

# INFORMATION MANUAL

(Pursuant to Section 4(1)(b) of the RTI Act, 2005)

## UDUPI COCHIN SHIPYARD LIMITED

(A Wholly owned subsidiary of Cochin Shipyard Limited,  
Ministry of Ports, Shipping and Waterways)

Malpe Harbour Complex, Malpe, Udupi,  
Karnataka, India – 576108.

[CIN: U27209TN1984GOI010994]

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## PARTICULARS OF ORGANISATION, FUNCTIONS & DUTIES [Section 4(1)(b)(i)]

**Basic Details**

1.	Name of the Company	Udupi Cochin Shipyard Limited
2.	Corporate Identity Number (CIN)	U27209TN1984GOI010994
3.	Date of Incorporation	July 09, 1984
4.	Type of Company	Government Company
5.	Administrative Ministry	Ministry of Ports, Shipping and Waterways Government of India
6.	Address of the office & contact details	Malpe Harbour Complex, Malpe, Udupi, Karnataka, India – 576108. Ph: +91 0820-2538601 Fax: + 91 0820-2538605 e-mail: info@udupicsl.com website: www.udupicsl.com
7.	Share Capital	
	Authorised Share Capital 15,00,00,000 Equity shares of Rs. 10 each and 6,50,00,000 Preference Shares of Rs. 10 each.	Rs. 215,00,00,000
	Paid-up Share Capital 10,80,00,000 Equity shares of Rs. 10 each.	Rs. 108,00,00,000
8.	Shareholding Pattern	100% held by Cochin Shipyard Limited (CSL)
9.	Whether listed company	No
10.	Principal business activities	Shipbuilding and Ship repair

## Overview

Udupi Cochin Shipyard Limited (Udupi CSL) was incorporated as 'Tebma Engineering Private Limited' on July 09, 1984 as a private non-government company. Subsequently, the Company became public and changed the name to 'Tebma Shipyards Limited'. Cochin Shipyard Limited (CSL), the premier public sector shipyard in India, acquired the Company through an order of the Hon. NCLT, Chennai and took over its management in September 2020, consequent to which the Company became a wholly owned subsidiary of CSL and a Government Company under the provisions of the Companies Act, 2013. Subsequently, on April 22, 2022 the name of the Company was changed from Tebma Shipyards Limited to Udupi Cochin Shipyard Limited.

## Vision, Mission & Objectives

### Vision

- Emerge as one of the internationally preferred shipyards to construct world class tug boats, deep sea fishing vessels, offshore supply vessels and special purpose ships of up to 80 meters in length.
- Spearhead the transformation of Indian fishing fleet to engineered fishing boats, aimed at wholesome development of the fishermen of the country.
- Emerge as the market leader in aluminium hull construction in the country.
- To be admired for our achievements, respected for our ethics and trusted for our service excellence by our valued customers.

### Mission

- To build and repair tug boats, specialised fishing vessels and special purpose ships of up to 80 meters length to international standards and provide value added quality engineering services, sustain corporate growth in competitive environment and adopt & undertake practices towards becoming a responsible corporate citizen.

### Objectives

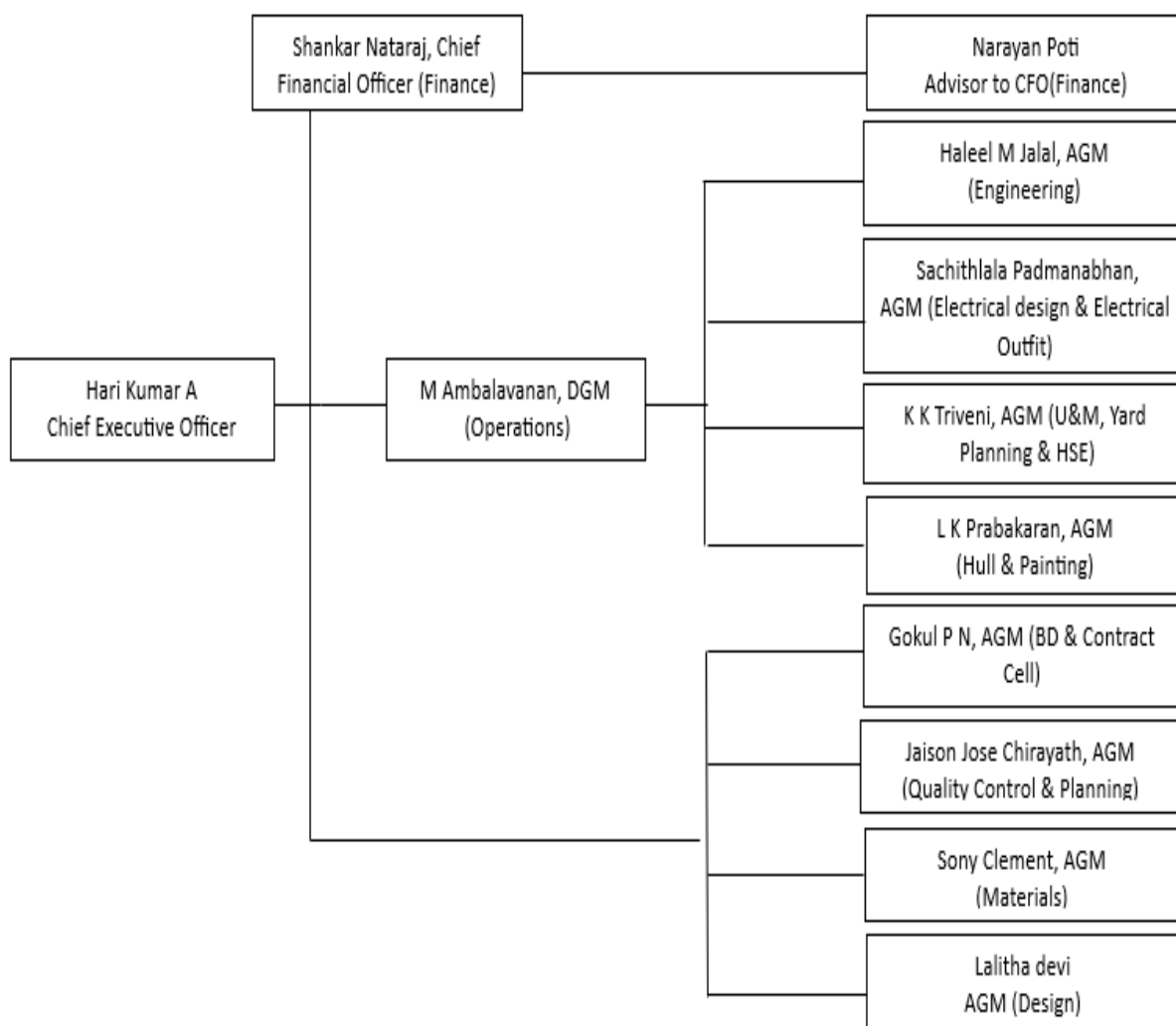
- To sustain and enhance shipbuilding and specialised engineering services through technology up-gradation and capacity augmentation.
- To continuously endeavour to expand/diversify activities of the Shipyard leveraging facilities of the Company in the states of Karnataka and Tamil Nadu.
- To work with the parent organisation Cochin Shipyard Limited, in carrying out research & development in existing and emerging technologies in shipbuilding processes.
- To move towards international benchmarking, benchmark with the best shipbuilding standards followed in India.
- To motivate employees through improved specific training programs.
- To adopt best practices for clean and safe environment.
- To adopt proactive approach to opportunities with aggressive bidding and secure orders to maximize capacity.
- To ensure positive customer-oriented initiatives.
- To be a responsible corporate citizen through CSR & sustainability projects and compliance to corporate governance principles.

## Products & Services

### Shipbuilding

Udupi Cochin Shipyard with its proven expertise is perfectly positioned to offer a flexible range of products such as

- Bollard Pull Tugs
- Cargo vessels
- Aluminium ferries
- Fishing Vessel segments.



**Board of Directors**

Board of Directors		
<b>Shri Madhu Sankunny Nair</b> Chairman (Head of the Organisation)	<b>Shri Jose V J</b> Non-Executive Director	<b>Dr. Harikrishnan S</b> Non-Executive Director
<b>Shri Rajesh Gopalakrishnan</b> Non-Executive Director	<b>Shri Shiraz V P</b> Non-Executive Director	<b>Smt. Anjana K R</b> Non-Executive Director

Insert the Organisation Chart of UCSL appropriately.

**Annual Reports**

FY 2024-25

FY 2023-24

FY 2022-23

FY 2021-22

FY 2020-21

## POWERS AND DUTIES OF Udupi CSL OFFICERS AND EMPLOYEES [Section 4(1)(b)(ii)]

Udupi Cochin Shipyard Limited, a wholly owned subsidiary of Cochin Shipyard Limited, is a Commercial Organisation under the Ministry of Ports, Shipping and Waterways, Government of India. The powers of the officers and employees are well defined at all levels in the Organisation and are derived from various documents such as the Articles of Association, the Sub-Delegation of Powers etc.

### Senior Management

Name	Designation	Duties
Shri HARIKUMAR A	Chief Executive Officer	Overall management of the affairs of the Company, under the direction of the Chairman.
Shri SHANKAR NATARAJ	Chief Financial Officer	Overall in charge of finance and accounts functions of the Company. He is also responsible for formulation of policies relating to finance and accounts and its implementation thereof.
Shri M AMBALAVANAN	Head of Operations	Overall in charge of Operation Department.
Shri L K PRABAKAR	Assistant General Manager (Production)	Overall in charge of Hull & Painting Department
Shri SONY CLEMENT T M	Assistant General Manager (Purchase, Materials & Stores)	Overall in charge of Purchase, Materials & Stores Departments
Kum. K K TRIVENI	Assistant General Manager (U&M, Yard Planning & HSE)	Overall in charge of U&M, Yard Planning, HSE
Smt. V LALITHA DEVI	Assistant General Manager (Design)	Overall in charge of Design Department
Shri. JAISON JOSE CHIRAYATH	Assistant General Manager (QC & Planning)	Overall in charge of Quality Control & Planning
Shri HALEEL M JALAL	Assistant General Manager (Engineering)	Overall in charge of Engineering
Shri GOKUL P N	Assistant General Manager (Contract Cell & BD)	Overall in charge of Contract Cell & BD
Shri SACHITHLAL PADMANABHAN	Assistant General Manager (Electrical Outfit & Electrical Design)	Electrical Outfit & Electrical Design
Shri ASWIN SARMA M	Company Secretary	Corporate Affairs

**Udupi CSL other officers and employees**

Duties are assigned to its officers and employees from time to time by the heads of the concerned department given above under whom the officer or employee is working.

## PROCEDURE FOLLOWED IN DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY [Section 4(1)(b)(iii)]

- ❖ Udupi CSL is a company managed by its Board of Directors, constituted under the Companies Act, consisting of Chairman and Non-Executive Directors.
- ❖ Overall supervision and management of the Company is vested with the Board of Directors of the Company. The Board of Directors is the highest decision making body within the Company.
- ❖ The day-to-day activities of Udupi CSL are managed by CEO within the overall policy framework provided by the Companies Act, Memorandum and Articles of Association and the Board of Directors.
- ❖ Detailed execution of the job is being done under the leadership of the in-charge of the respective departments.
- ❖ The decisions are made on the basis of the approval of the appropriate authority as per Udupi CSL's Sub-Delegation of Powers as approved by the Board of Directors. Financial concurrence is obtained in case of proposals having financial implications. Decisions which are beyond the Udupi CSL's Sub-Delegation of Powers are placed before the Board of Directors for their approval.
- ❖ As per the provisions of the Companies Act, 2013 certain matters require the approval of the shareholders of the Company. Hence approval of the Shareholders is obtained, wherever required.
- ❖ Further Udupi CSL, being a Public Sector Company under the administrative control of the Ministry of Ports, Shipping and Waterways, Government of India, approval of the Ministry of Ports, Shipping and Waterways is also obtained, wherever required.

### **NORMS SET FOR DISCHARGE OF FUNCTIONS [Section 4(1)(b)(iv)]**

Shipbuilding and repair of ships is the principal business activities of Udupi CSL. Udupi CSL has its Articles of Association and well defined procedure and guidelines in the form of delegation of powers, laid down policies, manuals, compliance of provisions of various statutes, rules and regulations, guidelines of Department of Public Enterprises, guidelines of Chief Vigilance Commission and Companies Act for smooth operations of the Company. Any person who require the services of Udupi CSL can access the same by contacting the concerned officers as hosted in Udupi CSL's website [www.udupicsl.com](http://www.udupicsl.com)

## THE RULES, REGULATIONS, INSTRUCTIONS, MANUAL AND RECORDS HELD BY UDUPI CSL OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGE OF FUNCTIONS [Section 4(1)(b)(v)]

The overall objectives and framework of rules and regulations of the Company are laid down in the Memorandum and Articles of Association of the Company. Corporate policy decision of running the businesses of Udupi CSL is being taken, depending upon the changing scenario of the business by the Board of Directors. The day to day activities to be carried out are being decided by the respective departments and are being executed in conformity with the corporate decision taken by Udupi CSL in the meeting of its Board of Directors. Each Department of the Company, while discharging its functions, is guided by manuals, policy and guidelines, which are periodically reviewed and updated. The conduct of the employees is regulated by the Udupi CSL Conduct, Discipline & Appeal Rules. In addition, the Company follows the directives and guidelines issued by the Government of India on various matters. The operations of the Company are also guided by the Memorandum of Understanding entered into with the Holding Company Cochin Shipyard Limited.

Given below is a list of major Acts, rules, regulations, instructions, manuals and records used by Udupi CSL for discharging its functions:

- ❖ Memorandum of Association and Articles of Association;
- ❖ Companies Act, 2013 and the Rules made there under;
- ❖ DPE Guidelines;
- ❖ Materials Manual;
- ❖ Sub-Delegation of Powers;
- ❖ Udupi CSL Conduct, Discipline & Appeal Rules.

Further, the following major policies of Udupi CSL are hosted in Udupi CSL's website [www.udupicsl.com](http://www.udupicsl.com):

- ❖ Whistle Blower Policy;
- ❖ Code of Conduct; and
- ❖ Quality, Health, Safety and Environment Policy.

## STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY UDUPI CSL OR UNDER ITS CONTROL [Section 4(1)(b)(vi)]

The Company maintains various statutory documents, registers, books, licenses, certificates, Materials Manual, HSE Policy and various other Agencies/Companies, Annual Reports, Periodic Returns filed with various statutory authorities, Agreements etc., as required under various statutes, rules and regulations. Documents are available either in paper and/or in electronic format and are maintained under the control of the respective heads of the department.

Broad categories and important documents held by the Company under its control are listed below:

### **Documents pertaining to Incorporation:**

- ❖ Certificate of Incorporation and Memorandum of Association and Articles of Association.

### **Documents pertaining to Finance & Accounts:**

- ❖ Books of Accounts, Annual Reports, Documents and Returns filed with various Tax authorities, etc.

### **Documents pertaining to Corporate Affairs:**

- ❖ Agenda Papers and Minutes of Board Meetings, Committee Meetings etc, Statutory Registers maintained under various statutory provisions, Returns & Forms filed under various statutory provisions, various policies adopted by the Board of Directors of Udupi CSL etc.

### **Documents pertaining to HR Function:**

- ❖ Udupi CSL Conduct, Discipline & Appeal Rules, Documents relating to the employees, Documents, forms and returns maintained and filed under various labour legislations, etc.

### **Technical Documents:**

- ❖ Design & Drawings, Agreements, Detailed Project Reports etc. for the business operations of the Company.

### **Other Documents:**

- ❖ Sub-Delegation of Powers, Materials Manual, Documents relating to the property of the Company, etc.

Disclaimer: The present management of the Company does not have knowledge of, nor can it guarantee, the availability, accuracy, authenticity, or completeness of any documents or information relating to the period prior to the takeover by CSL.

**THE PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH OR REPRESENTATION BY, THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF Udupi CSL'S POLICY OR IMPLEMENTATION THEREOF [Section 4(1)(b)(vii)]**

Udupi CSL being a commercial organization engaged in building and repair of ships and the policies formulated by it relate to its internal management, there is no arrangement exists for consultation with the members of the Public prior to formulation of its internal policies. However, internal policies of the Company are formulated in compliance with the applicable provisions of the statutes, rules and regulations etc.

If the members of the public, who are dealing with the Company in its business transaction have any grievances/suggestions, they can approach through e-mail or through the concerned officers as hosted in Udupi CSL's website [www.udupicsl.com](http://www.udupicsl.com).

**STATEMENT OF THE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS ITS PART OR FOR THE PURPOSE OF ITS ADVICE, AND AS TO WHETHER MEETINGS OF THOSE BOARDS; COUNCILS, COMMITTEES AND OTHER BODIES ARE OPEN TO THE PUBLIC, OR THE MINUTES OF SUCH MEETINGS ARE ACCESSIBLE FOR PUBLIC [Section 4(1)(b)(viii)]**

The Board of Directors of the Company is constituted as per the provisions of the Companies Act, 2013 and consists of Chairman and Non-Executive Directors (which also include Woman Director). The Board constitutes committees with specific powers and distinct roles and responsibilities to focus on respective areas, wherever required. The details of the Board of Directors and the composition of committees can be accessed on Udupi CSL's website [www.udupicsl.com](http://www.udupicsl.com)

The meetings of the Board of Directors and Committees of the Board are not open to the public. Similarly, the Minutes of such meetings are also not accessible for public. While decision taken or minutes of the meeting of the Board of Directors and Committees of the Board are not accessible to the public, important decisions regarding the company and/or its management are being communicated to the statutory authorities as required under the law from time to time.

**DIRECTORY OF UDUPI CSL'S OFFICERS AND EMPLOYEES [Section 4(1)(b)(ix)]**

The details of the Directors and the senior officials of the Company are given below:

Name	Designation	Extn.	Direct No. (Off)	E-mail
Shri MADHU SANKUNNY NAIR	Chairman	1201	2501201	cmd@cochinshipyard.in
Shri JOSE V J	Non-Executive Director	1222	2501222	dirfin@cochinshipyard.in
Dr. HARIKRISHNAN S	Non-Executive Director	1386	2501386	harikrishnan.s@cochinshipyard.in
Shri RAJESH GOPALAKRISHNAN	Non-Executive Director	1900	2501900	rajesh.g@cochinshipyard.in
Shri SHIRAZ V P	Non-Executive Director	1291	2501291	shiraz.vp@cochinshipyard.in
Smt. ANJANA K R	Non-Executive Director	1440	2501440	anjana.kr@cochinshipyard.in
Shri HARIKUMAR A	Chief Executive Officer		0820 2912140	harikumar.a@udupicsl.com
Shri SHANKAR NATARAJ	Chief Financial Officer		0820 2912111	shankarnataraj@udupicsl.com
Shri M AMBALAVANAN	Head of Operations		0820 2912141	ambalavanan.m@udupicsl.com
Shri R NARAYANAN POTTI	Advisor to CFO		0820 2912112	rnpotti@udupicsl.com
Shri L K PRABAKAR	Assistant General Manager (Production)		0820 2912134	lkprabhakar@udupicsl.com
Shri SONY CLEMENT T M	Assistant General Manager (Purchase, Materials & Stores)		0820 2912113	sony.clement@udupicsl.com
Smt. K K TRIVENI	Assistant General Manager (U&M, Yard Planning & HSE)		0820 2912147	triveni.kk@udupicsl.com
Smt. V LALITHA DEVI	Assistant General Manager (Design)		0820 2912131	vlalithadevi@udupicsl.com

Name	Designation	Extn.	Direct No. (Off)	E-mail
Shri JAISON JOSE CHIRAYATH	Assistant General Manager (QC & Planning)		0820-2912142	jaison.chirayath@udupicsl.com
Shri HALEEL M JALAL	Assistant General Manager (Engineering)		0820 2912133	haleel.jalal@udupicsl.com
Shri GOKUL P N	Assistant General Manager (Contract Cell & BD)		0820 2912129	gokul.pn@udupicsl.com
Shri SACHITHLAL PADMANABHAN	Assistant General Manager (Electrical Outfit & Electrical Design)		0820 2912132	sachithlal@udupicsl.com
Shri ASWIN SARMA M	Company Secretary	1926	2501926	secretary.tsl@cochinshipyard.in

## THE MONTHLY REMUNERATION RECEIVED BY EACH OF UDUPI CSL'S OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS [Section 4(1)(b)(x)]

The remuneration of the Officers of the Company is governed by the guidelines of the Department of Public Enterprises, Government of India. The pay scales of officers are of Industrial DA pattern.

### BOARD LEVEL EXECUTIVES

The Directors of the Company are the Functional Directors/ Senior Management Personnel of Cochin Shipyard Limited (CSL), the holding company, who are appointed as Non-Executive Directors on ex-officio basis. Accordingly, no remuneration including performance linked incentives are payable to the Directors.

### BELOW BOARD LEVEL EXECUTIVES

Grade	Designation	Pay Scale (in Rs.)
E-1	Assistant Manager	40,000 – 1,40,000
E-2	Deputy Manager	50,000 – 1,60,000
E-3	Manager	60,000 – 1,80,000
E-4	Senior Manager	70,000 – 2,00,000
E-5	Assistant General Manager	80,000 – 2,20,000
E-6	Deputy General Manager	90,000 – 2,40,000
E-7	General Manager	1,00,000 – 2,60,000

### NON-UNIONISED SUPERVISORS

Grade	Pay Scale (in Rs.)
PS-1	28,000 – 1,10,000
PS-2	30,000 – 1,20,000
PS-3	32,000 – 1,28,000

**WORKMEN**

Grade	Pay Scale (in Rs.)
W1	10,000 – 36,000
W2	10,500 – 37,820
W3	11,000 – 39,600
W4	12,000 – 43,230
W5	12,500 – 45,020
W6	13,000 – 46,760
W7	13,500 – 48,540
W8	14,000 – 50,270
W9	14,500 – 52,180
W10	15,000 – 53,870
W11	15,500 – 55,610
W12	16,000 – 57,380
W13	16,500 – 59,240

**Note:** In addition to the above, Dearness Allowance, House Rent Allowance, other allowances under Cafeteria approach, Performance Related Payment, Provident Fund, Gratuity, etc. are provided as per the Company's rules framed within the framework of Government guidelines.

THE BUDGET ALLOCATED TO EACH OF UDUPI CSL'S AGENCY, INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENTS MADE [Section 4(1)(b)(xi)]

UDUPI COCHIN SHIPYARD LIMITED – BUDGET ALLOCATION AND EXPENDITURE							
							(Rs in Crore)
2022-23		2023-24		2024-25		2025-26	
	Allocation (RE)	Actual	Allocation (RE)	Actual	Allocation (RE)	Actual	Allocation (RE)
Plan Expenditure	8.65	9.90	19.65	17.49	19.62	12.00	13.61
Non Plan Expenditure	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total</b>	<b>8.65</b>	<b>9.90</b>	<b>19.65</b>	<b>17.49</b>	<b>19.62</b>	<b>12.00</b>	<b>13.61</b>

**THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES [Section 4(1)(b)(xii)]**

Udupi Cochin Shipyard Limited does not have any subsidy schemes / programmes for the public.

**PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORISATIONS  
GRANTED BY UDUPI CSL [Section 4(1)(b)(xiii)]**

Since no subsidy is given to the general public in carrying out its business activities as stated above, there is no recipient of concessions, permits or authorizations.

**DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY UDUPI CSL, REDUCED IN AN ELECTRONIC FORM [Section 4(1)(b)(xiv)]**

The information relating to the Company Profile, Board of Directors and the Key Personnel, Products & Services, Annual Reports, Financial Statements, Tenders, etc. is available at Udupi CSL's website [www.udupicsl.com](http://www.udupicsl.com).

**THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION, INCLUDING THE WORKING HOURS OF A LIBRARY OR READING ROOM, IF MAINTAINED FOR PUBLIC USE [Section 4(1)(b)(xv)]**

The information related to the Company can be accessed at Udupi CSL's website [www.udupicsl.com](http://www.udupicsl.com). If the required information is not available on the website, any citizen of India may make an application in writing or through electronic means along with the application fees as prescribed under the Right to Information (RTI) Act, 2005 to the Public Information Officer for obtaining the required information. The information shall be provided in compliance with the provisions of the RTI Act, 2005.

Udupi CSL do not maintain any library or reading room for public use.

## THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS [Section 4(1)(b)(xv)]

### Public Information Officers and Appellate Authority under the RTI Act, 2005

Name	Designation	Address & Contact Details
<b>Public Information Officer</b>		
Shri Harikumar A	Chief Executive Officer	Udupi Cochin Shipyard Limited Malpe Harbour Complex Malpe Udupi - 576108 Karnataka, India Ph: 0820-2912111 e-mail: harikumar.a@udupicsl.com
<b>Assistant Public Information Officer</b>		
Shri Pavan R Prabhu	Deputy Manager	Udupi Cochin Shipyard Limited Malpe Harbour Complex, Malpe Udupi – 576108 Karnataka, India Ph: 0820-2912135 e-mail: pavan.prabhu@udupicsl.com
<b>Appellate Authority</b>		
Shri Rajesh Gopalakrisnan	Director	Director (Technical) Cochin Shipyard Limited Administrative Building Cochin Shipyard Premises Perumanoor, Cochin Ernakulam – 682015 Kerala, India. Ph: +91 484 2501364 e-mail: dirtech@cochinshipyard.in

## OTHER USEFUL INFORMATION

- ❖ [Apply RTI Online](#)
- ❖ [Central Information Commission](#)