



## DREDGING CORPORATION OF INDIA LIMITED

Head Office : "DREDGE HOUSE", HB Colony,  
VISAKHAPATNAM - 530 022, AP, India

Ref : DCI/HR/7/RTI/2021

Date: 29.07.2021

### OFFICE ORDER NO.35/2021

Sub : Implementation of the Right to Information Act, 2005 – Designating Appellate Authority, Public Information Officers & Transparency Officer – Revised set-up - Reg.

In exercise of the powers conferred by sub-section (1) of Section 5 and sub-section (1) of Section 19 of the Right to Information Act, 2005, and on reviewing the nominations made earlier vide office order No.42/2019, dated 07.08.2019 in partial modification of the same, the following officers are designated as Appellate Authority, Transparency Officer and Public Information Officers for the purpose of implementation of the Act in the Corporation:

<b>ORGANISATIONAL SET-UP FOR IMPLEMENTATION OF THE RIGHT TO INFORMATION ACT</b>		
<b>Appellate Authority</b>		
<b>Designation</b>	<b>Office address of the Appellate Authority :</b>	<b>Functional Departments under control from which PIOs concerned report</b>
<b>CGM Appellate Authority</b>	Dredging Corporation of India Ltd., "DREDGE HOUSE", HB Colony, VISAKHAPATNAM-530 022.	Operations / Marketing/ Project Engineering/ IDD Departments, all Regional Offices, RO, Delhi, CS, IT, Technical/Material, HSE, Human Resources & Legal issues etc., Business Development, Marketing & Brand Building, Project Finance Mgmt, Dredger construction Mgmt.
<b>Chief Vigilance Officer &amp; Appellate Authority</b>	Dredging Corporation of India Ltd., "DREDGE HOUSE", HB Colony, VISAKHAPATNAM-530 022.	Vigilance Deptt.
<b>CFO &amp; Appellate Authority</b>	Dredging Corporation of India Ltd., "DREDGE HOUSE", HB Colony, VISAKHAPATNAM-530 022.	Finance Deptt.
<b>General Manager (Ops), &amp; Appellate Authority</b>	Dredging Corporation of India Ltd., "DREDGE HOUSE", HB Colony, VISAKHAPATNAM-530 022.	All issues of Project Operations /Regional Offices, POs etc.,

Department	Area of functions and matters seeking information on	Designation of Public Information Officer
1	2	3
<b>Business Development, Brand building, PFM &amp; Dredge Construction Management</b>	Business Development, Marketing, Brand Building, Representing to clients/ Statutory Authorities, Project Finance Mgmt, Dredge Construction Mgmt	General Manager (Ops)/ HOD(Mktg)
<b>Mktg. Department</b>	All matters concerning Marketing, Contracts	Head of the Department(Mktg.)
<b>Human Resources Deptt. (Shore &amp; Floating Estt.), Public Relations, Legal issues, RTI &amp; OL Implementation</b>	All matters concerning Human Resource Mgmt., administrative Matters of Shore Estt., Floating Estt., IR,CM, Legal Issues, RTI, Official Language, & Public relations etc.,	General Manager(HSE) & (HR)(Legal)
<b>Operations Department</b>	All matters concerning Operations All matters concerning Operations at Projects, ROs etc.,	General Manager (Ops)/ HOD(Operations/Mktg)
<b>Finance, Accounts and Internal Audit Departments</b>	All matters concerning Finance, Accounts, Budget, and Liaison with financial institutions and Internal Audit.	Head of the Department (Fin.)
<b>Technical Dept.</b>	All matters concerning to repairs and maintenance of vessels/crafts	General Manager (Tech)
<b>Material / Department</b>	All matters concerning Material Management and relevant issues etc.,	General Manager (Tech)
<b>Health, Safety &amp; Environment Department</b>	All matters concerning to Maritime Safety, Pollution Control, Environmental Protection, Implementation of ISM,ISPS systems, formulation of manuals etc.	General Manager(HSE)
<b>Vigilance Department</b>	All matters concerning Vigilance	Joint Manager (HR)(Vig)
<b>Company Secretary Department &amp; Information Tech. Dept.</b>	All matters concerning to Company Act, Board Meetings, share Market, & Public Grievances etc., and all matters concerning I.T/ MIS, Networking and DCI websites etc.,	Company Secretary & HoD(IT)
<b>Regd. Office, Delhi Delhi-110092</b>	All matters concerning Regd. Office. Core-2, 1st Flr, 'Scope Minar', No 2A&2B, Laxminagar District centre at New Delhi,	Resident Manager Registered Office, Delhi-110092
<b>Nodal Officer</b>	All matters concerning the implementation of RTI Act 2005 and submission of periodical reports to CIC	General Manager(HR) Assisted by Jt. Manager (OL)
<b>Transparency Officer</b>	All matters concerning to RTI applicants, appeals etc.,	Dy. General Manager(HR)

<b>Regional Offices &amp; Other Offices</b>	<b>Area of functions, matters seeking information on</b>	<b>Designation &amp; Phone Numbers, Office Address and E-mail-ID of PIOs</b>
<b>Kolkata Regional Office</b>	All matters concerning Kolkata Region/ issues of all POs under Kolkata Region	CPM, (Kolkata & Haldia POs), Regional Office: DCIL, KOPT Quarter No.B/3 & B/5, Nimak Mahal Road, Calcutta-700 043, Tel:033-22825313, Fax:033-22826906 Email: rgm.kolkata@dcil.co.in
<b>Mumbai Regional Office</b>	All matters concerning Mumbai Region / issues of all POs under Mumbai Region	Project Incharge, Dredging Corporation of India Ltd., 101-A, Mittal Chambers, Nariman Point, Mumbai – 400 021. Email: po.mumbai@dcil.co.in
<b>Kochi Regional Office</b>	All matters concerning Cochin Region/ issues of all POs under Cochin Region	CPM Regional Office: DCI 2 <sup>nd</sup> 3 <sup>rd</sup> Floor, Chakkalackal Building, KP Vullom Road, KADAVANTHRA(PO), Kochi – 682 016. Tel : 0484 - 2356627 Fax : 0484-2356232 E-Mail: rgm.kochi@dcil.co.in
<b>Paradip Regional Office</b>	All matters concerning Paradip Region / Issus of all Project offices under Paradip Region	Regional General Manager, Regional Office: DCIL, Old State Medical Buildings, Paradip Port Trust, Paradip - 754 149 Orissa Tel : 06722 222261 E-Mail: rgm.paradip@dcil.co.in
<b>Chennai MNO Office</b>	All matters concerning Project Office and MNO Chennai	General Manager (Tech.) HO:DCIL, HB Colony Double Road, Sitammadhara, VISAKHAPATNAM-530 022 Email: mnochn@dcil.co.in

**Note** :Further changes, if any, in the positions of above officers due to transfer / postings or otherwise, will be notified to all concerned by the HR Department.

02. A person desiring to obtain any information under the Act in respect of the any of the subject matters specified above shall make a request in writing or through electronic means to the concerned Public Information Officer, accompanying such fee as prescribed in RTI Fee Rules.

03. The main features along with the job description of the designated Public Information Officers and Appellate Authority shall be as under :

**Job description of the designated Public Information Officers (PIOs)**

- a) To receive applications from persons seeking information in writing or through electronic means in English or Hindi in which the application is being made, accompanying such fee as may be prescribed under sub-section (1) of Section 6 of the Act and to render reasonable assistance to the persons seeking information accessible under sub-section (i) of Section 2 of the Act.
- b) To transfer the application requesting for an information which is held by another public authority or the subject matter of which is more closely connected with the functions of another public authority and inform the applicant immediately and in no case later than five days (5 days) from the date of receipt of the application about such transfer under sub-section (3) of Section 6 of the Act.

- c) To seek assistance of any other officer as he or she may consider necessary for the proper discharge of his or her duties.
- d) To dispose of the requests made under sub-section (1) of Section 7 of the Act, as expeditiously as possible, and in any case within thirty (30) days of the receipt of the request by either providing the information on payment of such fee as may be prescribed or reject for any of the reasons specified in sections 8 and 9 of the Act.

**Job description of the designated Appellate Authorities :**

To dispose of the appeal preferred by any person, who does not receive a decision within the time specified in sub-section (1) or clause (a) of sub-section (3) of Section 7, or is aggrieved by a decision of the Public Information Officer (PIOs), within 30 (Thirty) days of the receipt of the appeal or within such extended period not exceeding a total of 45 (forty five) days from the date of filing thereof, as the case may be, for reasons to be recorded in writing.

04. The text of the Right to Information (RTI) Act, 2005 is available on the Website of the Ministry of Personnel, Public Grievances and Pensions at [www.persmin.nic.in](http://www.persmin.nic.in) at and also at [www.ar.delhigovt.nic.in](http://www.ar.delhigovt.nic.in) and similarly, the corporate information of general interest, including the services offered, pertaining to the Dredging Corporation of India Limited, could be viewed from the web-sites at [www.dredge-india.com](http://www.dredge-india.com) and [www.dredge.gov.in](http://www.dredge.gov.in).

05. This is issued with the approval of the Competent Authority.

*PHS Saravanan*

(Capt. P.M. SARAVANAN)  
GENERAL MANAGER  
HUMAN RESOURCES DEPARTMENT

Copies to :

All Appellate Authorities in DCI

All Public Information Officers in DCI

Copy to : CS/DGM(IT) : for posting on DCI Web-site, Notice Board

Copy to : MD Secretariat, for kind information of M.D.

Copy to : Sr.PS to Chairman, for kind information of Chairman.