

DREDGING CORPORATION OF INDIA LIMITED

(A Government of India Undertaking)
Head Office : "DREDGE HOUSE", Port Area,
VISAKHAPATNAM - 530 001, India

Ref : DCI/HR/RTI/2016

Date:01.06.2016

OFFICE ORDER NO.37/2016

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

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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.68/2015, dated 16.06.2015 in partial modification of the same, the following officers are designated as Appellate Authority, Transparency Officer, Public Information Officers and Asst. Public Information Officers for the purpose of implementation of the Act in the Corporation:

ORGANISATIONAL SET-UP FOR IMPLEMENTATION OF THE RIGHT TO INFORMATION ACT		
The Appellate Authority-I		
Name & Designation	Office address of the Appellate Authority :	Functional Departments under control from which PIOs concerned report
SHRI S. CHARLES DIRECTOR (FINANCE) & Appellate Authority-I	Head Office : DCI North Wing, 1 st Floor, "DREDGE HOUSE", Port Area, VISAKHAPATNAM-530 001 Tel: 0891(STD) 2566239 2871201/2871297(D) E-mail : scharles@dc.gov.in	Finance & Accounts / Human Resources (SE) / Information Technology / Company Secretary
The Appellate Authority-II		
Shri M. S. Rao, DIRECTOR (O & T) Appellate Authority-II& Transparency Officer	Head Office:DCI West Wing, 4th Floor "DREDGE HOUSE",Port Area, VISAKHAPATNAM-530 001 Tel:0891-2523250#2871327/ 2791987 E-mail: dotsectt@dc.gov.in msrao@dc.gov.in	Operations / Technical / Health, Safety & Environment / Marketing/ Project Engineering / Materials/ Human Resources (FS) / Legal & Purchase Process
The Appellate Authority-III		
Shri V.V.S.Sreenivas, I.R.S.M.E., Chief Vigilance Officer & Appellate Authority-III	Head Office : DCI North Wing, 4 th floor, "DREDGE HOUSE",Port Area, VISAKHAPATNAM-530 001 Tel: 0891-2569649 (D) Tel: 0891-2871281 / 2871315 E-mail: cvo@dc.gov.in	Vigilance

AT HEAD OFFICE OF DC I (PUBLIC INFORMATION OFFICERS & ASSISTANT PUBLIC INFORMATION OFFICERS)			
Department	Area of functions and matters seeking information on	Name & Designation, and office address of Public Information Officer	Name & Designation, and office address of Asst. Public Information Officer
1	2	3	4
Health,Safety & Environment Department	All matters concerning to Maritime Safety, Pollution Control, Environmental Protection, implementation of ISM and ISPS systems, formulation of manuals, etc.	Shri A. Krishna Rao General Manager (HSE) Head Office:DCI North Wing, 3 rd Floor, "DREDGE HOUSE",Port Area, VISAKHAPATNAM-530 001 Tel: 0891-2563820(D) Tel: 0891-2871302 / 2871380 E-mail: akrao@dc.gov.in	Dr.Pradeep Kumar Sethi, Jt.Gen. Manager (HSE) Head Office:DCI, North Wing, 3 rd Floor, "DREDGE HOUSE", Port Area,VISAKHAPATNAM-01 Tel: 0891-2562051(D) Tel: 0891-2871384 E-mail: pksethi@dc.gov.in
Finance & Accounts Department	All matters concerning Finance & Accounts Management, Budget, Liaison with financial institutions etc.,	Shri P.P.Govindachari, General Manager (FIN), Head Office:DCI West Wing, 1 st Floor. "DREDGE HOUSE",Port Area, VISAKHAPATNAM-530 001 Tel:0891-2565418 (D) Tel:0891-2871205 / 2871296 E-mail: ppgovind@dc.gov.in	
Material Department	All matters concerning Material Management	Shri V.K.Praviraj General Manager (Mat.) Head Office:DCI East Wing, 3rd Floor, "DREDGE HOUSE", Port Area, VISAKHAPATNAM-530 001 Tel: 0891 - 2523257 Tel: 0891 - 2871312 E-mail: vkpraviraj@dc.gov.in	Shri B. Durgaprasad Babu, Manager(Mat) Head Office:DCI East Wing, 3rd Floor, "DREDGE HOUSE", Port Area, VISAKHAPATNAM-530 001 Tel: 0891 - 2871330 E-mail: durgaprasad@dc.gov.in
Technical Department	All matters concerning to repairs and maintenance of vessels/crafts etc.,	Dr. G.V.R.Murty, General Manager(Tech) H.O.:DCI West Wing, 3 rd Floor, "DREDGE HOUSE",Port Area, VISAKHAPATNAM-530 001 Tel: 0891-2561532(D) Tel: 0891-2871378 E-mail: gvrmurty@dc.gov.in	Shri B. Hanuma Naik, Dy. General Manager (Tech.) Head Office, DCI West wing, 3 rd Floor, "DREDGE HOUSE",Port Area, VISAKHAPATNAM-530 001 Tel: 0891-2871249 Email: hanumanaik@dc.gov.in
Marketing / Project Engineering Department	All matters concerning Marketing, Contracts/ Project Engg. Tenders, etc.,	Capt K.M.Choudhary Gen.Manager (Proects-I) Head Office:DCI South Wing, 3 rd Floor, "DREDGE HOUSE",Port Area, VISAKHAPATNAM-530 001 Tel: 0891-2871237 E-mail: kmchoudhary@dc.gov.in	Shri N.S.R.Prasad, Dy.General Manager (Mktg) Head Office:DCI West Wing, 4th Floor, "DREDGE HOUSE",Port Area, VISAKHAPATNAM-530 001 Tel:0891-2871332 E-mail: nsrprasad@dc.gov.in

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Human Resources Department (Shors Estt) and P.R.	All matters concerning Human Resource Mgmt. , all administrative Matters of Shore Estt., IR,CM & Public relations etc.,	Capt.P.M.Saravanan, Jt.General Manager(HSE) HoD (HR) H.O:DCI, North Wing,3 rd Flt, "DREDGE HOUSE",Port Area, VISAKHAPATNAM-530 001 Tel:0891-2717857/ 2871365 E-mail: pmsarvanan@dc.gov.in	Smt. Y.A. Sailaja, Manager(HR),NodalOfficer (RTI), Head Office, DCI North Wing,2 nd Floor, "DREDGE HOUSE",Port Area, VISAKHAPATNAM-530 001 Tel: 0891-2871353 Email: yasailaja@dc.gov.in
Human Resources Department (Floating Estt.)	All matters concerning Human Resource Mgmt, of Floating Estt., ID ISO, etc.,	Capt.P.M.Saravanan, Jt.General Manager(HSE)HoD(HR)(FS) H.O:DCI, North Wing, 3 rd Floor, "DREDGE HOUSE",Port Area, VISAKHAPATNAM-530 001 Tel:0891-2717857/ 2871365 E-mail: pmsarvanan@dc.gov.in	Shri A.K. Das Gupta Dy. General Manager (HR) Head Office, DCI South Wing,2 nd Floor, "DREDGE HOUSE",Port Area, VISAKHAPATNAM-530 001 Tel: 0891-2871358 Email: akdasgupta@dc.gov.in
Operations and Legal Department	All matters concerning operations, Project Management & Legal	Capt.P.M.Saravanan, Jt.General Manager(HSE)&HoD(ops) H.O:DCI, North Wing, 3 rd Floor, "DREDGE HOUSE",Port Area, VISAKHAPATNAM-530 001 Tel:0891-2717857(D) Tel:0891-2871365 E-mail: pmsarvanan@dc.gov.in	Shri N.S. Neelakanta Rao Dy. General Manager (Ops) Head Office, DCI South Wing, 4th Floor, "DREDGE HOUSE",Port Area, VISAKHAPATNAM-530 001 Tel: 0891-2871208 Email: nnsnkrao@dc.gov.in
Internal Audit	All matters concerning Internal Audit		Shri S.Siva Kumar Dy.Gen.Manager (Fin.) Head Office:DCI North Wing, 1 st Floor, "DREDGE HOUSE", Port Area, VISAKHAPATNAM-530 001 Tel:0891- 2871339 E-mail: ssivakumar@dc.gov.in
Information Technology Department	All matters concerning I.T/MIS, Networking and DCI websites etc.,	Shri M.V. Kondala Rao, Jt. General Manager(IT)&HOD, South Wing, 4 th Floor, "DREDGE HOUSE",Port Area, VISAKHAPATNAM-530 001 Tel:0891-2731530(D) Tel:0891-2871351 E-mail: mvkrao@dc.gov.in	Shri V.Satish Chandra Rao, Jt. General Manager (IT) - South Wing, 4 th Floor, "DREDGE HOUSE",Port Area, VISAKHAPATNAM-530 001 Tel:0891-2871355 E-mail: satishv@dc.gov.in
Vigilance Department	All matters concerning Vigilance	Capt.K.K.Chakravarthy, Jt.Gen. Mgr(Ops.)(Vig) H.O:DCI, East Wing, 4 th Floor, "DREDGE HOUSE", Port Area, VISAKHAPATNAM-530 001 Tel: 0891 – 2537623/2871290 E-mail: kkchakravarthy@dc.gov.in	
Company Secretary Department	All matters concerning to Company Act, Board Meetings, share Market, & Public Grievances	Shri K. Aswini Srikanth Company Secretary HO :DCI North Wing, 1 st Floor, "DREDGE HOUSE", Port Area, VISAKHAPATNAM-530 001 Tel:0891-2871207/2871298/2566537 E-mail: sreekanth@dc.gov.in	Smt. P.Chandra Kalabhinetri Dy. Manager (CS) DCI North Wing, 1 st Floor, "DREDGE HOUSE", Port Area, VISAKHAPATNAM-530 001 Tel:0891-2871367 E-mail : kalabhinetri@dc.gov.in

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AT PROJECT / OTHER OFFICES OF DCI (ASSISTANT PUBLIC INFORMATION OFFICERS)			
Project/ Other Offices	Area of functions and matters seeking information on	Name, Designation & Telephone Numbers, Office Address and E-mail-ID of Asst. Public Information Officer	PIO concerned
Regd. Office New Delhi	All matters concerning Regd. Office and liaison with Govt Depts. at New Delhi,	Shri C.B. Sharma Resident Manager, Regd.Office : DCI Core-2,1st Floor , 'Scope Minar', No.2A & 2B ,Laxminagar District centre, Delhi-110092, Tel: 011-22448528 Fax: 011- 22448527 E-mail: cbsharma@dc.gov.in rodelhi@dc.gov.in	Shri K. Aswini Srikanth Company Secretary HO:DCI North Wing, 1 st Floor, "DREDGE HOUSE", Port Area, VISAKHAPATNAM-530 001 Tel: 0891 - 2566537 Tel: 0891 - 2871207/2871298 Email: sreekanth@dc.gov.in
Kolkata / Haldia Office	All matters concerning Project Office	Shri Rahul Dev, Jt. Manager(Tech) Project Office:DCI KOPT Quarter No.B/3 & B/5, Nimak Mahal Road, Calcutta-700 043, West Bengal Tel:033-22825313 Fax:033-22826906 Email: pokolkata@dc.gov.in	Capt K.M.Choudhary Gen.Manager (Projects-II) Head Office:DCI South Wing, 3 rd Floor, "DREDGE HOUSE",Port Area, VISAKHAPATNAM-530 001 Tel: 0891-287237 Email: pokolkata@dc.gov.in kmchoudhary@dc.gov.in
Kochi Project Office	All matters concerning Project Office	Shri B.V.A.Ravi Prasad Dy.Manager (S) H.No.39/3907, Allappat Cross Rd, Ravipuram, Ernakulam Kochi – 682 016 Tel : 0484 - 2356627 Fax : 0484 - 2356232 E-Mail: pokochi@dc.gov.in	Capt.S.Divakar General Manager (Projects-I) H.O:DCI East Wing, 4 th Floor, "DREDGE HOUSE", Port Area, VISAKHAPATNAM-530 001 Tel: 0891 - 2529840 Tel: 0891 - 2871299 E-mail: divakar@dc.gov.in
Visakha- patnam Project Office	All matters concerning Project Office	Shri B.Lakshmana Murthy, Dy. Manager (C) Project Office:DCI , 5 th Floor, "DREDGE HOUSE",Port Area, VISAKHAPATNAM-530 001 Tel:0891-2871356 E-mail: povsp@dc.gov.in	Capt.S.Divakar General Manager (Projects-I) H.O:DCI East Wing, 4 th Floor, "DREDGE HOUSE", Port Area, VISAKHAPATNAM-530 001 Tel: 0891 - 2529840 Tel: 0891 - 2871299 E-mail: divakar@dc.gov.in
Kamarajar Project Office	All matters concerning Project Office	Shri P. Nageswara Rao Jt. Manager(Ops), PIO Building, Kamarajar Port Ltd, Vallur Post, Chennai – 600 120 Tel : 044 – 27950171 Fax : 044 – 27950170 E-Mail : poennore@dc.gov.in	Capt.S.Divakar General Manager (Projects-I) H.O:DCI East Wing, 4 th Floor, "DREDGE HOUSE", Port Area, VISAKHAPATNAM-530 001 Tel: 0891 - 2529840 Tel: 0891 - 2871299 E-mail: divakar@dc.gov.in

Mumbai Project Office	All matters concerning Project Office	Shri V.J. Varghese Jt. Manager (Crane Operations) Project Office:DCI 101-A, Mittal Chambers, Nariman Point, Mumbai- 400 021 Tel:022-22022437 Fax:022-22045239 Email: pomumbai@dc.gov.in	Capt.S.Divakar General Manager (Projects-I) H.O:DCI East Wing, 4 th Floor, "DREDGE HOUSE", Port Area, VISAKHAPATNAM-530 001 Tel: 0891 - 2529840 Tel: 0891 - 2871299 E-mail: divakar@dc.gov.in
Chennai MNO Office	All matters concerning Project Office and MNO	Shri M.Srinivas Dy. Manager (Mat) Project Office:DCI Old No.19/1, New No.45,Burkit Road, Next to Sri Hall Kalyana Mandapam, T.Nagar, Chennai- 17. Tel: 044(STD)-28345891-94(D) Fax : 044(STD)-28340823 E-mail: mnochn@dc.gov.in	Shri V.K.Praviraj General Manager (Mat.) Head Office:DCI East Wing, 3rd Floor, "DREDGE HOUSE", Port Area, VISAKHAPATNAM-530 001 Tel: 0891 - 2523257 Tel: 0891 - 2871312 E-mail: vkpraviraj@dc.gov.in
Goa Project Office	All matters concerning Project Office	Shri Neilkhaweism DGM(Ops/Projects) Goa Project Office, Old CME's Office, 2 nd Floor, Mormugao, Goa -403804 Tel: 00910832-2521052 +91 9146016621 Email: pogoa@dc.gov.in	Capt.S.Divakar General Manager (Projects-I) H.O:DCI East Wing, 4 th Floor, "DREDGE HOUSE", Port Area, VISAKHAPATNAM-530 001 Tel: 0891 - 2529840 Tel: 0891 - 2871299 E-mail: divakar@dc.gov.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.

2. A person desiring to obtain any information under the Act in respect of the any of the subject matters specified in column 2 shall make a request in writing or through electronic means to the concerned Public Information Officer indicated in column 3 above, accompanying such fee as prescribed in RTI Fee Rules.

3. 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 Asst. Public Information officers (APIOs):

For the purpose of implementation of the RTI Act, the Asst. Public Information Officers in various departments at Head Office will assist their respective Public Information Officers in all the matters concerning in their departments, as specified in the Act. Whereas Dy. Manager (Mat), M.N.O., Chennai, will assist the PIO, Materials Department at Head Office, those at all Project Offices will assist the PIO of the Operations Department.

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.

4. 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 at and also at 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 and www.dredge.gov.in

**(RAJESH TRIPATHI)
CHAIRMAN & MANAGING DIRECTOR**