



## DREDGING CORPORATION OF INDIA LIMITED

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

Ref : DCI/HR/7/RTI/2022

Date: 22-09-2022

### OFFICE ORDER NO. 41 /2022

Sub : Implementation of the Right to Information Act, 2005 – Designating Appellate Authority, Public Information Officers & Transparency Officer – 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.35/2021, dated 29.07.2021 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>		
Appellate Authority		
<b>Designation</b>	<b>Office address of the Appellate Authority :</b>	<b>Functional Departments under control from which PIOs concerned report</b>
<b>Managing Director &amp; Chief Executive Officer Appellate Authority</b>	Dredging Corporation of India Ltd., "DREDGE HOUSE", HB Colony, VISAKHAPATNAM-530 022.	CS Department, RO, Delhi
<b>Chief Vigilance Officer &amp; Appellate Authority</b>	Dredging Corporation of India Ltd., "DREDGE HOUSE", HB Colony, VISAKHAPATNAM-530 022.	Vigilance Department
<b>Chief Financial Officer &amp; Appellate Authority</b>	Dredging Corporation of India Ltd., "DREDGE HOUSE", HB Colony, VISAKHAPATNAM-530 022.	Finance, Human Resources & IT Departments
<b>Coordinating Head of the Department (CHOD) &amp; Appellate Authority</b>	Dredging Corporation of India Ltd., "DREDGE HOUSE", HB Colony, VISAKHAPATNAM-530 022.	Operations & Risk Management, Technical & Materials, HSE, Legal, R&D and BD, Departments at HO All issues of Project Operations/Regional offices, POs etc.

<b>Department</b>	<b>Area of functions and matters seeking information on</b>	<b>Designation of Public Information Officer</b>
<b>1</b>	<b>2</b>	<b>3</b>
<b>Business Development</b>	Business Development & Marketing Department	Dy. General Manager (Ops)
<b>Human Resources Deptt. (Shore &amp; Floating Estt.), Public Relations, RTI &amp; OL Implementation &amp; CSR</b>	All matters concerning Human Resource Management and Administrative Matters of Shore Estt., Floating Estt., IR, CM, , RTI, Public relations & CSR etc.,	Head of the Department (HR)
<b>Legal Department</b>	All matter concerning to Legal issues	Head of the Department (Legal)
<b>Operations Department</b>	All matters concerning Operations & Risk Management	Head of the Department (Ops)
<b>Research &amp; Development</b>	All matters concerning to Research & Development	Head of the Department (R&D))
<b>Finance, Accounts and Internal Audit Departments</b>	All matters concerning Finance, Accounts, Budget, and Liaison with financial institutions and Internal Audit	Dy. General Manager (Fin.)
<b>Technical Dept.</b>	All matters concerning repairs and maintenance of vessels/crafts	Head of the Department (Tech)
<b>Material / Department</b>	All matters concerning Material Management and relevant issues etc.,	Head of the Department (Tech)
<b>Health, Safety &amp; Environment Department</b>	All matters concerning Maritime Safety, Pollution Control, Environmental Protection, Implementation of ISM, ISPS systems, formulation of manuals etc.	Head of the Department (HSE)
<b>Vigilance Department</b>	All matters concerning Vigilance	Jt. Manager (Tech)
<b>Company Secretary</b>	All matters concerning Company Act, Board Meetings, Share Market, & Public Grievances, etc.,	Company Secretary
<b>IT Department</b>	All matters concerning I. T/MIS, Networking and DCI Website	Head of the Department (IT)
<b>Regd. Office, Delhi</b>	All matters concerning Regd. Office, Core-2, 1st Flr, 'Scope Minar', No.2A&2B, Laxminagar District centre at New Delhi,	Resident Manager

Chennai MNO Office	All matters concerning MNO Chennai	HOD (Tech) HO:DCIL, HB Colony
Nodal Officer	All matters concerning the implementation of RTI Act 2005 and submission of periodical reports to CIC	HOD(HR) Assisted by Jt. Manager (HR)
Transparency Officer	All matters concerning RTI applicants, appeals etc.,	HOD(HR)

Regional Offices & Other Offices	Area of functions, matters seeking information on	Designation & Phone Numbers, Office Address and E-mail-ID of PIOs
RGM Eastern Regional Office	All matters concerning Eastern Region/ issues of all Project Offices, (West Bengal, Odisha & Andhra Pradesh) under Eastern Region	RGM Regional Office: DCIL, KOPT Quarter No.B/3 & B/5, Nimak Mahal Road, Calcutta-700 043, Tel:033-24395313, 033- 24390925 Fax:033-24396906 Email: rgm.kolkata@dcil.co.in
RGM, Western Regional Office	All matters concerning Western Region / issues of all Project Offices (Goa, Maharashtra & Gujarat) under Western Region	RGM Dredging Corporation of India Ltd., 101-A, Mittal Chambers, Nariman Point, Mumbai – 400 021. Tel: 022-22022437 Email: rgm.mumbai@dcil.co.in
RGM, Southern Regional Office	All matters concerning Southern Region/ issues of all POs (Tamil Nadu, Kerala & Karnataka) under Southern Region	RGM Regional Office: DCI 2 <sup>nd</sup> 3 <sup>rd</sup> Floor, Chakkalackal Building, KP Vollom Road, Kadavanthra (PO), Kochi – 682 016. Tel : 0484 - 2356627 Fax : 0484-2356232 E-Mail: rgm.kochi@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 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 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 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** 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**.

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

  
(Y.A.SAILAJA)

**HEAD OF THE DEPARTMENT (HR)**

Copies to :

All Appellate Authorities in DCI

All Public Information Officers in DCI

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

Copy to : CHOD & CFO Secretariat's for information of CHOD & CFO

Copy to : CVO Secretariat, for kind information of CVO

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

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