

# **RIGHT TO INFORMATION**

## **Compliance under Section 4(1) (b) of Right to Information Act, 2005**

### **1. PARTICULARS OF ORGANISATION, FUNCTIONS AND DUTIES**

#### **A) PARTICULARS OF ORGANISATION**

a) Date of Incorporation : 29<sup>th</sup> December 2016

b) Mode of incorporation: Incorporated as a Subsidiary Company of HAL under the provisions of the Companies Act, 2013.

c) Paid up Capital : Rs. 50.00 Crores

Hindustan Aeronautics Limited is holding the entire paid-up share capital of the Company.

#### **B) ACTIVITIES**

Manufacturing of Aircraft Looms and Aero-structures.

#### **C) DUTIES**

a) To create required infrastructure for manufacture of aircraft looms and aero-structures.

b) Re-skilling of manpower for manufacture of aircraft looms and aero-structures as per the requirements of aerospace industry.

c) To manufacture ordered number of aircraft/ helicopter looms and aero-structures as per agreed schedule with customer;

d) To progressively build capacities for strategic management of business environment;

#### **D) ADDRESSES OF REGISTERED OFFICE OF NAeL AND FACTORY**

##### **REGISTERED OFFICE**

Corporate Office, PB No. 5150  
15/1, Cubbon Road  
Bangalore – 560001

##### **FACTORY**

Naini Aerospace Limited  
UPSIDC Industrial Area  
Post- TSL, Naini  
Allahabad-211010

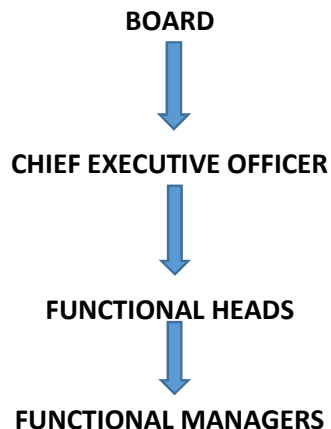
## 2. POWERS AND DUTIES OF NAeL OFFICERS AND EMPLOYEES

Naini Aerospace Limited is a wholly owned subsidiary of Hindustan Aeronautics Limited (a Public Sector Undertaking under the Department of Defence Production, Ministry of Defence, Govt. of India). The powers of Chief Executive Officer are well defined in the organization. Duties are assigned to its Officers & Workmen from time to time which are in line with the objectives specified in the Memorandum of Association of the Company. These powers are revised from time to time depending upon Organizational requirements. The prevailing DoP is issued in January 2018 and being amended time to time.

The powers and duties of the other employees as well as executives are properly defined at the various strata in the organisation which are as per terms & conditions of appointments, applicable rules & policies/ manuals of the Company. In addition, employees are assigned duties from time to time by their superiors as per the organisational requirements.

## 3. PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY

The decision making process in NAeL involves the following channel:



Overall Management of the Company rests with the Board of Directors, the highest decision making body within the Company.

The day-to-day management of the Company is entrusted with the Chief Executive Officer (CEO) and other Officers & Staff of the Company.

For effective discharge of its functions, the Board of Directors have delegated substantial powers to the CEO. CEO is accountable to the Board of Directors.

#### **4. NORMS SET BY NAEL FOR THE DISCHARGE OF ITS FUNCTIONS:**

The Company is discharging its various functions in line with the applicable rules, policies, manuals and in compliance to various statutes/ Govt. regulations.

#### **5. RULES AND REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS HELD BY NAEL OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS.**

Various applicable Rules and regulations, instructions, manuals and records are held by NAEL/ are under its control and the same is being used by its employees for discharging their duties related to the management of various functions of the organisation viz. Finance & Accounts, HR/ Establishment, Commercial, Civil, Plant Maintenance etc.

#### **6. STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY NAEL OR UNDER ITS CONTROL**

Following categories of documents are held by NAEL:

##### **A) DOCUMENTS PERTAINING TO INCORPORATION**

Memorandum & Articles of Association

##### **B) DOCUMENTS PERTAINING TO BOARD MEETING & GENERAL MEETINGS**

Agenda Papers of Board Meetings  
Minutes of meetings of the Board of Directors

##### **C) DOCUMENTS PERTAINING ACCOUNTS:**

Financial Statements  
Statement of Quarterly Financial Results  
Annual Report  
Accounting procedure  
Documents pertaining to payment of Income Tax, Tax Deducted at Sources, etc.  
Vouchers, etc.

##### **D) DOCUMENTS PERTAINING TO PROJECTS**

Detailed Project Report  
Documents relating to clearance and approval of Competent Authorities

##### **E) DOCUMENTS PERTAINING TO ESTABLISHMENT MATTER**

Documents containing the details of employees  
Various applicable internal policies, rules & regulations pertaining establishment matters  
Annual Confidential Reports of employees  
Delegation of Powers

## **7. PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH, OR REPRESENTATION BY, THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THEREOF**

NAeL, being a wholly owned subsidiary of Hindustan Aeronautics Limited, a Public Sector Company under the Ministry of Defence, formulates its policies internally after consultation with its Board taking into consideration the business environment.

## **8. STATEMENT OF THE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS NAEL'S 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**

Meetings of Board are not open to the Public, or the minutes of such meetings are not made accessible for public as the nature of business of NAeL is that of a Strategic Defence Establishment. The Company is managed on sound professional and ethical lines for the optimal benefit of all the stakeholders and comply with the statutory requirements of the principles of Corporate Governance.

The Company has devised an effective control mechanism at Board level to monitor the performance of effective management. Information on the performance in a structured format is regularly put up to the Board of Directors for evaluation.

## **9. DIRECTORY OF OFFICERS AND EMPLOYEES**

The directory of officers and employees are at **Annexure-I**.

## 10. MONTHLY REMUNERATION RECEIVED BY EACH OF NAEL OFFICERS AND EMPLOYEES

The prevailing Scales of Pay in respect of Executives and Workmen are given below:

WORKMEN			OFFICERS		
Sl.No.	Grade	Pay Scales	Sl.No.	Grade	Pay Scales
1	A	3500-65-4150-70-6040	1	E-0	6550-200-11350
2	B	3660-75-4410-80-6810	2	E-1	8600-250-14600
3	C	4020-100-5020-105-7435	3	E-2	10750-300-16750
4	D	4200-115-5350-120-7630	4	E-3	13000-350-18250
5	E	4620-135-5970-140-8350	5	E-4	14500-350-18700
6	F	4870-155-6420-160-8980	6	E-6	17500-400-22300
7	G	5130-165-6780-170-9160	7	E-7a	18500-450-23900
8	H	5400-180-7200-190-9860	8	E-8	20500-500-26500
<b>Facilities:</b> Basic Pay, Personal Pay, Dearness Allowance, House Rent Allowance, City Compensatory Allowance, Conveyance Allowance, Washing Allowance, Reimbursement of Lunch, Reimbursement of Medical Expenses, Earned Leave Encashment, Uniform, PF, Gratuity etc.			<b>Facilities:</b> Basic Pay, Personal Pay, Area Allowance, Dearness Allowance, House Rent Allowance, City Compensatory Allowance, Conveyance Allowance, Reimbursement of Lunch, Reimbursement of Medical Expenses, Earned Leave Encashment, Uniform, Telephone Charges, PF, Gratuity etc.		

## 11. The Budget Allocated To Each Of NAEL's Agency, Indicating The Particulars Of All Plans, Proposed Expenditures And Report On Disbursements Made

NAeL prepares Capital Budget for investment decisions which are approved by the Board of Directors. The projects/items figuring in the approved Budget allocations are allowed to be committed during a given year. The performance against the same is monitored.

## 12. The Manner Of Execution Of Subsidy Programmes, Including The Amounts Allocated And The Details Of Beneficiaries Of Such Programmes

NAeL does not have any subsidy programme for public.

## 13. Particulars Of Recipients Of Concessions, Permits Or Authorisations Granted By NAeL

NAeL does not grant any concession, permits or authorization.

#### 14. Details In Respect Of The Information, Available To Or Held By NAeL, Reduced In An Electronic Form

The following documents are available and held by NAeL in electronic form:

1. Annual Reports
2. Details pertaining to Employees

#### 15. Particulars Of Facilities Available To Citizens For Obtaining Information, Including The Working Hours Of A Library Or A Reading Room, If Maintained For Public Use

NAeL does not maintain any public library.

#### 16. List Of CPIO, FAA And TO Of NAeL Under RTI Act 05

Sl. No.	Name & Designation	Appointed As	Address	Contact No.
1	Shri Raghavendra Singh, Commercial Head	Transparency Officer & First Appellate Authority	Naini Aerospace Limited UPSIDC Industrial Area Post- TSL, Naini Allahabad-211010	0532-2687754 Extn:5008  Mob No: 8527357296
2	Shri Ritesh Singh, HR Head / Senior Manager (HR)	CPIO	Naini Aerospace Limited UPSIDC Industrial Area Post- TSL, Naini Allahabad-211010	0532-2687754 Extn:5010  Mob No: 9519954666

**NAINI AEROSPACE LIMITED**  
**NAINI, PRAYAGRAJ**

**Annexure -I**

<b>Sl. No.</b>	<b>Name of the Officer</b>	<b>Designation</b>	<b>Contact No.</b>
01.	Shri Amit Mai Srivastava	Chief Executive Officer	0532-2687754 Extn. 5000
02.	Shri Raghavendra Singh	Commercial Head	0532-2687754 Extn. 5008
03.	Shri Abhishek Roy	Chief Manager (Commercial)	0532-2687754 Extn. 5012
04.	Shri Neeraj Kumar Mishra	CFO	0532-2687754 Extn. 5006
05.	Shri Ritesh Singh	HR Head / Senior Manager (HR)	0532-2687754 Extn. 5010
06.	Shri Anil Kumar Pandey	Sr. Manager (Loom)	0532-2687754 Extn. 5408
07.	Shri Brajesh Kumar Kushawaha	Sr. Manager (IT)	0532-2687754 Extn. 5009
08.	Shri Manoj Kumar Yadav	Sr. Manager (Quality)	0532-2687754 Extn. 5302
09.	Shri Ashish Bajpai	Sr. Manager (Production)	0532-2687754 Extn. 5300
10.	Shri Brajesh Kumar Barnwal	Manager (Security & Fire)	0532-2687754 Extn. 5100
11.	Shri Brijesh Kumar Gupta	DM(EDP)	0532-2687754 Extn. 5019
12.	Shri Rajeshwar Singh	Asstt. Manager	0532-2687754 Extn. 5300
13.	Shri V.N.S.Yadav	Asstt. Manager	0532-2687754 Extn. 5300
14.	Shri Rajesh Jaiswal	Asstt. Manager	0532-2687754 Extn. 5018
15.	Shri Anil Awasthi	Asstt. Manager	0532-2687754 Extn. 5007
16.	Shri Manish Gupta	Asstt. Manager	0532-2687754 Extn. 5004
17.	Shri Shah Jamal Qasim	Asstt. Manager	0532-2687754 Extn. 5409
18.	Shri Rajesh Kumar	Asstt. Manager	0532-2687754 Extn. 5018
19.	Shri Devendra Singh	Asstt. Manager	0532-2687754 Extn. 5302
20.	Shri C. Venkat Raman	Officer (Accounts)	0532-2687754 Extn. 5017
21.	Shri Ravi Shanker Mishra	Engineer	0532-2687754 Extn. 5409
22.	Shri Anil Kumar Pandey	Engineer	0532-2687754 Extn. 5007