Leena Narwal	VP & Company Secretary	2331 9309-10-11
4.	Shri Vinod Kumar	VP & Chief Financial Officer	2331 9309-10-11
5.	Shri V S Sivasubramanian	AVP (HR & Admin.)	2331 9309-10-11
6.	Smt. Nishi Chandwani	Assistant Manager (Corporate Coordination)	2331 9309-10-11
7.	Shri Manoj Kr. Singh	Sr. Executive (Commercial)	2331 9309-10-11
8.	Shri Pravin Kr. Dubey	Sr.Executive (F&A)	2331 9309-10-11
9.	Smt. Aarti Sharma	Sr.Executive (F&A)	2331 9309-10-11
10.	Shri B C Pant	Sr.Executive (Admin.)	2331 9309-10-11
11.	Shri Kuldeep Singh Negi	Office Assistant (CSR)	2331 9309-10-11
12.	Kum. Geeta Dhanik	Office Assistant (Accounts)	2331 9309-10-11
13.	Smt. Bharti	Sr. Assistant (Secretarial)	2331 9309-10-11

#### **PRCL/BVP**

1.	Shri S Bhardwaj	Consultant – AVP (M&L)	0278 2449515
2.	Shri S L Makwana	Consultant – Sr. Manager (Tech.)	0278 2449515
3.	Shri Arvind Pathak	Executive (Operations) at Pipavav Port	0278 2449515
4.	Shri Harshad C Jadav	Executive (Technical)	0278 2449515
5.	Shri Goutam Gupta	Office Assistant (Admin.)	0278 2449515

#### **PRCL ANTI-FRAUD POLICY**

**CHIEF ETHICS OFFICER** : Shri Ashok Kumar, Sr. Vice President

**NODAL OFFICER** : Smt. Leena Narwal, Vice President & Co. Secretary

## **PRCL WHISTLEBLOWER POLICY**

**CHIEF ETHICS OFFICER** : Smt. Leena Narwal, Vice President & Co. Secretary

### **INTERNAL COMMITTEE (UNDER POSH) 2019-2020**

Chairperson (External Member) Smt. Suman Kalra, Company Secretary, IRCTC

Member Smt. Aarti Sharma, Sr. Executive

Member Shri Ashok Kumar, Senior Vice President

Member Shri Vinod Kumar, VP & Chief Financial Officer

### **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 01.04.2019**

<b>Cadre</b>	<b>Designation</b>	<b>2007 IDA Pay scale (₹)</b>	<b>2017 IDA Pay scale (₹)</b>	<b>Sanctioned Strength</b>
N-1	Jr. Assistant	6300-13200	14000-42000	0
N-2	Assistant	6500-14750	15000-47000	2
N-3	Sr. Assistant	8200-18000	19000-57000	6
N-4	Office Assistant	8800-19300	20000-62000	6
N-5	Executive Assistant	9400-21500	22000-69000	0
N-6	Executive	10000-22500	23000-72000	2
N-7	Sr. Executive	10500-23400	24000-75000	4
S-1	Asst. Supervisor	10700-23650	25000-77000	0
S-2	Supervisor	11400-25300	27000-83000	0

S-3	Sr. Supervisor	12200-27500	29000-90000	0
M-0	Management Trainee / Assistant Manager	12600-32500	30000 – 120000	1
M-1	Deputy Manager	16400-40500	40000 – 140000	0
M-2	Manager	20600-46500	50000 – 160000	0
M-3	Sr. Manager	24900-50500	60000 – 180000	0
M-4	Asst. Vice President	29100-54500	70000 – 200000	1
M-5	Sr. Asst. Vice President	32900-58000	80000 – 220000	0
M-6	Vice President	36600-62000	90000 – 240000	2
M-7	Executive Vice President	43200-66000	100000 – 260000	1
M-8	Sr. Vice President	51300-73000	120000 – 280000	0
-	Managing Director	₹2,25,000.00 per month, other entitlements and service conditions are as approved by BOD	180000 – 340000	1
	Total			26

The Annual Increment is 3% of Basic Pay.

Consultants (retired railway)

No.	Designation	Gross Service Fee (₹)	Strength
1	Asst. Vice President (Marketing & Logistics)	52,500	1
2	Sr. Manager – Tech.	45,000	1
3	Consultant (Civil Engineering)		1
4	Consultant – VP (Projects)		1

**Employee Benefits:-**

**A) Allowances (as per IDA 2017 pay scale pattern)**

- Dearness Allowance;
- House Rent Allowance;
- Other Allowances.

An employee may choose any of following Other Allowances – subject to an overall limit of 35% 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  
National Pension Scheme

**C) Other Staff Welfare Measures**

Mobile Phone with monthly limits for official use  
Internet for official use  
Marriage Gift of ₹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 2019 – 2020 (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](http://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 <sup>st</sup> Floor Jeevan Tara Building (Gate 4) 5 Parliament Street New Delhi – 110001	Company Secretary	Senior Vice President
Branch Office Behind DRM Office Bhavnagar Para Bhavnagar Gujarat 364 003	Company Secretary	Senior 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  
1<sup>st</sup> Floor Jeevan Tara Building (Gate 4)  
5 Parliament Street, New Delhi – 110001

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