

# **DREDGING CORPORATION OF INDIA LIMITED**

(A Government of India Undertaking)

Head Office: "DREDGE HOUSE", Port Area

**VISAKHAPATNAM-530 035, INDIA**

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## **CITIZENS' CHARTER**

### **DCI - IT'S INCORPORATION :**

In the 1960s, dredging requirements in the various Ports were being catered to by the then Ministry of Shipping & Transport (now the Ministry of Shipping), which maintained a central dredging pool consisting of MoT dredgers, hopper barges, tugs, survey launches and other operational equipment. Subsequently, in 1968, considering the increased dredging requirements in the country, those crafts and equipment were handed over to Shipping Corporation of India Limited (SCI) for managing on agency basis. Over the years, the development of ports continued and taking into account the increasing dredging requirement, the Government decided to form a separate company. Accordingly, on **29th March, 1976**, **Dredging Corporation of India Limited (DCIL)** was incorporated as per the Company Act,1956, as a wholly owned Government of India Undertaking with the primary objective of catering to the dredging requirements of Indian ports. DCI was established to provide integrated dredging and other allied services to the Major Ports and other maritime organisations of the country in India.

### **COMMENCEMENT OF COMMERCIAL OPERATIONS:**

However, the agency arrangement with SCI continued during 1976-77 also and DCI commenced its full-fledged commercial operations from 01.04.1977.

### **DCI - IT'S CORPORATE STATUS :**

**DCI** is a **Schedule-B** & a **MINI RATNA - CATEGORY-I** Public Sector Undertaking.

**DCI** is an **MoU** signing Company with the Government of India.

### **DCI AND IT'S OFFICES :**

**DCI** has its Registered Office at New Delhi, Head Office at Visakhapatnam and Project Offices at all Major Ports.

- Kolkata and Haldia
- Paradip
- Visakhapatnam
- Kochi
- Mangalore
- Mumbai
- Goa
- Karwar
- Ennore
- Madras Nucleus Office (MNO), Chennai

### **ESTABLISHMENT OF DCI :**

The Establishment of the Corporation comes broadly under two categories :

- **FLOATING ESTABLISHMENT** - those Officers, Petty Officers and crew employed on Floating Crafts (Dredgers, Ancillary Crafts and other equipments). The wage pattern and other amenities are as per the various maritime agreements arrived between the various maritime unions and Ship Owner associations, as adopted by DCI.
- **SHORE ESTABLISHMENT** - those Executives and non-executives employed on shore operations at Head Office and various project / other offices. The pay pattern in respect of Officers is as per the DPE guidelines and approved by the Board and the Ministry. The wage pattern in respect of Non-executives is as per the agreements arrived between the recognised unions and the Management and approved by the Board.

### DCI - MISSION

To provide Integrated dredging and related marine services for promoting the country's national and international maritime trade, beach nourishment, reclamation, inland dredging, environmental protection and ultimately to become a global player, in the field of dredging.

### DCI - OBJECTIVES

- To progressively increase the share of the Indian capital dredging market during the Five Year Plan period.
- To progressively achieve 80% of the Indian maintenance dredging market during the Five Year Plan period.
- To improve the Human Resource capital of the Company by sustained programme of training and recruitment.
- To operate globally.
- To become a Nava Ratna company.

### DCI – VISION – TOWARDS A BRIGHT FUTURE

In order to meet the increasing demands of the future, DCI has ambitious plans to procure more Trailer suction hopper dredgers and cutter suction dredgers to increase its dredging capacity and to upgrade its existing fleet as well as expand its services in India and abroad.

With a dedicated team of professionally qualified and experienced personnel, who constitute the backbone of the organisation, DCI is fully geared to meet any kind of dredging challenges in the time to come and is confidently looking forward for a bright future.

### DCI-IT'S BUSINESS

DCI is a pioneer organization in the field of dredging and maritime development. DCI is fully equipped to offer the complete range of dredging and allied services to the users in India and Abroad and to provide the vital inputs for the national development. It's Head Office is strategically situated on the east coast of India at Visakhapatnam, DCI helps to ensure continuous availability of the desired depths in the shipping channels of the major and minor Ports, Indian Navy, Fishing Harbours and other maritime organizations. It further serves the Nation in a variety of ways, be it capital dredging for creation of new harbours, deepening of existing harbours or maintenance dredging for the upkeep of the required depths at various Ports along the 7,500 Kms coastline of India.

### THE NEW GOVERNMENT POLICY ON DREDGING:

Ministry vide their letter of even number dated 12.02.2007 announced the Dredging Policy to be followed by major Ports w.e.f. 01.04.2007 for a period of three years and extended upto 30.06.2010 or till issue of new policy. The policy inter-alia stated as under :

- All major Ports shall invite open competitive bids for dredging works and Indian Companies owning Indian flag dredgers, including DCI shall have the right of first refusal if the rate is within 10% of the lowest valid offer. This would apply to both maintenance and capital dredging works with the sole exception of the maintenance dredging requirement of Kolkata Port for which separate instructions shall apply.
- If more than one Company owning Indian flag dredger participates in the tender, the right of refusal will go to that Indian Company which has quoted the lowest rate and is within 10% of the lowest valid offer.
- The GOI through the Ministry of Shipping the right to assign, in public interest any contact for dredging work in any of the major Ports to DCI on nomination.

#### **DCI- SERVICES OFFERED**

- Maintenance Dredging
- Capital Dredging
- Shore Nourishment
- Land Reclamation
- Sea/Ocean Towage
- Hydrographic Survey
- Dredging Consultancy and
- Allied Services

#### **DCI – IT'S CUSTOMERS/CLIENTS**

- Major Ports
- Minor Ports
- Naval Establishments
- Fishing Harbours
- Power Plants
- State Governments
- Non-Government / Private Organisations
- Indian Shipyards/Ship-repair Firms

#### **DCI- SOCIAL RESPONSIBILITIES**

- Compliance of International Maritime Laws
- Implementation of Safety Management Systems
- Maritime Safety
- Environmental Protection
- Pollution Control
- Customer Satisfaction
- Time-bound Project Execution
- Performing Dredging activity to keep the port channels open for sea traffic and fit for navigation round the clock and throughout the year.
- Dredging facilitates the Maritime Trade in the Society thereby contributing to the national economy to a large extent.

#### **PRESTIGIOUS FOREIGN ASSIGNMENTS**

- |   |     |      |
|---|-----|------|
| • Port Management Contract at Yanbu, Saudi Arabia | ... | 1977 |
| • Stevedoring Contract at Yanbu, Saudi Arabia     | ... | 1980 |
| • Taichung Port, Taiwan                           | ... | 2002 |

**MEMORANDUM OF UNDERSTANDING**

The Company has been signing "MoU" with the Government for the last 17 years, and the performance of the Company is assessed and rated as per MoU Criteria/parameters.

**The MoU covers:**

- Mission/Vision
- Objectives
- Commitments (Performance criteria)
- Dredging Physical / Financial Parameters
- Delegation of Powers
- Assistance from Government and
- Monitoring Parameters

**MoU RATINGS ACHIEVED**

<b>YEAR</b>	<b>RATING</b>
1998-1999	EXCELLENT
1999-2000	EXCELLENT
2000-2001	EXCELLENT
2001-2002	EXCELLENT
2002-2003	EXCELLENT
2003-2004	EXCELLENT
2004-2005	VERY GOOD
2005-2006	VERY GOOD
2006-2007	VERY GOOD
2007-2008	VERY GOOD
2008-2009	GOOD
2009-2010	EXCELLENT
2010-2011	GOOD

**MoU Awards and other awards for EXCELLENCE in performance:**

Sl. No.	Award	for the year
1.	<b>Rajiv Gandhi Memorial National Award for EXCELLENCE IN INDIAN INDUSTRY</b> , presented by AP Central Public Sector Employees Federation	1991-92
2.	<b>Prime Minister's MoU Award</b>	1998-99
3.	<b>His Excellency President of India MoU Award</b>	2001-02
4.	<b>Hon'ble Prime Minister of India MoU Award</b>	2002-03
5.	<b>Enterprise Excellence Award</b> by Indian Institute of Industrial Engg, for its financial and operational strength	2003-04
6.	<b>Enterprise Excellence Award</b> by Indian Institute of Industrial Engg.	2004-05
7.	<b>India Today – CRISIL Survey</b> published (March 28, 2005) that DCI is "one among the top 10 (ten) Public Sector Undertakings and <b>BEST in Mid Size PSU</b> with turnover of ₹.500 – ₹.1000 Crores, in the Country".	<b>Survey</b> between 1998 and 2003

**CAPITAL STRUCTURE**

DCI was established with an authorised capital of ₹.30 crore and paid-up capital of Rs.28 Crore.

DCI is one among the Public Sector Undertakings of India in which the Government has disinvested its share holding. The authorised capital of the company is ₹.30 crores and paid up capital of the company is ₹.28 crores divided into 2,80,00,000 equity shares of ₹.10 each.

The Government **disinvested** 1.44% of the share capital i.e., 4,02,300 shares in the 1992. Further, 20% of the share capital i.e., 56,00,000 shares was disinvested through offer for sale in March, 2004. Consequent to the disinvestment, the percentage of shares held by the Government in the company is 78.56% and balance is held by the general public, corporate bodies, FIIs, Insurance companies, Banks, NRI's etc..

The **shares** of the Company are **listed** at Delhi, Mumbai, Calcutta & National Stock Exchanges of India.

### FINANCIAL PERFORMANCE

Year	Turnover Rs. in crores	Profit before Tax Rs. in crores	Profit after Tax Rs. In Crores	Per Share Value (Rs)	Dividend paid to Share-holders
2004-05	561.20	175.87	113.29	40.46	120% ₹.33.60 crore
2005-06	544.73	171.83	176.46	63.02	150% ₹.42.00 crore
2006-07	626.21	206.39	188.73	67.40	150% ₹.42.00 crore
2007-08	771.47	150.77	154.82	55.29	150% ₹.42.00 crore
2008-09	832.22	61.89	46.37	16.56	50% ₹.14.00 crore
2009-10	693.95	77.65	70.05	25.02	30% ₹.8.40 crore
2010-11	522.72	44.86	39.51	14.11	--

### D.C.I'S FLEET

DCI owns most modern and sophisticated fleet consisting of two Cutter Suction Dredgers and Ten Trailer Suction Dredgers, as detailed hereunder :

I. TRAILOR SUCTION :			
CRAFT	YEAR BUILT	MAX.DREDGING DEPTH (Mts)	HOPPER CAPACITY (Cu.M.)
DCI DREDGE-V	1974	22.00	3450
DCI DREDGE-VI	1975	22.00	3770
DCI DREDGE-VIII	1977	25.00	500
DCI DREDGE-IX	1984	25.00	4500
DCI DREDGE-XI	1986	25.00	4500
DCI DREDGE-XII	1990	20.00	4500
DCI DREDGE-XIV	1991	20.00	4500
DCI DREDGE-XV	1999	25.00	7400
DCI DREDGE-XVI	2000	25.00	7400
DCI DREDGE-XVII	2001	25.00	7400
II. CUTTER SUCTION :			
CRAFT	YEAR BUILT	MAX.DREDGING DEPTH (Mts)	TOTAL INSTALLED H.P.
DCI DREDGE-VII	1976	22.00	8,500
DCI DREDGE-AQUARIUS	1977	25.00	17,300
DCI DREDGE-XVIII	2010	25.00	10,662
III. BACKHOE DREDGER :			
DCI BK BACKHOE	2011	20.00	1,618
DCI Tug-VII	2005		Self-propelled
Survey Launch - 1	1999		Self-propelled
Survey Launch - 2	2009		Self-propelled
Survey Launch - 3	2009		Self-propelled

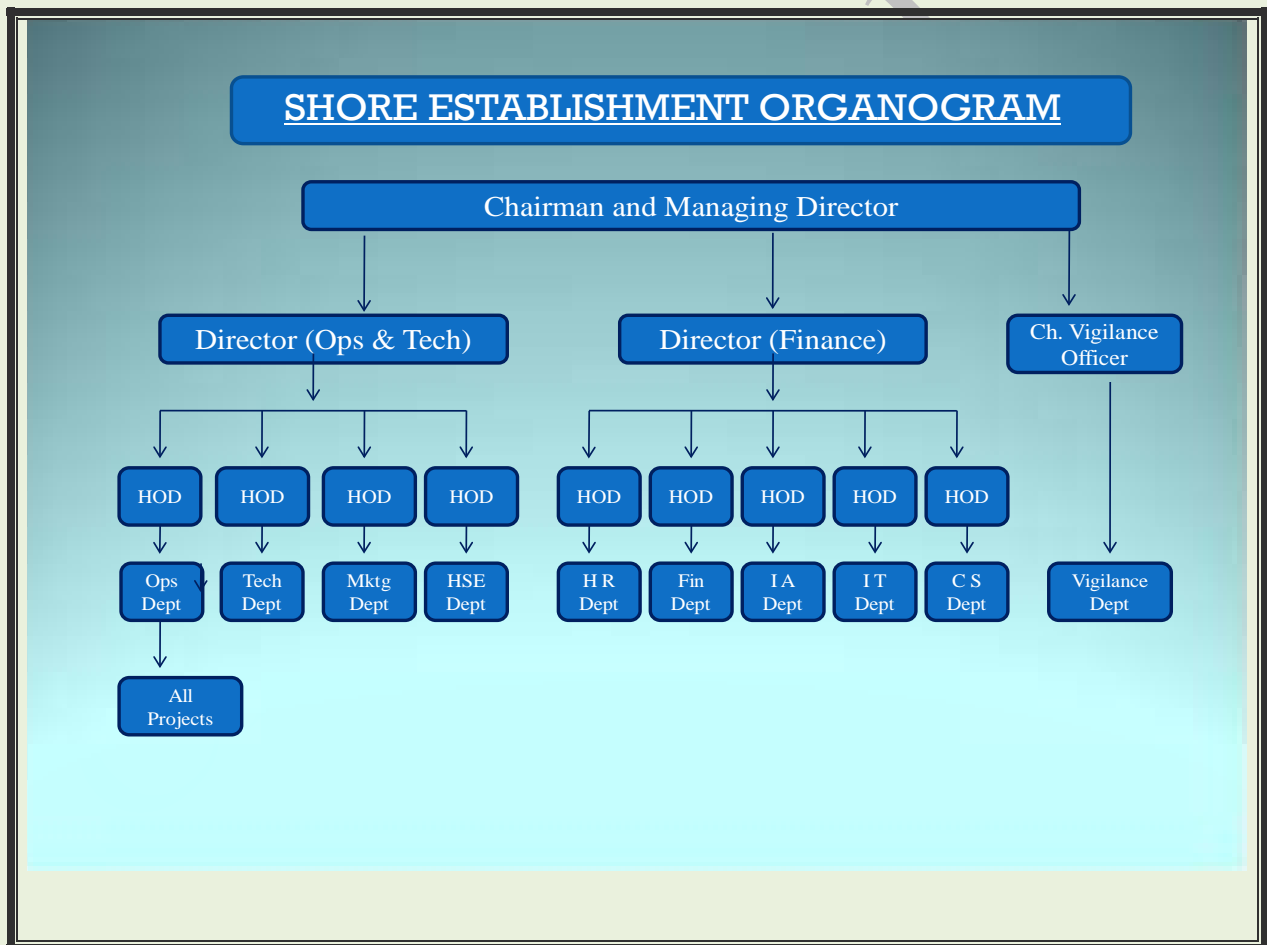
## DCI- ORGANISATIONAL STRUCTURE

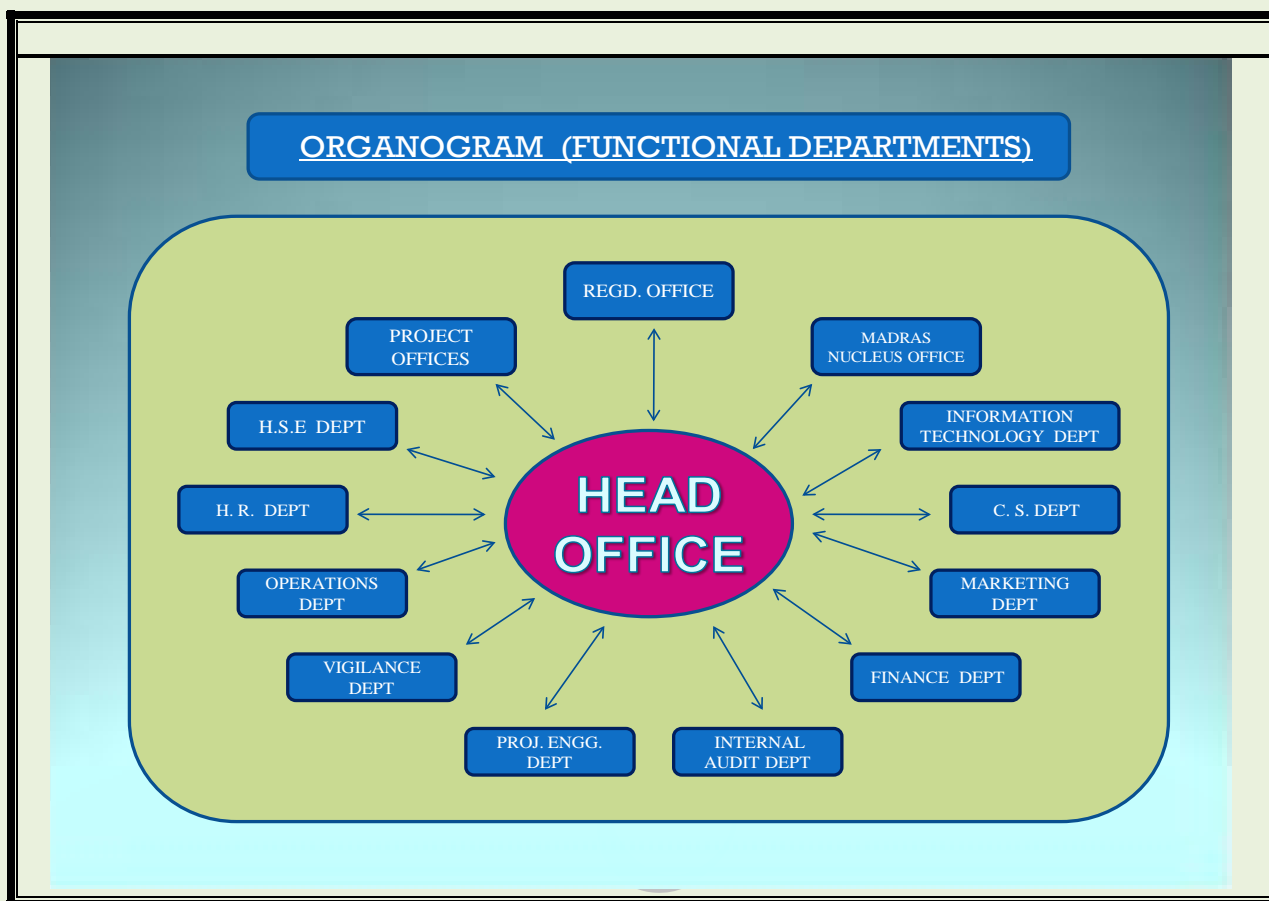
### BOARD OF DIRECTORS

Dredging Corporation of India Limited is a Government of India Undertaking under the Administrative control of the Ministry of Shipping. The Chairman and Managing Director (CMD) is guided by a team of Board of Directors, appointed by the President of India. The strength of the Directors of the Company, including the CMD, is consisting of 3 whole-time official Directors, 2 part-time official Directors and 5 part-time non-official (Independent) Directors.

### THE CHIEF EXECUTIVE AND THE HEADS OF DEPARTMENTS

The Chairman-cum-Managing Director is assisted by the whole time functional directors and the Heads of functional departments in the administration of the Organisation:





<b>PARTICULARS OF KEY-OFFICERS</b>	
<b>Name, Designation and Department</b>	<b>Office address , Telephone No., E-mail address</b>
<b>CAPT. D.K.MOHANTY</b> CHAIRMAN AND MANAGING DIRECTOR The Chief Executive	East Wing, 2nd Floor, DREDGE HOUSE <b>Tel:</b> 0891(STD) 2563648;2871345 (D)/ 2871200 <b>E-mail :</b> cmd@dc.gov.in
<b>SHRI P.V.RAMANA MURTHY</b> DIRECTOR ( FINANCE) Full-time Functional Director of the Board in-charge of F&A, HR, IT, IA, CS & Legal Depts	North Wing, 1 <sup>st</sup> Floor, DREDGE HOUSE <b>Tel:</b> 0891(STD)2566239; 2871297(D)/2871201 <b>E-mail :</b> pvrmurthy@dc.gov.in
Cmde. <b>P.JAYAPAL</b> , VSM, IN Retd. DIRECTOR (OPS.&TECH.) Full-time Functional Director of the Board and in-charge of Ops,Tech, Mktg,HSE Depts.	South Wing, 3 <sup>rd</sup> Floor, DREDGE HOUSE <b>Tel:</b> 0891(STD)2521109;2561250(D)/2871347/349 <b>E-mail :</b> jayapal@dc.gov.in
<b>SHRI S.VASUDEVA RAO</b> , IPS CHIEF VIGILANCE OFFICER, Vigilance Department	North Wing, 4 <sup>th</sup> Floor, "DREDGE HOUSE". Tel:0891(STD)-2569649 ;2871315 (D)/ 2871281 <b>E-mail:</b> svrao@dc.gov.in
<b>SHRI A.KRISHNA RAO</b> , GENERAL MANAGER (TECH) Technical Department	North Wing, 3 <sup>rd</sup> Floor, "DREDGE HOUSE". Tel: 0891(STD) – 2563820 / 2871302 <b>E-mail:</b> akrao@dc.gov.in
<b>SHRI P.P.GOVINDACHARY</b> HEAD OF DEPARTMENT (FIN) Finance & Accounts Department	West Wing, 1 <sup>st</sup> Floor, "DREDGE HOUSE". Tel: 0891(STD)-2565418; 2871296 (D) / 2871205 <b>E-mail:</b> ppgovind@dc.gov.in
<b>SHRI T.PRASADA RAO</b> , JT. GENERAL MANAGER (HR) Human Resources Department	West Wing, 2 <sup>nd</sup> Floor, "DREDGE HOUSE". Tel: 0891(STD)-2551583 ; 2871369 <b>E-mail:</b> tprao@dc.gov.in

<b>SHRI P.M.SARVANAN,</b> DY. GENERAL MANAGER (HSE) (FS) H.S.E., & F.S. Departments	North Wing, 3 <sup>rd</sup> Floor, "DREDGE HOUSE" Tel:0891 (STD)-2717857 / 2871365 <b>E-mail</b> : pmsarvanan@dci.gov.in
<b>SHRI M.S. RAO</b> JT. GENERAL MANAGER (MKTG) Marketing Department	East & West Wing, 4 <sup>th</sup> Floor,"DREDGE HOUSE". Tel: 0891(STD) -2791987 ; (D) 2871299 <b>E-mail</b> : msrao@dci.gov.in
<b>SHRI K.RADHA KRISHNA,</b> JT. GENERAL MANAGER (INTERNAL AUDIT) , Internal Audit Dept.	West Wing,Ground Floor, "DREDGE HOUSE". Tel: 0891(STD)- 2559054 / 2871255 <b>E-mail</b> : krkrishna@dci.gov.in
<b>SHRI V.V.N.MURTHY,</b> DY. GENERAL MANAGER (IT) Information Technology Department	South Wing, 4 <sup>th</sup> Floor, "DREDGE HOUSE". Tel: 0891(STD) – 2563760 / 2871354 <b>E-mail</b> : vvmurthy@dci.gov.in
<b>SHRI K.ASWINI SRIKANTH,</b> COMPANY SECRETARY, Company Secretary Department	North Wing, 1 <sup>st</sup> Floor, "DREDGE HOUSE". Tel: 0891(STD) -2566537 / 2871298 (D) 2871207 <b>E-mail</b> : sreekanth@dci.gov.in

The salient functions of various departments are as indicated hereunder:

**OPERATIONS DEPARTMENT :**

- Planning & Execution of Dredging Projects with suitable Dredgers and equipment, including Contract Administration, Service Contracts etc.
- Plan Schemes for Capital Procurements.
- All Administrative Matters of floating (Deck) and shore personnel of the Department.

**PROJECT ENGINEERING**

- Tender studies, preparation of cost estimates after careful analysis of Tender documents.
- Upon award of project, complete plan of sequences of operations and description of operations with time estimates including Dredging Plan and monitoring progress of the project
- Developing data base on projects executed and data Hydraulic and production related mechanical proprieties of fleet.
- Research and Development
- Review systems and procedures, initiate cost reduction methods.

**TECHNICAL DEPARTMENT :**

- Planning, implementing and monitoring timely execution of repairs & maintenance of dredgers ; Settlement of repair bills for running / dry-docking repairs of all vessels;
- Maintaining Class of vessels, revalidation of statutory certificates, etc.;
- All Materials Management functions, including Inventory Control for spares and stores ;
- Capital procurement of Dredgers and equipment and their inventories ; All ship-building and related activities ;
- Administrative matters on postings / transfers of Engineer Officers of the Department.

**FINANCE & ACCOUNTS DEPARTMENT :**

- Corporate Accounting including consolidation of Project Accounts ;
- Corporate budget, , debt financing ;
- Revenue accounts including financial vetting of dredging contracts ;
- Funds Management ;
- Corporate Taxation including Sales Tax ;
- Coordination with Internal, Statutory and Government Audits ;

**Insurance:**

- Payment of premia to the underwriters, correspondence with P&I Club, obtaining claims from the Insurance Companies, etc.

**MARKETING DEPARTMENT:**

- Study / Monitor Dredging Market Potential; Customer Contacts with Ports, Indian Navy etc.
- Tendering and Commercial Biddings (National and Global).
- Market Research & Development, Market study of dredging projects at Home and abroad and locating opportunities, planning strategies identifying clients and continuous feed-back to top management.
- Preparation of Tenders for Dredging works (Technical & Financial), finalise schedule of rates, on approval bidding for jobs.
- Chartering out of vessels, joint ventures, till signing of agreements.
- Participating in Tenders and Finalising Contracts.

**Publicity & Public Relations:**

- All Publicity & Public Relation assignments, consolidation of material and printing of Annual Reports, descriptive brochures etc. and matters relating to leased accommodation, official entertainments

**Regd. Office:**

- Liaison with Ministry and other Govt. Depts. at New Delhi.

**HUMAN RESOURCES DEPARTMENT:**

- All Establishment matters of shore based and floating employees.
- Recruitment, Placements, Postings & Transfers.
- Industrial Relations, relating to various Unions / Associations of Shore and Afloat, Industrial Disputes etc.
- Training and A.I.D.C.
- Welfare facilities and amenities
- Grievance Handling (Employee Grievances and Public Grievances)
- General Services
- Official Language Implementation, Citizens' Charter , Central Library and
- RTI Act Implementation

**HEALTH, SAFETY AND ENVIRONMENT DEPARTMENT**

- Regular monitoring of implementation and effectiveness of International Safety Management Code, International Ship and Port facility Security Code, Quality Management System (ISO 9001:2008) and Environment Management System (14001:2004)
- Arranging Internal / external audits of Head Office departments, Project offices and vessels for all the above codes / standards and ensuring compliance.
- Conducting Management Review meetings to present and discuss the system related issues with top management as per the requirement.
- Receiving various reports from the projects and vessels as required by above codes / standards and taking follow-up action.
- Environmental monitoring at various projects as required by the tender conditions.

**VIGILANCE DEPARTMENT :**

- Preventive and surveillance vigilance.
- Surprise Checks.
- Conveying Government Instructions on vigilance to all functional departments for compliance.
- Vigilance clearance in certain service aspects.
- Handling Departmental Vigilance Cases.

**INFORMATION TECHNOLOGY :**

- Creation and Maintenance of I.T infrastructure (Servers, PCs etc.)
- Networking (LAN, WAN)
- Software Design, Development, Procurement and Maintenance ;
- Systems Administration ;
- Procurement and Maintenance of Software/Hardware;
- Maintenance of Internet, Utility Services Dredger performance data base
- Implementation of Business Solutions (ERP)
- Office Automation
- Collaboration and Communication (E-mail, Video Conferencing etc.)
- Implementation and maintenance of Web Technology
- User Training

**INTERNAL AUDIT DEPARTMENT:**

- Review Accounting Systems / Procedures for their adequacy / uniformity / effectiveness at Head Office ;
- Review Accounts / Purchases / Service Contracts / Sanctions at Project Offices with reference to Rules / Procedures / Delegation of Powers.
- Scrutiny Proposals requiring financial advice and concurrence of F&A Department.
- Coordination with Statutory and Government Auditors.
- Implementation and Maintenance of Web Technologies and User Training.

**COMPANY SECRETARY DEPARTMENT:**

- Conducting Board Meetings, Annual General Meetings, Audit Committee meetings of the Company, as per statutory requirements.
- Submission of periodical reports / returns on the Company affairs to the Registrar of Companies, answering Parliament Questions etc.
- Issue and maintenance of Shares; correspondence with the stock exchanges, Share holders / Investors, MoU, PRP, PMs etc.
- Court Cases / Arbitration Matters

**TIME FRAME FOR OPERATIONS / EXECUTION OF CONTRACTS / PROJECTS :**

<b>Activity</b>	<b>Time Frame / Norm</b>	<b>Remarks</b>
<b>Execution of various Contracts</b>	As per the terms and conditions of the Agreements arrived with the clients for execution of the contracts	A time frame is followed for finalising the tenders, release of purchase / supply orders and execution of contracts. The project execution is regularly monitored through project offices concerned.
<b>Dredging Activity</b>	Norms / targets have been fixed for all floating crafts as per MoU	The dredging activity is carried out by deployment of crafts to the place of contract and also by proper upkeep of crafts by following timely dry-dock schedules.
<b>Procurement and supply of spares and stores</b>	As soon as indents are received from floating crafts, necessary tendering / purchase procedure is followed by the Technical department and supply of spares and stores is ensured within the required time.	A centralized stores complex is set up at Head Office for supply of spares to the vessels through project offices.
<b>Functions of Project Offices</b>	Active liaison is ensured with clients and vessels and reported to Head Office from time to time. Necessary perusal is made for collecting payments from the clients before the end of financial year / by the time of finalization of accounts.	Any policy decision / guidance required is referred to Head Office and every effort is made by the Project Office in project execution and necessary help / assistance is also rendered to the floating crafts.
<b>Maintenance of floating crafts</b>	As per regular dry-docking schedule set up by the Corporation	Periodical dry-dock schedule are regularly followed for effective functioning of the vessels to enable attend to the dredging activity.

**DCI'S PURCHASE PROCEDURE:**

The Purchase Procedure, as approved by the Board of Directors of the Corporation, is required to be read and guidelines therein followed while going in for any purchase / procurement of material or service for the Corporation. For any details or clarity, the said Procedure shall be referred by the Functional Departments and Projects for all purchases. The salient features of the Procedure are indicated hereunder:

<b>PRESCRIBED PRICE OF TENDER DOCUMENTS FOR ISSUE TO THE PARTIES ON PAYMENT</b>		
Sl. No.	Estimated Value of Tender	Cost of Tender Documents
1.	Above ₹.one crore	₹.5000/-
2.	Between ₹.25 lakhs and upto ₹.one crore	₹.1000/-
3.	Between ₹.1 lakh and upto ₹.25 lakhs	₹.250/-
4.	Upto ₹.1 lakh	-

N.B. Taxes applicable on sale of tender documents extra.

<b>DURATION OF CONTRACT</b>	
Minimum period of 2 years extendable by further one year on the same rates and terms.	
<b>TIME SCHEDULE</b>	
Entire process of award of tenders should not exceed one month from the date of submission of recommendations of the tender committee except where the approving authority is the Board.	

<b>EARNEST MONEY DEPOSIT (EMD)</b> (to be indicated in the notice inviting tender)		
Sl.No.	Estimated Value	EMD Rate
1.	Upto ₹.1 lakh	No EMD (may be 0.5% depending on nature of item/work as decided by HOD/ HOP)
2.	Upto ₹.10 lakh	2% and minimum of ₹.2500/-
3.	₹.10 lakh to ₹.1crore	1%
4.	More than ₹.1 crore	0.5%

N.B.: 1) Exemptions for submission of EMD

- SSI units registered with NSIC ;
- all PSUs (except capital purchases / works) and
- Firms/parties registered with DCI upto tender value of ₹.5 lakh.

2) Refund of EMD :

- To disqualified tenderers within 15 days of disqualification.
- After expiration of period of tender validity but not later than 30 days of the award of the contract / issue of letter of Intent.
- Beyond this period interest at 4% per annum is payable to the Party.

**APPLICATIONS FOR LOCAL VENDOR REGISTRATION**

The Dredging Corporation of India invites Applications from eligible Manufacturers / Dealers / Supply Contractors established in and around VISAKHAPATNAM and supplying the following Group / Category of items to Register in DREDGING CORPORATION OF INDIA LIMITED as approved Supplier / Vendors.

**RESERVATIONS IN EMPLOYMENT FOR VARIOUS CATEGORIES**

- Scheduled Castes/Scheduled Tribes and Other Backward Categories.
- Ex-servicemen.
- Physically Handicapped/Persons with Disabilities.
- An SC/ST Cell has been set up with a Liaison Officer in the Corporation.

**MACHINERY FOR PREVENTION OF SEXUAL HARASSMENT AT WORK PLACES**

A Special Committee has been constituted to look into complaints on sexual harassment at work places. A complaints register is being maintained for the purpose and necessary provision has been made in the CDA Rules of the Corporation and Certified Standing Orders. DCI is a life-member in the Forum for Women in Public Sector (WIPS) with one woman representative from the Corporation. A separate Rest Room is provided for women employees.

**TRAINING SCHEMES****ALL INDIA DREDGING CADRE (A.I.D.C.):**

Fresh Engineering graduates are recruited as cadet officer trainees basing on an All India Competitive Examination and subsequent Interview, for the man-power requirement:

**REQUIREMENT :**

- Dredgers-Highly capital intensive- about ₹.500 crore each.
- Dredging - a specialized operation
- Dredgers - require qualified marine officers
- To induct, to train and to develop young talent with dredging expertise - AIDC launched
- Scheme covers Deck and Engine
- Is a unique training scheme in Dredging Technology

**PURPOSE**

- To induct young, talented and fresh engineers
- Impart Exclusive training in dredging technology
- Absorb them in the Floating Estt. of DCI and
- Building young team of Floating Personnel

<b>ALL INDIA DREDGING CADRE (A.I.D.C.) SCHEME</b>		
	<b>DECK</b>	<b>ENGINE</b>
<b>Qualifications</b>	B.E/B.TECH	B.E/B.TECH
<b>Pre-sea Training</b>		--
IIMSAR - Haldia	3 MONTHS	--
AU, Visakhapatnam	3 MONTHS	--
Sailors Maritime	15 DAYS	
<b>ON-BOARD</b>	12 MONTHS	--
<b>LBS COLLEGE</b>	5 1/2 MONTHS	--
<b>AU</b>	2 MONTHS	15 DAYS
<b>Leave Spell</b>	2 MONTHS	--
<b>GRSE(Work-shop)</b>	--	12 MONTHS
<b>ON-BOARD</b>	--	12 MONTHS
<b>AU</b>	--	15 DAYS
<b>Leave Spell</b>	--	2 MONTHS

**ON-THE-JOB TRAINING FOR FOREIGN PERSONNEL**

- DCI trained engineers from republic of Maldives in collaboration with ESCAP (UNDP), Bangkok on theoretical and operational aspects of dredger operations for four months.

- Imparted on-the-job training to trainees from the Union of Myanmar (Burma) in collaboration with ESCAP/UNDP, Bangkok, covering dredge engineering, project management, dredging methods, maintenance management and hydrographic survey etc.
- DCI deputed its engineers to Iran for training Iranian personnel in dredging.

## **CORPORATE SYSTEMS AND POLICIES**

### **ISPS:**

All DCI Dredgers are holding valid International Ship Security Certificates (ISSC) 2014.

### **ISO 9001:2008:**

ISO 9001:2008 Quality Management system (QMS) is implemented in entire DCI and checked through internal audits. Improvements were done through reviews and the manuals are revised as required from time to time. External Audits are conducted by IRS

### **ISO 14001:2004 :**

DCI is also certified for ISO 14001:2004 by IRQS, for providing Integrated Dredging and related Marine Services.

## **PROCUREMENT OF ENERGY/FUEL CONSERVATION EFFICIENT FLOATING CRAFTS :**

Conservation of energy under Sec.217 (1) (e): The Company does not fall under the category of companies which are required to furnish this information. However, the following measures have been taken:

- All the dredgers in DCI fleet are installed with sophisticated and state-of-the art instrumentation like Differential Global Positioning System (DGPS) and Draft Volume Load Monitoring (DVLM) systems to facilitate efficient dredging with potential energy saving.
- While procuring new dredgers, fuel efficient design with advanced technology is selected.
- Continuous efforts are being made to optimise the fuel consumption on-board dredgers as cost of fuel constitutes approximately 49% of operational cost.

## **SAFETY MANAGEMENT SYSTEMS - IMPLEMENTATION OF ISM CODE:**

**ISM CODE :** The International Management Code for Safe Operation of Ships and for Pollution Prevention.

**FUNCTIONAL REQUIREMENT:** DCI Procedures for Safe Operation of Ships and Protection of Environment:

- Levels of Authority and Line of Communication between and amongst Shore & Ship board Personnel.
- Reporting Accidents, Hazardous Occurrences and Non-Conformities
- Preparing and responding to Emergency Situations
- Internal Audits and Management Reviews

## **QUALITY POLICY (ISO 9001: 2008)**

- DCI is committed to total Customer satisfaction in terms of Quality for the integrated Dredging services.
- DCI is also committed to continual improvement through regular monitoring of Quality objectives & comply with all applicable statutes.
- DCI strives to stay ahead as a market leader by continuous commitment to Excellence.

## **ENVIRONMENTAL POLICY (ISO 14001: 2004)**

- DCI is committed for prevention of pollution by adopting environmental friendly procedures in its activities duly complying applicable legal and other requirements..
- DCI strive for conservation of natural resources by judicious and optimal utilisation ensuring minimum wastage.

- DCI promote environmental awareness among employees and interested parties through proactive communication.
- DCI achieve continual improvement of its environmental performance by updating compliance of applicable environmental requirements.

### **HEALTH, SAFETY AND ENVIRONMENT POLICY**

#### **POLICY**

- Comply with all applicable statutory requirements of Health, Safety and Environment.
- Ensure Safe operations, Prevent injury, Loss of life & Property and maintain safe & healthy environment. The Company will make every effort to provide a safe and healthy workplace and that working safely is a condition of employment.
- The basic safety policy of this company is that no task is so important that an employee must violate a safety and put himself at risk of injury or illness in order to get it done.
- Promote Occupational Health of its employees and avoid any harm to employees and community.
- Ensure avoidance of Pollution to Environment in particular to marine environment and continually improve its environmental practices and performance.
- Ensure continual improvement of Safety management skills of personnel onboard and at shore, by providing all required resources necessary to implement health and safety programme.
- Create a culture / awareness of learning and practicing Health, Safety and Environment systems, procedures and practices among all employees.

#### **OBJECTIVES:**

- Provide safe practices in all operations and safe working environment and eliminate Lost Time Incidents.
- Compliance with all applicable statutory rules & regulations by taking into account applicable codes, guidelines and standards recommended by the organisation, administration, classification societies and other maritime organisations.
- Assess all risks to its ships, personnel and the environment and establish appropriate safeguards.
- Effective use of safe working procedures and practices for operation, maintenance, inspection and Emergency situation.
- Regular review and updating of these systems and procedures.
- Impart regular training to employees on topics required by international and national standards and ensure effectiveness and provide access to health and safety information.
- Provide personal protective equipment, safety material and tools.
- Conduct periodic internal and external audits to ensure that systems are working effectively & efficiently.
- Investigate all near miss incidents related to Health, Safety and Environment evaluate them and implement changes to prevent a more serious incident or accident in the future followed by implementation of corrective measures.
- Develop and implement a programme of evaluations through drills and other means to ensure that personnel are competent to carry out their duties.
- Identifying and evaluating health risks related to its operation and carry out pre-employment and periodic medical checkup of its employees.
- Improve occupational health and safety programme by reviewing, considering and implementing appropriate published industry practices and other recognised standards.
- Continual monitoring of work environment particularly at sea to achieve better environmental performance.
- Keep abreast of latest international codes, standards and practices and adopting the same wherever applicable.

**COMPANY SECURITY POLICY**

- Dredging Corporation of India Ltd. is committed to safety and security of people, environment and property. The company shall take all necessary measures in all its activities, on its ships and ashore, and extend fullest co-operation to all concerned committed to the objectives of safety and security.

**DRUG & ALCOHOL POLICY**

- It is the Policy of the Company that there shall be no consumption of Alcohol or Drugs on board the crafts of the Corporation in order to comply with National and International Regulations and Standards and to maintain a Safe & Healthy atmosphere on board the Crafts of the Corporation.

**OTHER INFRA-STRUCTURE:****SENSITISING PUBLIC ABOUT CORRUPTION**

As per the instructions of the Central Vigilance Commission, a Notice Board has been displayed at a conspicuous point at the Reception area of the AoB, so as to catch the attention of the public in three languages i.e.. vernacular, Hindi and English, as indicated hereunder :

**DO NOT PAY BRIBES**

If anybody of this office asks for bribe or if you have any information on corruption in this office or if you are a victim of corruption in this office, you can complain to :

**Capt. D.K.MOHANTY, Chairman & Managing Director**

Dredging Corporation of India Limited, "DREDGE HOUSE",  
Port Area, VISAKHAPATNAM - 530 035  
(Office Phone No.0891-2563648; 2871200;  
Fax No.0891 - 2550108 ; E-mail : [cmd@dc.gov.in](mailto:cmd@dc.gov.in))

**Shri S.Vasudeva Rao, IAS, Chief Vigilance Officer,**

Dredging Corporation of India Limited, "DREDGE HOUSE",  
Port Area, VISAKHAPATNAM - 530 035  
(Office Phone No.0891-2569649 ;  
Fax No.0891 - 2787502 ; E-mail : [cvo@dc.gov.in](mailto:cvo@dc.gov.in))/

**Shri G.Nageswara Rao, IAS, D.I.G. of Police,**

Central Bureau of Investigation, D.No.1-83-21/4, Sector-8,  
M.V.P. Colony, Double Road, VISAKHAPATNAM - 530 017  
(Office Phone No.0891-2783322, 2783344;  
Fax No.0891 - 2783333 ; E-mail : [spacvizag@cbi.gov.in](mailto:spacvizag@cbi.gov.in) ) and

**The Secretary, Central Vigilance Commission,**

Satarkata Bhawan, Block 'A', GPO Complex, INA, NEW DELHI - 110 023

Complaints can also be lodged online on the Commission's website, [www.cvc.gov.in](http://www.cvc.gov.in)

**THE DCI WEB-SITES :**

- [www.dredge-india.com](http://www.dredge-india.com)
- [www.dcitendersonline.com](http://www.dcitendersonline.com)
- [www.dredge.gov.in](http://www.dredge.gov.in)

**TO CONTACT : FOR CORPORATE MARKETING ACTIVITIES ONLY**

Marketing Department, Dredging Corporation of India Limited  
DREDGE HOUSE, Port Area, VISAKHAPATNAM - 530 035

Phones : 00-91-0891-2523250/2746949

E-Mail : [hodci@dc.gov.in](mailto:hodci@dc.gov.in)

**TO CONTACT : FOR GENERAL CONTACT**

Phones : 00-91-0891-2871230

**REDRESSAL OF PUBLIC GRIEVANCES****SET-UP OF PUBLIC GRIEVANCES AND COMPLAINTS CELL:**

A Public Grievance and Complaints Cell has been functioning in the Corporation since 1988 to look into the Grievances/Complaints received from the Public. In line with the Ministry's direction, a Public Grievance Redressal and Monitoring System (PGRAMS) software was installed in the Computer Network in the Corporation, which works in hand-shake mode between the Ministry and the Corporation.

In order to strengthen the machinery for redressal of Public Grievances, an officer at the level of Dy. General Manager has been nominated as Director Public Grievances. He ensures timely and effective disposal of public Grievances. He is being assisted by an official from the HR Department.

**DIRECTOR (PUBLIC GRIEVANCES):**

Particulars of the Director (Public Grievances) to attend to the public grievances received in DCI are given below:

Director (Public Grievances)	: <b>Capt. P.M.SARAVANAN, DEPUTY GENERAL MANAGER (HSE) DREDGING CORPORATION OF INDIA LTD., PORT AREA ,VISAKHAPATNAM-530035, ANDHRA PRADESH.</b>
EPABX :	: 0891-2523250 Ext:365
Telephone	: 0891-2717857 (O) 6660349 (R)
Fax	: 00-91-0891-2560581 / 2787728
E-mail	: <a href="mailto:pmsarvanan@dc.gov.in">pmsarvanan@dc.gov.in</a>

**WHOM TO APPROACH:**

Aggrieved parties not satisfied with the redressal in respective departments/project offices may approach the Director of Public Grievances. The Project Managers were already advised to forward copies of Public Grievances received, if any, at the level of the projects along with their comments/ reports to the Director of Grievances by name, within a week of receipt of such public grievances.

**PGRAMS:**

In line with the Ministry's direction, the Public Grievance Redressal and Monitoring System (PGRAMS) software was installed in DCI and it works in hand shake mode between the Ministry of Shipping and DCI.

**ACTIVITY:**

A Public Complaints Box is placed at a conspicuous point at the main entrance of AoB and a register is also being maintained to record complaints received from the public. A status report is submitted for the information of the Board of Directors also at the Board Meetings and a quarterly status report is forwarded to the Ministry of Shipping.

**IMPLEMENTATION OF THE RIGHT TO INFORMATION ACT**

As per the directives of the Government of India, the Right to Information Act, 2005 was implemented w.e.f 12-10-2005 and all the required infrastructural arrangements required for implementation of the Act were made, such as, appointment of Public Information Officers, Assistant Public Information Officers and Appellate Authority, publication of 17 prescribed

manuals giving required information about the Company for information of the public, set-up of procedure and submission of periodical reports on the progress of implementation of the Act. A Register is also being maintained for monitoring the requests from public seeking information and the replies by the concerned are also being co-ordinated.

#### INFORMATION & FACILITATION COUNTER (IFC)

In order to have transparency in the functioning of the Corporation and also for easy and speedy access for any information to the public, an **INFORMATION & FACILITATION COUNTER ( IFC )** has been set up at DCI Head Office, Visakhapatnam. The Telephone No. is: **0891-2523250 (20 Lines) - Extn. 289**. A Public Notice was also given through the news papers and also posted on the corporate web-site about the availability of the facility for the public to access for any information pertaining to the Corporation.

To contact	: <b>Shri C.B.Sharma</b> , Dy.Gen.Manager (IT) Dredging Corporation of India Limited DREDGE HOUSE", Port Area, Visakhapatnam - 530 035
Telephone	: 00-91-0891-2791841 / 2871289
Fax	: 00-91-0891-2560581 / 2787728
E-mail	: <a href="mailto:cbsharma@dc.gov.in">cbsharma@dc.gov.in</a>

#### DCI - IT'S CITIZENS' CHARTER

This Citizens Charter is a document prepared as per the directives of the Government of India and it represents a systematic effort to focus on the commitment of DCI towards its citizens / clients in respect of standard of services, information, choice and consultation, non-discrimination and accessibility, grievance redress, courtesy and value for money, including expectations of the Organisation from the citizen/client for fulfilling the commitment of the Organisation.

As decided by the Core-group on Citizens' Charter set up in Government of India under the Chairmanship of the Secretary, Ministry of Personnel, PG and Pensions, the HoD (HR) has been designated Nodal Officer to coordinate and monitor the formulation and implementation of the Citizens Charter in DCI. Accordingly, a Task Force has been constituted and representatives from various levels of Management and Staff Unions have been nominated to be on the Task Force. At the request of DCI, the Visakhapatnam Port Trust, the local clientele organisation of DCI, have nominated an officer as their representative on the Task Force. The Nodal Officer i.e., HoD(HR) functions as the Member Secretary of the Task Force. The constitution of the Task Force is as detailed hereunder:

#### THE TASK FORCE:

THE TASK FORCE OF CITIZENS' CHARTER IN DCI		
Sl. No.	Citizens' Charter Committee Members	Officer / Staff Member nominated
I.	<b>Nodal Officer :</b> (To act as Member Secretary of the Task Force)	Shri T.Prasada Rao, HoD (HR)
II.	<b>Task Force</b>	
1.	1-2 Representatives from <b>Top Management</b>	i) Shri M.S.Rao,Jt.G.M.(Ops.) ii) Capt. P.M.Saravanan,D.G.M.(HSE) / HoD(FS)
2.	2-3 Representatives from <b>Middle Management</b>	i) Shri N.S.R.Prasad, Manager (Mktg.) ii) Shri Y.S.R.Murthy, Manager (Tech.)
3.	2-3 Representatives from <b>Cutting Edge Staff</b>	i) Shri S.Bhaskara Rao, Supdt.(Stores) ii) Shri K.Venkata Rao, Sr.P.A.

4.	Representatives from <b>Staff Associations/Unions</b> i) <b>NEU</b> Representative :	Shri D.Sudhakara Rao, Supdt. (Admn.)
5.	2-3 Representatives from Citizens / <b>Clients</b> / Citizens Associations / NGOs / Consumer Groups	Capt. V.Ram Prasad Dredging Superintendent, Marine Dept. Visakhapatnam Port Trust Port Area, VISAKHAPATNAM-530 035

The duties of the Task Force as comminuted by the Department of Administrative Reforms and public grievances are -

- i) Identification of all stake holders / clients and services / products provided by the Organisation in consultation with the officers/staff/ clients representative etc..
- ii) Determining the standards of outputs / services etc., provided by the Organisation in consultation with all stakeholders and officers/ staff etc., (particularly at cutting edge level)
- iii) Preparation of a draft Charter and circulation amongst various clients / stakeholders, management levels and staff for comments / suggestions.
- iv) Modification of draft Charter to include suggestions etc..
- v) Submission of draft Charter to Department of AR&PG for consideration by the 'Core Group on Citizen's Charter' and liaising with the Department of AR&PG.
- vi) Modification of draft Charter on the basis of suggestions / observations made by the Core Group on Citizen's Charter.
- vii) Seeking the approval of Minister-in-charge.
- viii) Issue / release / publish the Charter in public domain.

#### **FUTURE PLANS:**

- + The Company **aims** to be
  - **A GLOBAL PLAYER,**
  - **Cost effective** and
  - **Self-sustained.**
- + Exploring the possibility of entering into **Joint Ventures** and **Special Purpose Vehicles** with suitable partners both in India and abroad, to gain access to foreign markets and enhance technical skills of its personnel.
- + **Acquisition of dredgers** and other equipment at a Capital expenditure of around Rs.2300 crores . These include -
  - 3 Nos. Trailer Suction Dredgers of 5500 Cu.M. capacity each.
  - 1 No. Trailer Suction Dredger of 9000 Cu.M. or above capacity.
  - 1 No. Backhoe dredger with 2 Nos. Split Barges.
  - Pipeline equipment.
- + Implementation of Enterprise Resource Planning **ERP.**
- + **Up gradation of technology** and **skills.**
- + Increased emphasis on Human Resource Development (**HRD**).

#### **CORPORATE GOVERNANCE**

The Company strongly believes that good Corporate Governance is pre-requisite for enhancing shareholder value and its image in the prevailing competitive business scenario. The policies and practices of the Company are aimed at efficient conduct of business and effectively meeting its obligations to shareholders, customers, employees and society at large. The Company has consistently sought to improve its focus by increasing transparency and accountability to all its stakeholders.

The Company continues to be customer focus and also continues its efforts to increase the utilisation of the dredgers to the optimum by reducing idle time through planned and preventive maintenance and timely supply of spares.

**MOTTO OF DCI**

**We are rarely seen and often heard ...  
...But we keep our port channels open and  
fit for Navigation throughout the year !**

DCI is committed to:

- **Dredging for Development.**
- **Dredging for Progress.**
- **Dredging for Prosperity.**
- **Creating Channels for Prosperity.**
- **Customer / Clientele Satisfaction** is the ultimate motto for the success of any organisation and DCI is committed to it.

DCI has always won the trust and appreciation of the Customers, for timely execution of the project.

Incidentally it may not be an exaggeration to mention :

**IF PORTS CREATE HISTORY...  
...WE CREATE PORTS**

When the above banner was displayed in one of the Maritime Exhibitions, representatives, hailing mostly from Ports, who attended the Exhibition, appreciated the spirit behind it and also the capability of DCI with its infra-structure to do so.

**DISCLAIMER:**

The objectives, expectations, assumptions or predictions etc. of the Company as described in this Charter may be forward-looking in nature, within the meaning of applicable laws and regulations. Actual results could differ materially from those expressed or implied. The important factors that could make a difference to the operations of the Company include economic conditions effecting demand / supply, price conditions in the domestic and international market, Government policies and regulations and statutes and other incidental factors.

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