The Information Handbook under Right to Information Act, 2005



Broadcast Engineering Consultants India Limited (BECIL)

Registered and Corporate Office:

C-56/A-17, Sector-62, Noida – 201307

Phone: 0120 – 4177850 Fax: 0120 – 4177879

Email: rticell@becil.com Website: www.becil.com

Updated in the month of June, 2025

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CHAPTER - 1

Introduction

1. INTRODUCTION

1.1 Background of the Right to Information Act, 2005

- The Lok Sabha on 11th May, 2005 and the Rajya Sabha on 12th May, 2005 passed the right to Information Bill, 2005. It received the assent of the President on 15th June, 2005.
- This information Handbook (Version 1.0, 2005) has been prepared in compliance to the Right to Information Act, 2005 coming into force w.e.f. 12th October, 2005.
- The basic purpose of the Act is to secure for the citizens, access to information under the control of public authorities, in order to promote transparency and accountability in the working of every public authority.
- The Broadcast Engineering Consultants India Ltd. (BECIL) is a "Public Authority" under Section 2(h)(d)(i) of the Right to Information Act, 2005.
- As a Public Authority, the BECIL through this information Handbook, lays down required guidelines thereby endeavoring to fulfill all its obligations under the Act.

1.2 Objective /Purpose of this Handbook

- The main objective of this handbook is to facilitate the public to have access to information in different forms, which is available under the control of the BECIL.

1.3 Users of this Handbook

- The main objective of this handbook is to facilitate the public to have access to information in different forms, which is available under the control of the BECIL.

1.4 Organization of the Information in this Handbook

This handbook has 9 chapters. The details are given below: -

Chapter	Topic
1.	Introduction
2.	Particulars of the Organization
3.	Rules, Regulations, Instructions, Manual and Records, for Discharging Functions
4.	A Statement of the categories of documents that are held by it or under its control
5.	A Statement of Boards, Council, Committees and other Bodies constituted as its part
6.	The names, designation and other particulars of the Central Public Information Officers
7.	Procedure followed in Decision-Making Process
8.	Directory of Officers and Employees

1.5 Definitions of various terms used in the handbook

Definitions of various terms used in this handbook are given as follows: -

(i) "Act" means the Right to Information Act, 2005 (22 of 2005);

(ii) "Company" means the Broadcast Engineering Consultants India Limited (BECIL);

(iii) "Applicant" means the person who submits application to the company;

(iv) "CIC" means the Central Information Commission as constituted under sub-section (1) of the Section 12 of the Act.

(v) "First Appellate Authority" means an officer in the Company who is senior in rank to the Central Public Information Officer to whom an appeal under sub-section (1) of section 19 lies.

(vi) "Government" means the Central Government;

(vii) "Section" means a section of the Act;

(viii) All other words and expression used herein but not defined in the rules shall have the same meanings assigned to them in the Act.

1.6 Contact person in case somebody wants to get more information on topics covered in this handbook as well as other information also

The following officer of the Company may be contacted in case of more information.

Sl. No.	Responsibility	Officer	Phone No.	Email
1.	Admin & IT	Sh. Awadhesh Pandit (General Manager (Fin.) & Secretary to the Board)	0120-4177850	gmfinance@becil.com
2.	HR & Legal	Ms. Usha Mangalgi (General Manager)	0120-4177850	usha@becil.com
3.	1. Finance & Accounts Department 2. Company Secretary	Sh. Awadhesh Pandit (General Manager (Fin.) & Secretary to the Board)	0120-4177850	gmfinance@becil.com
4.	Regional Office (Bangalore) All projects of Regional Office	Ms. Usha Mangalgi (General Manager)	080-26685853	usha@becil.com
5.	Defence & Strategic Affairs	Maj. Gen. R.K. Singh (Retd.)	0120-4177850	rksingh@becil.com
6.	Vertical Head (MR Vertical)	Sh. Binay Kumar Tiwari (Deputy General Manager)	0120-4177850	binaytiwari@becil.com
7.	Vigilance	Sh. K.S.Bhatia (Deputy General Manager)	0120-4177850	khuswindersingh@becil.com

1.7 Procedure and Fee Structure for getting information not available in the handbook

The normal questions that may arise in the mind of General Public have been posted on the BECIL website (www.becil.com) in the form of Frequently Asked Questions.

Alternatively, persons desirous of obtaining any Information not available in the handbook may send their request in writing addressed to the Central Public Information Officer (CPIO- Coordination), BECIL Bhawan, C-56/A-17, Sector – 62, Noida – 201307 (U.P.) or mentioned in above list.

The Fee Structure based on the Right to Information (Regulation of Fee & Cost) Rules, 2005 notified by the Government of India dated 16th December, 2005 are given as under:-

Application Fee	Rs.10/-
A3/A4 Size Paper (Created or Copied)	Rs.2/-per page
Copy in larger size paper	Actual charge or cost
Samples or models	Actual Cost
Information in Floppy/Diskette	Rs.50/-per Floppy/Diskette
Printed Material	Cost of printing or @ Rs.2/- per page of photocopy for extracts from the publication
Inspection of Records	No fee for the first hour, and a fee of Rs.5/- for each fifteen minutes (or fraction thereof) thereafter.

To obtain information, prescribed fees by way of cash against proper receipt or by Demand Draft/Bankers Cheque/Indian Postal Order may be sent in favour of "Broadcast Engineering Consultants India Ltd." payable at Delhi.

CHAPTER - 2

Particulars of Organization

2. PARTICULARS OF ORGANIZATION, FUNCTION AND DUTIES

2.1 Brief history of the Company and context of its formation

Broadcast Engineering Consultants India Limited (BECIL) an ISO 9001: 2015, ISO 27001:2013 and ISO/IEC 20000:2012 certified, Mini Ratna, Central Public Sector Enterprise of Government of India was established on 24th March 1995. BECIL provides project consultancy services and turnkey solutions encompassing the entire gamut of radio and television broadcast engineering viz; content production facilities, terrestrial transmission facilities, satellite and cable broadcasting facilities in India and abroad. It also provides associated services like building design and construction related to broadcasting, human resource related activities like training and providing man power. BECIL also undertakes supply of specialized communication, monitoring, security and surveillance systems to Defence, Police and Para-military Departments. BECIL has its Head Office in Delhi and Corporate Office in Noida. The regional office is in Bangalore and Kolkata.

Over the years, BECIL has consciously groomed and developed a team of in-house, versatile and dedicated engineers and also cultivated and harnessing a vast reservoir of professionals drawn from various fields of broadcasting industry which includes public and Private Broadcasters, Defence and Cable industry. Through this network of resourceful technical professionals, BECIL has established it PAN India presence to serve the needs of the industry.

BECIL has a vast reservoir of experts and integrates the expertise of All India Radio (AIR) and Doordarshan (DD), the national broadcaster of India, creating one of the largest Radio Networks catering to nearly a billion people and the world's largest Terrestrial Television Network supplemented by Analogue and Digital satellite Broadcasting services reaching out to millions of TV homes in India and abroad. BECIL works as consultancy agency, system integrator as well as a turnkey solution provider in the fields of Broadcast Engineering and Information & Communication Technology.

2.2 Objective/Purpose of the Company

BECIL was established in March 1995 under the control of Ministry of Information and Broadcasting, Government of India, for providing engineering, technical and management services in India and abroad. This encompasses project planning, execution and operation/maintenance relating to sound studios, TV Studios, Radio and TV transmitters satellite links, cable TV Broadcast systems and other related activities including training, and other value added services.

Apart from the above charter, BECIL envisages to fulfill following additional objectives related to organizational priorities and work ethics:

- To enhance the present share in the market by providing specialized and customized solutions to a wider range of clients.
- To provide technical input and consultancy to Ministry of Information and Broadcasting in policy, regulatory & formulation of various papers pertaining to Broadcasting.
- To explore the opportunities in overseas market.
- To conduct market survey for product development.
- To establish satellite uplink & downlink systems for TV Channels & Distance Education Centers.
- To establish and maintain the operation of broadcasting centers.
- To train & provide broadcast professionals.
- To design and develop and manufacture specialized broadcast equipment.

2.3 Vision/Mission Statement of the Company

- To be a world class consultancy organization recognized as a "BRAND" in the specialized fields of Broadcast Engineering and Information Technology an infrastructure development for total project solution in India and Abroad.

- To play a pivotal role in modernization and growth of radio and television broadcasting through terrestrial, cable and satellite transmission in India and abroad and achieve excellence.

2.3 Duties of the Company

i. To perform all its activities in a transparent manner.
ii. To act impartially without, prejudice to, and pressure of any external factors.
iii. To provide turnkey solutions in the field of Broadcast Engineering.

2.5 Main activities/functions of the Company

- To be committed to users and provide them with cost effective, high quality solutions and services.
- To engage in R&D and share the expertise with other R&D organizations engaged in the area of Information Technology.
- To develop state-of-the art technology products and services in the field of broadcasting.
- To develop an organization where creativity and innovation thrive and where all staff are enabled to realize their full potential in an atmosphere of trust, goodwill, empathy and mutual respect for each other.
- To nurture and strengthen a participative work culture and evolve a decision-making process in which all staff play a meaningful role.
- To develop congenial social, cultural and aesthetic environment in the company and in society at large.
- To uphold financial propriety, discipline and viability in the operations of the company.

2.6 List of services being provided by the company with a brief write-up on them

BECIL is the professional platform which caters to all aspects of TV and Radio projects from concept to completion and from regulatory to realization. BECIL services are reliable and transparent (no hidden cost). Adding to this, BECIL is proud to be an able

interface to the government. We believe in providing perfect professional solutions. We specialize in –

a) **Strategic Projects:-**
   (i) Cyber Digital Forensics and Aerospace domains
   (ii) Surveillance, Monitoring & communication related

b) **Broadcasting:-**
   (i) Community Radio Stations
   (ii) Manufacture of Broadcast Equipment
   (iii) Operation & maintenance of Broadcast Systems
   (iv) Terrestrial Broadcast Networks
   (v) Radio Broadcast Networks
   (vi) Satellite Broadcast Networks
   (vii) Television Broadcast Systems

c) **IT & ICT:**
   (i) FM Phase-III Services
   (ii) IT Surveillance
   (iii) Private FM Broadcast Services
   (iv) Designing/Revamping Auditoriums & Conference Halls
   (v) Digital Addressable Systems (CATV/IPTV/DTH/HITS)/Cable TV Services

d) **Educational Products:**
   (i) Educational of Smart Classroom and Digitalization in Government Industrial Training Institutes.
   (ii) Education Tablet

e) **Other Service:**
   (i) Thermal Imaging Cameras
   (ii) Monitoring and Analysis Solution
   (iii) Remote Secured Proctored Online Exams
   (iv) Trainings
   (v) Survey and Audit
   (vi) Manufacturing

2.7 Latest Organization Structure and In Position

Chairman & Managing Director (01)
Director (O&M) (01)
General Manager (02)
Deputy General Manager (10) **(incl. 01 Officiating)**
Assistant General Manager (02)
Sr. Manager (16)
Manager(04)
Deputy Manager (07)
Deputy Company Secretary (01)
Sr. Private Secretary (03)
Assistant Manager(06)
Executive Assistant (03)
Sr. Assistant (01)
Sr. Driver (02)
Sr. Attendant (04)
Sr. Mali (01)
Attendant (01)

Total Strength: 65

2.8 Addresses of the Head Office and Offices of the Company

Head Office

Broadcast Engineering Consultants India Limited

14-B, Ring Road, I.P. Estate, New Delhi – 110002

Phone: 011-23378823

Fax: 011-23379885

Registered & Corporate Office

Broadcast Engineering Consultants India Limited

C-56/A-17, Sector – 62, Noida – 201307 (U.P.)

Phone: 0120 - 4177850

Fax: 0120 – 4177879

Regional Office

Broadcast Engineering Consultants India Limited

Regional Office (South): No.-162, 2nd Main, 1st Cross, AGS Layout,

RMV 2nd Stage, Bangalore - 560094

Phone: 080 - 23415853

Morning Hours of the Office	:	9:30 A.M.
Lunch Hour	:	1:30 to 2.00 P.M.
Closing Hour of the Office	:	6:00 P.M.

(5 days a week from Monday to Friday – Saturday & Sunday Weekly Off)

CHAPTER - 3

Rules, Regulations, Instructions, Manual and Records, for Discharging Functions

3. RULES, REGULATIONS, INSTRUCTIONS, MANUAL AND RECORDS FOR DISCHARGING FUNCTIONS

The list of rules, regulations, instructions, manual and records available and used by employees for discharging functions are given below:

Sl. No.	Name/Title of the document	Type of Document (Rules, Regulations, Instructions, Manuals, Records, others	From where one can get a copy of rules, regulations, instructions, manual and records	Fee charged by the department for a copy of the document Rs.2/- per page
1.	Recruitment, Promotion and Seniority Rules	Rules	HR Department C-56/A-17, Sector–62, Noida – 201307 (U.P.) Phone: 0120-4177850 Fax: 0120-4177879	
2.	Annual Performance Assessment Report	Rules	-do-	
3.	Uniform Policy	Rules	-do-	
4.	Leave Rules	Rules	-do-	
5.	Encashment of Leaves	Rules	-do-	
6.	Travelling Allowance Rules	Rules	-do-	
7.	Leave Travel Concession Rules	Rules	-do-	
8.	Medical Reimbursement Rules	Rules	-do-	
9.	Welfare Schemes	Rules	-do-	
10.	Death-Cum-Retirement Gratuity Rules	Rules	-do-	
11.	Conduct, Discipline and Appeal Rules	Rules	-do-	
12.	CSR Policy	Policy	-do-	
13.	Whistle Blower Policy	Policy	-do-	

CHAPTER - 4

(A statement of the categories of documents that are held by it or under its control)

4. A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL

The Department-wise official documents available and procedure to obtain those are given below:

4.1 Finance Department

Sl. No.	Category of the Document	Name of the document and its introduction in one line	Held by/under control of
1.	Finance Record	Annual Reports (1995-96 to 2012-13)	GM (F&A)
2.	Memorandum of Understanding	Memorandum of Understanding between BECIL and Ministry of Information and Broadcasting. (A mutual agreement on various performance evaluation parameters and targets.)	GM (F&A)
3.	Corporate Services Files	Files relating to corporate matters to the Company	GM (F&A)
4.	Memorandum & Articles of Association	Bye-Laws regulating affairs of the Company	GM (F&A)
5.	Agenda/Minute Books of the Board Meeting & General Board Meetings	Agenda and Minutes of the Board Meetings and General Body Meetings of the Company	GM (F&A)
6.	Correspondence Files	Contains correspondence with Administrative Ministry & DPE	GM (F&A)
7.	Annual Audit Account File	Regarding Finance and Accounts	GM (F&A)
8.	Corporate Services Register	Attendance Registers of Board/General Body Meeting, Share Register, Share Capital Register, Members/ Shareholders/Directors Register, Common Seal Register	GM (F&A)
9.	Medical Attendance Files of Officers & Employees	Contains individual medical claim details of employees	GM (F&A)
10.	Provident Fund and Pension File	Contains Provident Fund and Pension details of the employees	GM (F&A)

4.2 Personnel/Administration Department

The Department-wise official documents available and procedure to obtain those are given below:

Sl. No.	Category of the Document	Name of the document and its introduction in one line	Held by/ under control of
1.	Service Rules of the Company	Approved rules governing service matters of employees	GM (HR)
2.	Disciplinary Matters Files	Files relating to disciplinary matters of the Company	GM (HR)
3.	Court Cases/Legal Matter Files	Files relating to legal matters of the Company	GM (HR)
4.	Vigilance Cases Files	Files relating to vigilance matters of the Company	GM (HR)
5.	Personal Files of Officers & Employees	Contains individual records of employees	GM (HR)
6.	Performance Appraisal Files of Officers & Employees	Contains annual performance reports of employee	GM (HR)
7.	Probation Reports Files of Officers & Employees	Contains probation reports of employees	GM (HR)
8.	Reservation Roaster	Contains reservation details	GM (HR)
9.	Posting & Transfer Files	Contains details of posting & transfer of staff	GM (HR)
10.	Leave Register (EL, Medical & CL)	Contains details of leave of employees	GM (HR)
11.	Hindi Register	Regarding Hindi Work	GM (Admin.)
12.	Hindi File	Quarterly Report (Hindi)	GM (Admin.)
13.	Service books	Contains individual details of employees	GM (HR)

14.	Leave Proceedings	Contains individual details of employees	GM (HR)
15.	Leave Application	Contains individual details of employees	GM (HR)
16.	Regional/ Project Office Attendance	Regional/Project Office leave attendance	GM (HR)
17.	RF ID-Card	Individual Employees attendance sheet (Computerized)	GM (HR)
18.	Recruitment Files	Contains recruitment and appointment process	GM (HR)
19.	Pay Fixation of Employees	Contains information regarding fixation of pay employees on pay revision and appointment on promotion etc.	GM (HR)
20.	Annual Increment Files	Contains information regarding grant of annual increment to employees as and when due	GM (HR)
21.	Corporate Plan	Contains Manpower planning positioning and strength of the Company	GM (HR)

4.2 The information which can be permitted and which is required to be withheld

All Information/documents can be provided to the public, except the following:

a) Information, the disclosure of which would prejudicially affect the sovereignty and integrity of India, security of the State, Strategic, Scientific or economic interest of India or conduct of international relations.

b) Information, the disclosure of which would prejudicially affect the conduct of Central-State relations, including information exchanged in confidence between the Central and State Government or any of their authorities or agencies.

c) Information, the disclosure of which would prejudicially affect public safety and order, detection and investigation of an offence or which may lead to incitement to commit an offence.

d) The information relating to an individual or other information, the disclosure of which would constitute a clear and unwarranted invasion of personal privacy

and has no relationship to any activity of the Company or which will not sub-serve any public interest.

The various documents which would be debarred from disclosures under this clause would be:

- Family details of staff members.
- Any other information of personal nature about the employee.

e) Minutes or records of advice, opinions or recommendations made by an officers of the Company during the decision making process prior to the executive decision or policy formulation and the information, the disclosure of which may harm the competitiveness to third party, frankness of commercial nature, trade secret & intellectual property right shall not be disclosed till an executive decision is taken or policy is formulated.

The various documents which would be debarred from disclosures under this clause would be:

- Cabinet Note on setting up of BECIL
- Nothing on official files – Inter and Intra Departmental Correspondence.
- Correspondence with Ministries, Parliament and State Governments.

f) Information which would prejudicially affect fair trial or adjudication of a pending case or the proceedings of any tribunal, public inquiry:

The various documents which would be debarred from disclosures under this clause would be:

- Files relating to ongoing court cases.
- Papers & files relating to appointment of Advocate and Legal Consultant.
- Files relating to presentation before Parliamentary Committees; Enquiry Commissions.

- Files relating to vigilance matters.
- Matters relating to affidavits and actions sub-judice.
- Draft comments of Statutory/Government Auditors and replies.

g) Information pertaining to service record of a person, annual confidential reports, leave records of staff members, appointments, promotions and security vetting.

h) Information which has been expressly forbidden to be published by any court of law or tribunal or the disclosure of which may constitute contempt of court.

i) Information and disclosure of which would constitute a breach of privilege of the Parliament or the State Legislature (or violation of an order of a competent court).

j) Information including commercial confidence, trade secrets or intellectual property, the disclosure of which would harm the competitive position of a third party, unless the Competent Authority is satisfied that larger public interest warrants the disclosure of such information;

The various documents which would be debarred from disclosures under this clause would be:

- The files and correspondence pertaining to board related matters such as agenda of the board meeting, their deliberations, working papers and feedback reports.
- The files and papers concerning tender process including composition of Committee and allotment of contracts pertaining to the last past periods, sought for reference by the 3rd parties.
- The files and papers concerning our tender, quote, rates being decided, Margins etc.

k) Information available to a person in his fiduciary relationship, unless the Competent Authority is satisfied that the larger public interest warrants the disclosure of such information.

There shall be free access to all information excepting what is contained in clauses mentioned above. Subject to this provision, a Central Public Information Officer may reject a request for information where such request:

- Is of general in nature or is of such a nature that, having regard to the volume of information required to be retrieved or processed would involve disproportionate diversion of the resources of a Company or would adversely interfere with the functioning of such authority.
- Provided that where such request is rejected on the ground that the request is too general, it would be the duty of the Central Public Information Officer to render help as far as possible to the person making the request to reframe his request in such a manner as may facilitate the supply of information.
- Provided that if the Company finds it difficult to furnish copies of the required information, the applicant shall be allowed to inspect the record and make notes in the manner and within such time as may be prescribed.
- Provided that difficulties encountered by the authorities under this Act shall not be ground for denial of access to information.
- Provided it relates to information that is required by law, rules, regulations or order to the published at a particular time;
    1) Procedure
    2) The detailed information on Boards, Councils, Committees and other Bodies related.

j) Minutes of Board, Councils, Committees and Other Bodies consisting of two or more persons including general meeting of the Company.

To obtain any document from the Company, Public may write a letter to the Central Public Information Officer in the prescribed format.

CHAPTER - 5

(A Statement of boards, council, committees and other bodies constituted as its part)

5. A STATEMENT OF BOARDS, COUNCIL, COMMITTEES AND OTHER BODIES CONSTITUED AS ITS PART

The detailed information on Boards, Councils, Committees and other Bodies related to the Company are given below:

5.1 Name and Address of the affiliated Body

Broadcast Engineering Consultants India Limited

C-56/A-17, Sector – 62, Noida – 201307 (U.P.)

Phone: 0120 - 4177850

Fax: 0120 – 4177879

5.2 Type of Affiliated Body (Board, Council, Committees, Other Bodies)

BOARD OF DIRECTORS:

Functional Directors:

1) Cmde D.K.Murali, IN (Retd.), Chairman and Managing Director
2) Capt.(IN) Saurav Chauhan (Retd.), Director (O&M)

Nominee Directors:

1) Shri Prabhat, Additional Secretary (I&B), Ministry of Information & Broadcasting (Government Nominee)
2) Shri Ajay Shanker Singh, Chief Controller of Accounts Ministry of Information & Broadcasting (Government Nominee)

Independent Directors:

1) Dr. Sunita Mangla, Non Official Director

5.3 The Affiliated Body (Establishment Year, Objective/Main Activities)

Establishment Year: 24th March, 1995

Objective/Main Activities: To provide engineering, technical and management services in India and Abroad. This encompasses project planning, execution and operation/maintenance relating to sound studios, TV studios, Radio and TV transmitters satellite links, cable TV Broadcast systems and other related activities including training and other value added services.

5.4 Role of the Affiliated Body (Advisory/Managing/Executive/Others)

All Board of Directors performs the executive role to ensure sound management and good governance. As a governing body, the Board of Directors is responsible for the governance of the Company, ensuring that the Company is being well run.

5.5 Structure and Member Composition

Article 49 of the Articles of Association of BECIL provides that a subject to the provision of Section 252 of the Companies Act, 1956 and until otherwise determined by the Company in a General Meeting, the number of Directors shall not be less than three and not more than nine. The Directors are not required to hold any qualifications shares. The first Directors shall be:

Sl. No.	Particulars	Actual Strength	In Position
1.	Functional Directors	2	2
2.	Nominee Directors	2	2
3.	Independent Directors	3	1

5.6 Addresses of Head Office and its Project/Regional Offices

Head Office: -

Broadcast Engineering Consultants India Limited

14-B, Ring Road, I.P. Estate, New Delhi – 110002

Phone: 011-23378823

Fax: 011-23379885

Registered & Corporate Office

Broadcast Engineering Consultants India Limited

C-56/A-17, Sector – 62, Noida – 201307 (U.P.)

Phone: 0120 - 4177850

Fax: 0120 – 4177879

Regional Office

Broadcast Engineering Consultants India Limited

Regional Office (South): No.-162, 2nd Main, 1st Cross, AGS Layout,

RMV 2nd Stage, Bangalore - 560094

Phone: 080 – 23415853

5.7 Frequency of Meetings

The meetings of the Board of Directors are held for the dispatch of the business of the Company at least once in every three calendar months and at least four such meetings are held every year as required under Section 617 of the Companies Act, 1956. The minutes are prepared of each and every meeting.

5.8 Can public participate in the meetings?

No

CHAPTER - 6

(The names, designation and other particulars of the Public Information Officers)

6. THE NAMES, DESIGNATION AND OTHER PARTICULARS OF THE CENTRAL PUBLIC INFORMATION OFFICER

6.1 Central Public Information Officer

The list of CPIO's of BECIL are given below:

Sl. No.	CPIO's Name	E-mail ID	Contact No.
1.	Sh. Awadhesh Pandit, (GM(Fin.)& Secretary to the Board)	gmfinance@becil.com	9953119093
2.	Sh. Avnish Kumar Gupta (DGM)	avnish@becil.com	9599818964
3.	Smt. Jagriti Singh (DGM)	jagriti.singh@becil.com	9999676000
4.	Sh. Bipin Bihari Pandey, (DGM)	bipin.pandey@becil.com	9999005426
5.	Sh. Binay Kumar Tiwari (DGM)	binaytiwari@becil.com	8130190442
6.	Sh. Khuswinder Singh Bhatia (DGM)	khuswindersingh@becil.com	8130190439
7.	Sh. Ankur Saxena (DGM)	ankur.saxena@becil.com	8130190440
8.	Sh. Vinod Kumar (AGM)	Viond.dahiya@becil.com	8130792038
9.	Sh. Harmohan Sharma, (AGM)	harmohan@becil.com	8130558217
10.	Sh. Rajeev Sharma (Sr. Manager)	rajeev@becil.com	8130190460
11.	Sh. Rupesh Kumar (Sr. Manager)	rupesh@becil.com	8130190453
12.	Sh. Raman Rana (Sr. Manager)	raman.rana@becil.com	9205369010
13.	Sh. Avinash Khanna (Sr. Manager)	OIC1-HRO@becil.com	8130190459
14.	Sh. Janardhan P (Sr. Manager)	janardhan@becil.com	9986626240
15.	Sh. Chandan Kumar Singh (Sr. Manager)	chandan@becil.com	7566621021
16.	Sh. Rajender Singh (Manager)	rajender@becil.com	8130390475
17.	Smt. Meenu Tiwari (Sr. Project Manager)	meenu@becil.com	7290078638
18.	Smt. Mamta Bharadwaja (Executive Assistant)	mamta.bharadwaja@becil.com	8929335948
19.	Smt. Shubhi Agarwal (DFA Technical)	Shubhi.agarwal@becil.com	9205968875

Sl. No.	PIO's Name	E-mail ID	Contact No.
1.	Smt. Avantika Malhotra (Sr. Manager)	avantika@becil.com	8130190443

Sl. No.	FAA	E-mail ID	Contact No.
1.	Smt. Usha Mangalgi (GM)	usha@becil.com	9686102096

6.2 Department Appellate Authority

Sl. No.	Name	Designation	STD Code	Phone	Fax	Address
1.	Smt. Usha Mangalgi (GM)	General Manager	080	23415853	23415853	Regional Office: No. 162, 2nd Main, 1st Cross, AGS Layout, RMV 2nd Stage, Bangalore – 560094.

6.3 Transparency Officer

Smt. Usha Mangalgi (GM),

General Manager,

Regional Office: No. 162, 2nd Main, 1st Cross, AGS Layout, RMV 2nd Stage,

Bangalore-560094, Phone No. : 080-23415853

Fax: 080-23415853

CHAPTER - 7

(Procedure followed in Decision-Making Process)

7. PROCEDURE FOLLOWED IN DECISION MAKING PROCESS

The procedure is being followed by the Company with regard to the decisions for, placement of surplus funds under short term deposits and purchase/supply orders are given as under:

7.1 Deposit of Surplus Funds

The Company has evolved a more transparent and defined procedure for placement of surplus funds under Short Term Deposits as per DPE's guidelines.

7.2 Purchase/Supply (Work) Order/Miscellaneous Works.

The Company adopts a system of formation of Committees/Sub-Committee of the different level of officials for making Purchases and other miscellaneous petty works by following the purchase procedure as prescribed under Rules 102, 103 & 104 of the General Financial Rules of the Govt. of India as amended from time to time and such decisions recommended by the Committee members are approved by the Competent Authorities as per delegation of powers.

CHAPTER - 8

(Directory of Officers and Employees)

8. DIRECTORY OF EMPLOYEES

S.No.	Name	Designation	Pay Scale
1	Cmde D.K.Murali, IN (Retd.),	Chairman and Managing Director	1,60,000-2,90,000
2	Capt (IN) Saurav Chauhan, Retd	Director (O&M)	1,20,000-2,80,000
3	Mr. Awadhesh Pandit	General Manager (Fin.) & Secretary to the Board)	90,000-2,40,000
4	Ms. Usha Mangalgi	General Manager	90,000-2,40,000
5	Mr. Avnish Kr Gupta	Deputy General Manager	80,000-2,20,000
6	Mr. Ramit Lala	Deputy General Manager	80,000-2,20,000
7	Mr. Ved Prakash Gupta	Deputy General Manager (Proj. & BD)	80,000-2,20,000
8	Ms. Jagriti Singh	Deputy General Manager (BD)	80,000-2,20,000
9	Mr. Bipin Bihari Pandey	Deputy General Manager (Media)	80,000-2,20,000
10	Mr. Naveen Kumar Kaushik	Deputy General Manager (F&A)	80,000-2,20,000
11	Mr. Binay Kumar Tiwari	Deputy General Manager	80,000-2,20,000
12	Mr. Khushwinder Singh Bhatia	Deputy General Manager	80,000-2,20,000
13	Mr. Weekees Bhusan Prasad (Under Suspension)	Deputy General Manager	80,000-2,20,000
14	Mr. Ankur Saxena	Deputy General Manager (Officiating)	70,000-2,00,000
15	Mr. Vinod Kumar	Assistant General Manager	70,000-2,00,000
16	Mr Harmohan Sharma	Assistant General Manager (Admin.)	70,000-2,00,000
17	Mr. Rupesh Kumar	Senior Manager	60,000-1,80,000
18	Mr. Raman Rana	Senior Manager	60,000-1,80,000
19	Mr. Alok Chauhan	Senior Manager	60,000-1,80,000
20	Mr. Pankaj Kr Giri	Senior Manager	60,000-1,80,000
21	Mr. Rajeev Sharma	Senior Manager	60,000-1,80,000
22	Ms. Preeti Chaudhary	Senior Manager	60,000-1,80,000
23	Mr. Keshav Goyal	Senior Manager (F&A)	60,000-1,80,000
24	Mr. Avinash Khanna	Senior Manager	60,000-1,80,000
25	Ms. Avantika Malhotra	Senior Manager (HR)	60,000-1,80,000
26	Mr. Prateek Katoch	Senior Manager	60,000-1,80,000
27	Ms. Kusum Kumari	Senior Manager	60,000-1,80,000
28	Mr. Janardhan P	Senior Manager	60,000-1,80,000
29	Mr. Yogesh Kumar	Senior Manager	60,000-1,80,000
30	Mr. Rakesh kumar	Senior Manager (Admin.)	60,000-1,80,000
31	Mr. Prabeen Kr Mandol	Senior Manager	60,000-1,80,000

32	Mr. Chandan Kumar Singh	Senior Manager	60,000-1,80,000
33	Mr. Rajender Singh	Manager	50,000-1,60,000
34	Mr. Pankaj Sharma	Manager	50,000-1,60,000
35	Mr. Mahendra Singh	Manager	50,000-1,60,000
36	Mr. Ajay Kumar	Manager	50,000-1,60,000
37	Ms. Namrata Jaiswal	Deputy Company Secretary	50,000-1,60,000
38	Mr. Manoj Kumar Gahlot	Deputy Manager (System)	40,000-1,40,000
39	Mr. Mahendra Singh Rana	Deputy Manager	40,000-1,40,000
40	Ms. Tejinder Kaur	Senior Private Secretary	40,000-1,40,000
41	Mr. Jaidev	Senior Private Secretary	40,000-1,40,000
42	Mr. Balivada Sudhakara Rao	Senior Private Secretary	40,000-1,40,000
43	Mr. Virender Kumar	Deputy Manager (Admin - HR)	40,000-1,40,000
44	Mr. Ravi Shanker (Under Suspension)	Deputy Manager (HR)	40,000-1,40,000
45	Mr. Pravin Kumar	Deputy Manager (BD/P)	40,000-1,40,000
46	Mr. Vishal singh Rotele	Deputy Manager (IT)	40,000-1,40,000
47	Ms. Pooja Srivas	Deputy Manager (BD/P)	40,000-1,40,000
48	Mr. Shanker Dutt	Assistant Manager	30,000-1,20,000
49	Mr. Rajneesh Ranjan	Assistant Manager	30,000-1,20,000
50	Mrs. Sanyogita	Assistant Manager	30,000-1,20,000
51	Mr. Rakesh Kumar	Assistant Manager	30,000-1,20,000
52	Mr. Buddhadev Dalal	Assistant Manager	30,000-1,20,000
53	Ms. Moly Varghese	Assistant Manager	30,000-1,20,000
54	Ms. Mamta Bharadwaja	Executive Assistant (HR-Admin)	26,000-84,100
55	Mr. Ambikesh Mishra	Executive Assistant (Marketing)	26,000-84,100
56	Mr. Ranjeet Kumar	Executive Assistant	26,000-84,100
57	Mr. Ravindra Singh	Senior Assistant	23,300-82,300
58	Mr. Rakesh Kumar Sharma	Senior Driver	20,600-71,300
59	Mr. Rajeev Jassi	Senior Driver	20,600-71,300
60	Mr. Mohan Singh	Senior Attendant	17,200-51,200
61	Mr. Jitender Kumar	Senior Attendant	17,200-51,200
62	Mr. Sukhvir singh	Senior Attendant	17,200-51,200
63	Mr. Shiv Kumar	Senior Attendant	17,200-51,200
64	Mr. Ram Snehi	Senior Mali	17,200-51,200
65	Ms. Aanchal	Attendant	16,700-47,500

- Mrs. Moly Varghese, Assistant Manager comes under PWD Category