

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 November, 2021

Contents

Chapter No.	Topic	Page No.
1.	Introduction	3 - 6
2.	Particulars of Organization,	7 - 12
3.	Rules, Regulations, Instructions, Manual and Records, for Discharging Functions.	13 - 14
4.	A statement of the categories of documents that are held by it or under its control	15 - 20
5.	A Statement of boards, council, committees and other bodies constituted as its part	21 - 23
6.	The names, designation and other particulars of the Central Public Information Officers	24 -26
7.	Procedure followed in Decision-Making Process	27 -28
8.	Directory of Officers & Employees	29 -31
9.	Consultancy Committee of key stake holders for advice on suo-motu disclosure	32

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. 12 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 Limited (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

- Members of the public, stakeholders and Staff of the Company are the intended users of this handbook.

1.4 Organization of the information in this handbook

This handbook has 9 Chapters. The details are given as under:

Chapter	Topic
1	Introduction
2	Particulars of 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 & Employees
9	Frequently Asked Questions and their Answers.

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 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

S. No.	Responsibility	Officer	Phone No.	Email
1	Strategic Department	Dr. (Prof.) Nishakant Ojha, Advisor (Cyber & Aerospace Security) & Chief Strategic Officer	0120-4177850	nishakant.ojha@becil.com
2	Broadcasting, IT & ITES, Security Surveillance, Online Exam, HRD etc.	Shri W. B. Prasad, General Manager	0120-4177850	wbprasad@becil.com
3	Broadcasting, IT & ITES, Security Surveillance, Online Examination etc.	Shri V. P. Singh, General Manager	0120-4177850	vpsingh@becil.com
4	Non-Strategic - Manufacturing, IT & ITES, Security Surveillance, Online Examination etc.	Shri Mazhar Umer, General Manager	0120-4177850	mazhar.umer@becil.com
5	Non-Strategic - Manufacturing, IT & ITES, Security Surveillance, Online Examination etc.	Shri R.B. Jagtap, General Manager	Under posting to Mumbai	rbjagtap@becil.com
6	Finance & Accounts	Shri Awadhesh Pandit (Dy. General Manager)	0120-4177850	panditmd@becil.com
7	Regional Office (South)	Ms. Usha Mangalgi (Dy. General Manager)	080-26685853	usha@becil.com
8	General Administration	Shri Harmohan Sharma, Assistant General Manager	0120-4177850	harmohan@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 201301 (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 LIMITED payable at DELHI".

Chapter 2

(Particulars of Organization)

2. Particulars of Organization, Functions 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.

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 its 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 & 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 & 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, develop and manufacture specialized broadcast equipments.

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 & Information Technology and 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.

2.4 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 a 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.

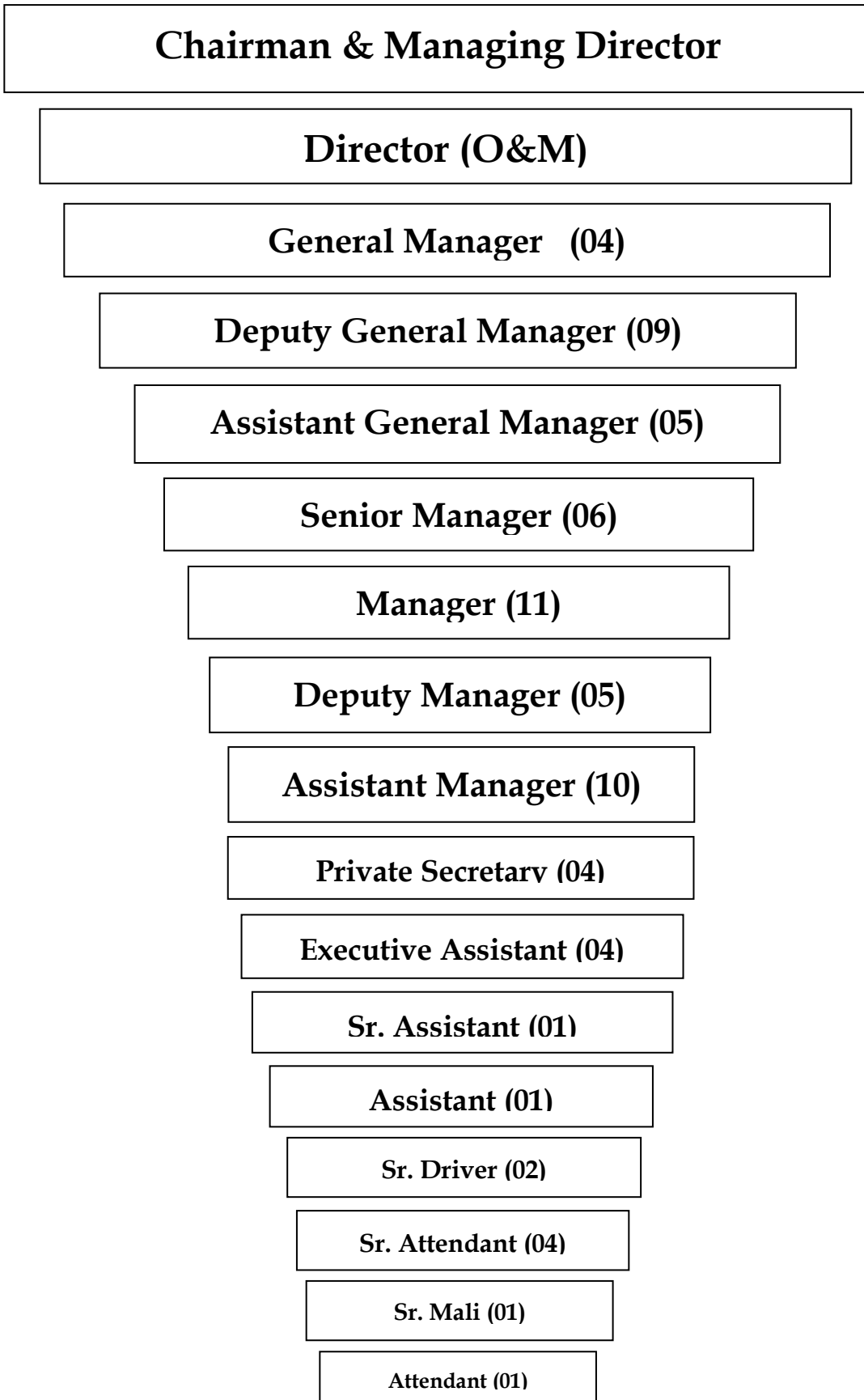
2.6 List of services being provided by the Company with a brief write-up on them

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 on 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:** Drones, Cyber and Aerospace Security
- 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) Establishment of Smart Classroom and Digitization in Government Industrial Training Institutes.
 - (ii) Education Tablet.
- e) **Other Services:**
 - (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 Organisation Structure



2.7 Addresses of the Head Office and other 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 and Corporate Office:

Broadcast Engineering Consultants India Limited,
C-56/A-17, Sector 62, Noida 201301 (U.P.)
Phone: 0120-4177850
Fax: 0120-4177879

Regional Office:

Broadcast Engineering Consultants India Limited
Regional Office (South): No-162, 2nd Main, 1
Cross, AGS Layout, RMV 2nd Stage, Bangalore -
560094, Ph-080-23415853

Morning hours of the office : 9.30 A.M.
Lunch hour : 1.30 P.M. to 2.00 P.M.
Closing hours 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, manuals and records available and used by employees for discharging functions are given below:

S.No.	Name/title of the document	Type of the 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
1.	Recruitment, Promotion And Seniority Rules	Rules	Shri W. B. Prasad, GM C-56/A-17, Sector 62, Noida 201301 (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 Leave Rules	Rules	-do	
6.	Traveling 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)	DGM (F&A)
2.	Memorandum of Understanding	Memorandum of Understanding between BECIL and Ministry of Information & Broadcasting. (A mutual agreement on various performance evaluation parameters and targets)	DGM (F&A)
3.	Corporate Services Files	Files relating to corporate matters of the Company	DGM (F&A)
4.	Memorandum & Articles of Association	Bye-Laws regulating affairs of the Company	DGM (F&A)
5.	Agenda/Minute Books of the Board Meetings & General Body Meetings	Agenda and Minutes of the Board Meetings and General Body Meetings of the Company	DGM (F&A)
6.	Correspondence Files	Contains correspondence with Administrative Ministry & DPE	DGM (F&A)
7.	Annual Audit Account File	Regarding Finance and Accounts	DGM (F&A)
8.	Corporate Services Registers	Attendance Registers of Board/General Body Meetings, Share Register, Share Capital Register, Members/ shareholders/Directors Register, Common Seal Register	DGM (F&A)
9	Medical Attendance Files of Officers & Employees	Contains individual medical claim details of employees	DGM (F&A)
10	Provident Fund and Pension File	Contains Provident Fund and Pension details of employees	DGM (F&A)

4.2 Personnel/Administration Department.

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	-do-
3.	Court Cases / Legal Matters Files	Files relating to legal matters of the Company	(i) Sr. Manager (HR)
			(ii) Concern Vertical Head
4.	Vigilance Cases Files	Files relating to vigilance matters of the Company	DGM (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	-do-
7.	Probation Reports Files of Officers & Employees	Contains probation reports of employees	-do-
8.	Reservation Roster	Contains reservation details	-do-
9.	Posting & Transfer Files	Contains details of posting & transfer of staff	-do-
10.	Leave Register (EL, Medical & CL)	Contains details of leave of employees	-do-
11.	Hindi Register	Regarding Hindi Work	-do-
12.	Hindi File	Quarterly Report (Hindi)	-do-
13.	Service Books	Contains individual details of employees	-do-
14.	Leave Proceedings	Contains Individual details of employees	-do-
15.	Leave Application	Contains Individual details of employees	-do-
16.	Regional/Project Office Attendance	Regional/Project Office leave attendance	-do-
17.	RF ID-Card	Individual employees attendance sheet (computerized)	-do-

Sl. No.	Category of the document	Name of the document and its introduction in one line	Held by / under control of
18.	Recruitment Files	Contains recruitment and appointment process	-do-
19.	Pay Fixation of Employees	Contains information regarding fixation of pay employees on pay revision and appointment on promotion etc.	-do-
20.	Annual Increment Files	Contains information regarding grant of annual increment to employees as and when due	-do-
21.	Corporate Plan	Contains manpower planning positioning and strength of the Company	-do-

4.3 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 Centre-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.
- Noting 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 the 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 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 a ground for denial of access to information.
 - Provided it relates to information that is required by law, rules, regulations or order to be published at a particular time;
 - 1 Procedure.
 - 2 The detailed information on Boards, Councils, Committees and Other Bodies related
- (l) 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 constituted 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 (BECIL)
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) Shri George Kuruvilla, Chairman & Managing Director, BECIL
- 2) Shri Deepak Ranjan Gogoi, Director (O&M)

Nominee Directors:

- 1) Shri Sanjiv Shankar, Joint Secretary (Broadcasting) & CVO, Ministry of Information & Broadcasting (Government Nominee)
- 2) Sh Bhupal Nanda, Chief Controller of Accounts (CCA), Ministry of Information & Broadcasting (Government Nominee)

Independent Directors:

- Shri B. Thiagarajan
- Air Marshal Virender Mohan Khanna (Retd.)

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)

The 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 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:

1	Functional Directors	2
2	Nominee Directors	2
3.	Independent Directors	2

5.6 Address 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

Registered and 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, 1 Cross,
AGS Layout, RMV 2nd Stage, Bangalore -560094
Ph-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.

5.9 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 Officers

6.1 Central Public Information Officer:

Sl. No.	Name & Designation	Phone No. with STD Code	Fax	Address
1.	Shri V.P. Singh, General Manager	0120-4177850	4177879	C-56, A/17, Sector-62, Noida-201301, U.P.
2.	Shri Ravindra Babanrao Jagtap, General Manager	Under Posting to Mumbai		
3.	Shri Mazhar Umer, General Manager	0120-4177850	4177879	C-56, A/17, Sector-62, Noida-201301, U.P.
4.	Smt. Usha Mangalgi, Deputy General Manager	080-23415853	23415853	No.162, 2nd Main, 1 Cross, AGS Layout, RMV 2nd Stage, Bangalore-560094
5.	Shri Awadhesh Pandit, Deputy General Manager(Finance)	0120-4177850	4177879	C-56, A/17, Sector-62, Noida-201301, U.P.
6.	Shri Mahesh Chand, Deputy General Manager (HR)	0120-4177850	4177879	- do -
7.	Shri Ramit Lala, Deputy General Manager	0120-4177850	4177879	- do -
8.	Shri Avnish Kumar Gupta, Deputy General Manager	0120-4177850	4177879	- do -
9.	Shri Binay Kumar Tiwari, Deputy General Manager	0120-4177850	4177879	- do -
10.	Shri Khushwinder Singh Bhatia, Assistant General Manager	0120-4177850	4177879	- do -
11.	Shri Harmohan Sharma, Assistant General Manager	0120-4177850	4177879	- do -
12.	Shri Raman Rana, Sr. Manager	0120-4177850	4177879	- do -
13.	Shri Pankaj Kumar Giri, Sr. Manager	0120-4177850	4177879	- do -
14.	Smt. Kusum Kumari, Manager	0120-4177850	4177879	- do -
15.	Shri Rajender Singh, Deputy Manager	0120-4177850	4177879	- do -
16.	Ms. Mamta Bharadwaja, Executive Assistant (HR-Admin)	0120-4177850	4177879	- do -

6.2 Department Appellate Authority:

Sl. No.	Name	Designation	STD Code	Phone	Fax	Address
1	Shri Weekees Bhusan Prasad	General Manager	0120	4177850	4177879	Corporate Office: BECIL Bhawan, C-56/A-17, Sector 62, Noida 201307 (U.P.)

6.3 Transparency Officer

Shri Weekees Bhusan Prasad,
General Manager
Corporate Office: BECIL Bhawan, C-56/A-17, Sector -62,
Noida 201307
Phone: 0120 - 4177850
Fax: 0120- 4177879

Chapter-7

(Procedure followed in Decision-Making Process)

7. Procedure followed in Decision-Making Process

The procedures being followed by the Company with regard to the decisions for , placement of surplus funds under short term deposits and purchases/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 Purchases/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 Officers & Employees

S.No.	Name	Designation	Current Pay Scale
1	Mr. George Kuruvilla	CMD	65,000-75,000
2	Mr. D.R.Gogoi	Director (O&M)	51,300-73,000
3	Mr. Weekees Bhusan Prasad	General Manager	36,600-62,000
4	Mr. Mazhar Umer	General Manager	36,600-62,000
5	Mr. V.P.Singh	General Manager	36,600-62,000
6	Mr. Ravindra Babanrao Jagtap	General Manager	36,600-62,000
7	Mrs. Usha Mangalgi	Deputy General Manager	32,900-58000
8	Mr. Awadhesh Pandit	Deputy General Manager (F&A)	32,900-58000
9	Mr. Avnish Kr Gupta	Deputy General Manager	32,900-58000
10	Mr. Ramit Lala	Deputy General Manager	32,900-58000
11	Mr. Mahesh Chand	Deputy General Manager (HR)	32,900-58,000
12	Mr. Ved Prakash Gupta	Deputy General Manager (Proj. & BD)	32,900-58,000
13	Mrs. Jagriti Singh	Deputy General Manager (BD)	32,900-58,000
14	Mr. Bipin Bihari Pandey	Deputy General Manager (Media)	32,900-58,000
15	Mr. Binay Kumar Tiwari	Deputy General Manager	29,100-54,500
16	Mr. Naveen Kumar Kaushik	Assistant General Manager (F&A)	29,100-54,500
17	Mr. Khushwinder Singh Bhatia	Assistant General Manager	29,100-54,500
18	Mr. Ankur Saxena	Assistant General Manager	29,100-54,500
19	Mr. Vinod Kumar	Assistant General Manager	29,100-54,500
20	Mr Harmohan Sharma	Assistant General Manager (Admin)	29,100-54,500
21	Mr. Alok Chauhan	Sr. Manager	20,600-46,500
22	Mr. Raman Rana	Sr. Manager	20,600-46,500
23	Mrs. Avantika Malhotra	Sr. Manager (HR)	20,600-46,500
24	Mr. Janardhan P	Sr. Manager	20,600-46,500
25	Mr. Pankaj Kr Giri	Sr. Manager	20,600-46,500
26	Mr. Avinash Khanna	Sr. Manager	20,600-46,500
27	Mr. Yogesh Kumar	Manager	20,600-46,500
28	Mr. Prateek Katoch	Manager	20,600-46,500
29	Mr. Rajeev Sharma	Manager	20,600-46,500
30	Mrs. Preeti Chaudhary	Manager	20,600-46,500
31	Mr. Rakesh kumar	Manager	20,600-46,500
32	Mr. Keshav Goyal	Manager (F&A)	20,600-46,500
33	Mr. Chandan Kumar Singh	Manager	20,600-46,500
34	Mrs. Kusum Kumari	Manager	20,600-46,500
35	Mr. Vipul Kamboj	Manager	20,600-46,500
36	Mr. Rupesh Kumar	Manager	20,600-46,500
37	Mr. Prabeen Kr Mandol	Manager	20,600-46,500
38	Mr. Rajender Singh	Manager	20,600-46,500
39	Mr. Pankaj Sharma	Manager	20,600-46,500
40	Mr. Mahendra Singh	Manager	20,600-46,500

41	Mr. Ajay Kumar	Manager	20,600-46,500
42	Mr. Manoj Kumar Gahlot	Deputy Manager (System)	16,400-40,500
43	Mr. Mahendra Singh Rana	Deputy Manager	16,400-40,500
44	Mr. Balivada Sudhakara Rao	Sr. Private Secretary	16,400-40,500
45	Mr. Jaidev	Sr. Private Secretary	16,400-40,500
46	Mr. Virender Kumar	Sr. Private Secretary	16,400-40,500
47	Mrs. Tejinder Kaur	Sr. Private Secretary	16,400-40,500
48	Mr. Ravi Shanker	Assistant Manager	12600-32500
49	Mr. Koteru Pruthvi Gopal Reddy	Assistant Manager	12600-32500
50	Mr. Pravin Kumar	Assistant Manager	12600-32500
51	Mr. Vishal singh Rotele	Assistant Manager	12600-32500
52	Ms. Pooja Srivas	Assistant Manager	12600-32500
53	Mr. Shanker Dutt	Assistant Manager	12,600-32,500
54	Mr. Rajneesh Ranjan	Assistant Manager	12,600-32,500
55	Mrs. Sanyogita	Assistant Manager	12,600-32,500
56	Mr. Rakesh Kumar	Assistant Manager	12,600-32,500
57	Mr. Buddhadev Dalal	Assistant Manager	12,600-32,500
58	Mrs. Moly Varghese*	Executive Assistant	10,700-23,000
59	Mrs. Mamta Bharadwaja	Executive Assistant (HR-Admin)	10,700-23,000
60	Mr. Ambikesh Mishra	Executive Assistant (Marketing)	10,700-23,000
61	Mr. Ranjeet Kumar	Executive Assistant	10,700-23,000
62	Mr. Ravinder Singh	Senior Assistant	9,600-22,500/-
63	Mr. Rakesh Kumar Sharma	Sr. Driver	8,500-19,500
64	Mr. Rajeev Jassi	Sr. Driver	8,500-19,500
65	Mr. Mohan Singh	Sr. Attendant	7,100-14,000
66	Mr. Jitender Kumar	Sr. Attendant	7,100-14,000
67	Mr. Sukhvir singh	Sr. Attendant	7,100-14,000
68	Mr. Shiv Kumar	Sr. Attendant	7,100-14,000
69	Mr. Ram Snehi	Sr. Mali	7,100-14,000
70	Mrs. Aanchal	Attendant	6,900-13000

* - Mrs. Moly Varghese, Executive Assistant comes under PwD category.



ब्रॉडकास्ट इंजीनियरिंग कंसल्टेंट्स इंडिया लिमिटेड

(सूचना एवं प्रसारण मंत्रालय के अधीन-भारत सरकार का उद्यम) (मिनि रत्न कम्पनी) (CIN - U32301UP1995GOI017744)

BROADCAST ENGINEERING CONSULTANTS INDIA LIMITED

(A Government of India Enterprise - Under Ministry of Information & Broadcasting) (A Mini Ratna Company)

पंजीकृत एवं कॉर्पोरेट कार्यालय : बेसिल भवन, सी-56/ ए-17, सेक्टर-62, नोएडा-201307 (उ.प्र.), फोन : +91 120 4177850, फैक्स : +91 120 4177879

Registered & Corporate Office : BECIL BHAWAN, C- 56/ A-17, Sector-62, Noida-201307 (U.P.), Tel. : +91 120 4177850, Fax: +91 120 4177879



BECIL/HR/2021-22

Dated: 27th September, 2021

OFFICE MEMORANDUM

A Consultancy Committee of key stake holders for advice on suo-motu disclosure and to identify frequently sought information under the RTI Act, 2005, comprising of officials having rich experience in RTI matter is constituted in the BECIL as follows:

S. No.	Name of Officials	
1	Mr. Weekees Bhusan Prasad, General Manager	Chairperson
2	Mr. Ramit Lala, Deputy General Manager	Member
3	Mr. Naveen Kaushik, Assistant General Manager	Member
4	Mr. Rakesh Kumar, Manager	Member
5	Mrs. Sanyogita, Assistant Manager	Member

2. The committee will have meeting at regular intervals to identify information in respect of suo-motu disclosure & issues raised from time to time.

एक कदम स्वच्छता की ओर



(Harmohan Sharma)
AGM (Admn. & HR)

To,
All Members

Copy to: CMD, BECIL