

INFORMATION ON BDL IN ACCORDANCE WITH RIGHT TO INFORMATION (RTI) ACT 2005

I	Particulars of Organisation, Functions and Duties
II	Powers and duties of BDL Officers and employees
III	Procedure followed in the decision making process (Organisation Chart)
IV	Norms set by BDL for discharge of its functions
V	Rules and regulations, instructions, manuals and records held by BDL or under its control or used by BDL employees for discharging its functions.
VI	Statement of the categories of documents that are held by BDL or under its control
VII	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
VIII	Statement of the Boards, Councils, Committees and other Bodies consisting of two or more persons constituted as BDL'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
IX	Directory of BDL's officers and employees
X	Monthly remuneration received by each of BDL Officers and Employees, including the system of compensation as provided in its regulations
XI	The budget allocated to each of BDL's agencies indicating the particulars of all plans, proposed expenditures and report on disbursement made
XII	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes
XIII	Particulars of recipients of concessions, permits or authorisations granted by BDL
XIV	Details in respect of the information, available to or held by BDL, reduced in an electronic form
XV	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
XVI	Name, designation and other particulars of the Public Information Officers
XVII	Other Useful Information
a	Procedure for seeking of information and inspection of Records
b	Format for seeking information (FORM A)
c	Format for inspection of records (FORM B)
d	Format for Appeal to Appellate Authority (FORM C)

I. Particulars of Organisation, Functions and Duties

Established in 1970, Bharat Dynamics Limited (BDL), is a Government of India Enterprise under the Ministry of Defence and a manufacturer of Surface to Air Missile (SAM), Anti -Tank Guided Missile (ATGM), Heavy weight torpedoes, and allied defence equipments. Head Quarters of the company is located in Hyderabad and has three manufacturing units, located at Kanchanbagh, Hyderabad in Telangana State, Bhanur, Medak district in Telangana State and Visakhapatnam in Andhra Pradesh. Two new units are planned at Ibrahimpatnam, Ranga Reddy district of Telangana State and Amravati District in Maharashtra. During the recent years the company also commenced export of selected defence equipments and have entered into strategic alliances with public and private sector companies. The company has 3034 employees as on 31 March 2024 and during the year 2023-24 reported a net sales turnover of Rs.2300 Crore.

Vision:

To be a world-class enterprise producing international standard quality products for the Defence industry.

Mission:

To establish itself as a leading manufacturer in the aerospace & underwater weapons industry and emerge as a world class sophisticated, State-of-the-art, global enterprise, providing solutions to the security system needs of the country.

Objectives:

To become self-reliant and competitive in Guided Missile and Underwater Guided Weapon Technology and Production. To maximize utilization of existing production capacities.

Head of The Organisation: Cmde A Madhava Rao(Retd.), Chairman & Managing Director

Addresses of BDL Corporate Office, Units and Liaison Office

Corporate Office M/s. BDL Limited, Bharat Dynamics Limited, Corporate Office, Plot No: 38 - 39, TSFC Building (Near ICICI Towers), Financial District, Gachibowli, Hyderabad, Telangana, INDIA PIN: 500 032	Kanchanbagh Unit M/s. Bharat Dynamics Limited, Kanchanbagh, Hyderabad. Telangana, INDIA PIN: 500 058	Bhanur Unit M/s. Bharat Dynamics Limited, Bhanur, Medak (District). Telangana, INDIA. PIN: 502305	Vizag Unit M/s. Bharat Dynamics Limited, G-block, APICC – IALA, Fakir Takia Village, VSEZ Post, Visakhapatnam, Andhra pradesh – 530049.
Liaison Office BDL Liaison Office, Room No.84, 'L' Block, Church Road, Government of India, Ministry of Defence, New Delhi – 110001	Marketing Office BDL Marketing Office, Okhla, Phase – 1, New Delhi – 110020	Coming up Units at. Ibrahimpatnam Project, Sy No. 662 & 673 Telangana & Amaravathi Project, Plot No.B-1, Maharashtra	

[Back](#)

II. Powers and duties of BDL Officers and employees

The powers and duties of the officers and employees of the Company stems mainly from the provisions of the Companies Act and Memorandum & Articles of Association of the Company. The officers and workmen of the Company carry out the business operations of the Company in line with the objectives specified in the Memorandum of Association of the Company

While discharging duties and responsibilities, officers and workmen of the Company are complying with the applicable provisions of the all applicable statues and rules and regulations framed there under.

Since Bharat Dynamics Limited is a Government Company registered under the provisions of the Companies Act, the powers and duties of its Directors and conduct of its business is regulated by the provisions of the Companies Act, the Memorandum and Articles of Association of the Company and other enactment under various laws.

Delegation of Powers

The powers have been delegated to the Chairman and Managing Director, Functional Directors, Chief Executive Officers, Executive Directors, General Managers, head of Projects, Functional Heads and Department/Group Heads of the Company to empower them to discharge their duties & functions commensurate with the responsibilities. These powers are revised from time to time depending upon Organizational requirements and also as per Guidelines of the Department of Public Enterprises (DPE) & Administrative Ministry i.e. Department of Defence Production, Ministry of Defence. The prevailing DoP is issued in 2014. Powers have been reserved for the Board of Directors and its Sub-Committees also. The details of powers reserved for the Board and its Sub-Committees indicated below:

1. Powers reserved for the Board of Directors
2. Powers to be exercised by the Internal Review Committee.
3. Powers exercised by the Procurement Committee.

While discharging the duties and responsibilities, employees are complying with the provisions of the Companies Act 2013 & other applicable statutes, rules and regulations.

Detailed powers and duties of each level (Division wise):

[Delegation of Powers document](#)

HR Manual	: https:// bdl-india.in/pa-manuals
IMM Manual	: https:// bdl-india.in/index.php/imm-manuals
Works Manual	: https:// bdl-india.in/index.php/works-manuals
Finance Manual	: https:// bdl-india.in/sites/default/files/2020-01/finance.pdf

[Back](#)

III. [Procedure followed in the decision making process \(Organisation Chart\)](#)

Currently BDL has three manufacturing units located at Kanchanbagh, Hyderabad Telangana state, Bhanur Medak district Telangana State and Vishakapatnam Andhrapradesh. Two new units are planned at Ibrahimpatnam Ranga Reddy District Telangana and Amaravati District Maharashtra. In the recent years the Company also commenced export of selected defence equipments and has entered into strategic alliances with public and private Companies.

The decisions making process in the Company involves the following Channel:



[Organization Chart as on 15.02.2024](#)

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

The Board of Directors is accountable to the shareholders of the Company, which is the ultimate authority of a Company. Since 74.93% of the share capital is held by the Govt. Of India, BDL is a Government Company, therefore the Board of Directors of the Company is also accountable to Government of India.

As per the provisions of the Companies Act, 2013 certain matters require the approval of the shareholders of the Company in general meeting. Similarly, in terms of the Articles of Association of the Company and guidelines of Department of Public Enterprises certain matters require the approval of the President of India.

The primary role of the Board is that of trusteeship to protect and optimize shareholder's value. The Board oversees the Company's strategic direction, reviews corporate performance, authorizes and monitors strategic decision, ensures regulatory compliance and safeguards interests of shareholders. The Board ensures

that the Company is managed in a manner that fulfils stake holders aspirations and societal expectations.

The day-to-day management of the Company is entrusted with the Chairman & Managing Director who is supported by Functional Directors, Executive Directors and General Manager and other Officers /staffs of the Company.

For effective discharge of its functions, the Board of Directors have delegated substantial powers to the CMD and also certain powers to Functional Directors/ Executive Directors /General Managers / Functional Heads/ Department - Group Heads.

CMD is accountable to the Board of Directors. Functional Directors are accountable to the CMD.

[Back](#)

IV. Norms set by BDL for discharge of its functions

The Company has well defined procedures and guidelines for discharge of various functions. These are highlighted below:

- **Structured Policies and Guidelines:**
BDL is having well structured policies and guidelines governing major activities of the Company. While discharging the functions, the officers follow these laid down policies and guidelines.
- **Manuals:**
BDL has procedural manuals covering all important activities viz. IMM Manual, Financial Manual and Personnel & Administration Manual. These manuals ensure carrying of activities in a systematic and standardized manner and eliminate the scope of exercise of discretion. While discharging the functions covered by these Manuals, the officers follow the provisions of these Manuals.
- **Guidelines of Department of Public Enterprises**
BDL being a Public Sector Enterprise follows the guidelines of Department of Public Enterprises and directives of Government of India issued from time to time.
- **Guidelines of Chief Vigilance Commission**
BDL being a Public Sector Enterprise follows the guidelines of Central Vigilance Commission.
- **Listing requirement**
BDL being a listed company complies with the provisions of listing agreements executed with the stock exchanges and rules and regulations of SEBI.
- **Compliance of provisions of Statutes, etc.**
While discharging the respective functions, officers are required to comply with the provisions of all applicable Statutes and Rules and Regulations.

[Back](#)

V. Rules and regulations, instructions, manuals and records held by BDL or under its control or used by BDL employees for discharging its functions.

Important Internal Rules, Regulations, Manuals and Records, which are used by the employees of the Company in discharge of their functions, are given below:

- **Matters pertaining to company affairs**
 - Memorandum & Articles of Association.
 - Government Guidelines including "Miniratna- Category I" guidelines
 - President of India Directives issued from time to time
 - Decision of the shareholders in the General Meetings as contained in the minute books.
 - Code of Internal Procedures and Conduct for Prevention of Insider Trading in dealing with securities of BDL and procedures for corporate disclosure.
 - Code of conduct for Board Members and Senior Management Personnel.
- **Matters pertaining to Finance & Accounts**
 - Accounting policies.
 - Accounting standards.
 - Accounting Manual.
- **Matters pertaining to Works, Contract, Commercial, Procurement, etc.**
 - IMM Manual.
 - Delegation of Powers.
- **HR Related matters**
 - Employees' (Conduct, Discipline and Appeal) Rules.
 - Leave Rules.
 - Medical Attendance and Treatment Rules.
 - Post-Retirement Medical Scheme.
 - Promotion Policies.
 - Rules pertaining to House Building Advance, Conveyance Advance, etc.
 - Directives regarding recruitment & promotion of SC/ST.
 - Directives regarding recruitment of OBC, Physically Handicapped, Women and minorities.
 - Service Rules.
 - Personal files
 - Various internal policies
 - Rules & Regulations pertaining to HR Deptt
- **Plant operations:**
 - MoUs
 - Operational Manuals
- **Human Resources Development and CSR & SD**
 - Training Policies

[Back](#)

VI. Statement of the categories of documents that are held by BDL or under its control

Various categories of documents that are being held by the Company or under its control are given below:

- **Documents pertaining to incorporation**
 - Certificate of Incorporation along with Memorandum & Articles of Association.
- **Documents pertaining to Board Meeting & General Meetings**
 - Agenda Papers of Board Meetings
 - Minutes Book of meetings of the Board of Directors
 - Agenda papers of Board sub-committees
 - Minutes Book of meetings of Board sub-committees
 - Notices and Minutes Book of General Meetings of the shareholders, etc.
- **Documents pertaining Accounts:**
 - Books of Accounts
 - Statement of Quarterly Financial Results
 - Annual Report
 - Accounts Manual.
 - Documents pertaining to payment of Income Tax, Tax Deducted at Sources, etc.
 - Vouchers, etc.
- **Documents pertaining to Contracts, Commercial etc.**
 - IMM Manual
 - Tender Documents
 - Tender Specifications & drawings for projects.
 - Technology Specifications and Quality Document.
- **Documents pertaining to projects**
 - Detailed Project Report/ Feasibility Reports (as applicable) of Projects implemented and those under implementation for the last 10 years.
 - Documents relating to clearance and approval of Competent Authorities.
 - Feasibility Reports/ Detailed Project Report for last 10 years.
 - Govt. Clearance/ approval.
- **Documents pertaining to establishment matter**
 - Documents containing the details of employees
 - Various internal policies, rules & regulations pertaining establishment matters
 - Performance Appraisal Reports of employees.
 - Delegation of Powers
 - Service Rules
 - CDA Rules
- **Documents pertaining to operation of CSR&SD Policy**
 - Policy/guidelines on CSR & SD activities
 - Documents containing information regarding community development and welfare activities being carried out by the Company, etc.
 - MoUs for CSR& SD activity.
- **Documents pertaining to general administration**

- Land and other property related documents
-
- **Documents pertaining to legal matters -**
 - Petition, complaints, written statements and other documents submitted to Hon'ble Courts, tribunals, etc.
 - Orders of hon'ble courts; etc.
- **Agreements**
 - Agreement with vendors, transporters, service providers, etc.
 - Annual MoU with Gol.

[Back](#)

VII. 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

BDL is a listed public sector company under the Department of Defence Production, Ministry of Defence, Government of India. The Policies formulated by the company relates to its internal management. All policies are formulated in compliance with the provisions of all applicable statutes, rules, regulations etc. and Government guidelines issued from time to time. Hence there is no arrangement for consultation with the members of the public prior to formulation of its policies.

Further BDL being a listed company on stock exchange, the company holds Annual General Meeting every year with its shareholders, where they can express their views and suggestions on the company.

[Back](#)

VIII. Statement of the Boards, Councils, Committees and other Bodies consisting of two or more persons constituted as BDL'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

1. Meetings of Board, Committees and other Bodies are not open to the Public, or the minutes of such meetings are not made accessible for public as the nature of business of BDL is that of a Strategic Defence Establishment.
2. The Company is managed on sound professional and ethical lines for the optimal benefit of all the stakeholders' viz. shareholders, employees, customers and the community at large. Besides complying with the statutory requirements of the principles of Corporate Governance i.e. constitution of Board and Audit Committee, disclosure under Companies Act, compliance of Accounting Standards etc., the Company has set its own guidelines for good governance. These Guidelines include:
 - Ethical standards to be followed in order to provide goods and services of highest standard in a complaint free environment. The Citizen Charter of the Company contains ethical standards to be followed. Integrity, Credibility, Quality (ICQ) are the three values being practiced across the organization to provide a value frame work.
 - Explicit rules, regulations and procedures have been laid down in various areas in order to observe transparency in decision making. These rules are updated

from time to time. With increased use of IT (ERP under implementation), the levels of transparency has further gone up.

- Accountability follows from transparency. Performance parameters/ levels are laid down, i.e. Company level, Complex level, division level and further broken down to the level of officers. Performance is reviewed at appropriate levels in the Ministry of Defence, Board of Directors, Sub-Committees of Board, Chairman and Committee of Full Time Directors. Besides, achievement of targets is one of important criterion for evaluation of performance of an executive.
- The Board and its sub-Committees viz. Audit Committee, Nomination and Remuneration Committee, CSR & SD Committee, Stakeholders Relationship Committee, Internal Review Committee and Procurement Committee meet periodically to discuss and approve various proposals and to review and monitor the performance of the Company in various areas. The Committees provide guidance and directions for sustained growth, diversification and firming up future plans of the Company.

[Back](#)

IX. Directory of BDL's officers and employees

Top Management Contact details

S.No	Name	Designation	Telephone No.	Fax No.	Official e-mail ID
1	Cmde A Madhavarao (Retd.)	Chairman & Managing Director with Additional charge of Director (Technical)	040-23456101	040-23456110	cmdbdl@bdl-india.in
2	Shri P V Raja Ram	Director (Production)	040-23456102	040-23456108	dpbdl@bdl-india.in
3	Dr. Upender Vennam, IPoS (1999)	Chief Vigilance Officer	040-23456106	040-23456111	cvobdl@bdl-india.in
4	Cmde Girish Raghunath Pradhan (Retd.)	Executive Director (Marketing, BD, Corporate Services & D&E)	040-23456147	040-23456153	bdbdl@bdl-india.in & mktg-bdl@bdl-india.in
5	Shri L Kishan	Executive Director (Unit Head) - BU	040-23469155	040-23469551	unitheadbu@bdl-india.in & gmbubdl@bdl-india.in
6	Shri M Ravi	Executive Director (Unit Head - KBU, IBU & PSG)	040-24587006	040-24347513	bdl-headkbc@bdl-india.in
7	Shri G Gayatri Prasad	General Manager (Finance)	040-23456178	040-23456162	bdl-corpfin@bdl-india.in
8	Shri D V Srinivas Rao	General Manager (D&E)	040-24587880	040-24340354	bdled@bdl-india.in
9	Shri P Veerabhadra Rao	General Manager (Finance)	040-23456112	040-23456163	bdl-fin1@bdl-india.in
10	Shri M Vinod Kumar	General Manager (OP & NP)	040-24587854	040-24344768	bdlgmnp@bdl-india.in
11	Shri M Dayakar reddy	General Manager (Milan, Ref, TSD & Civil)	040-24587631	040-24344768	agm-lrsam@bdl-india.in
12	Col B Hari Prasad	General Manager (SAM & PSG)	040-24587612	040-24346782	bdl-psgrp@bdl-india.in
13	Shri R Simhachalam	General Manager - (Unit	0891-2821501	0891-	bdlvizag@bdl-

		Head - VU)		2821502	india.in
14	Shri N Satyanarayana	General Manager (HR), Public Grievances Nodal Officer and Appellate Authority under RTI Act 2005	040-23456125	040-23456164	head-hr@bdl-india.in

NODAL OFFICE ADDRESS: BHARAT DYNAMICS LIMITED, CORPORATE OFFICE, PLOT NO: 38 - 39, TSFC BUILDING (NEAR ICICI TOWERS), FINANCIAL DISTRICT, GACHIBOWLI, HYDERABAD, TELANGANA, INDIA PIN: 500 032

S. No.	Name	Designation	Telephone No.	Fax No.	Official e-mail ID
1	Cmde Girish Raghunath Pradhan (Retd.)	Executive Director (Marketing, BD, Corporate Services & D&E)	040-23456147	040-23456153	bdhdl@bdl-india.in & mktg-bdl@bdl-india.in
2	Shri N Satyanarayana	General Manager (HR), Public Grievances Nodal Officer and Appellate Authority under RTI Act 2005	040-23456125	040-23456164	head-hr@bdl-india.in
3	Shri G Cheena	Additional General Manager (ITD & ERP)	040-23456121	040-23456153	bdlerppmo-ap@bdl-india.in
4	Shri A Srinivas Reddy	Additional General Manager (Corporate Commercial)	040-23456-136	040-23456153	bdldgmcc-ap@bdl-india.in
5	Shri A Sathesh Chakravarthi	Additional General Manager, C-HR, Central Public Information Officer (CPIO) under RTI Act 2005	040-23456128	040-23456164	bdl-rti-cpio@bdl-india.in

NODAL OFFICE ADDRESS: BHARAT DYNAMICS LIMITED, BRANCH OFFICE: KANCHANBAGH, HYDERABAD. A.P, INDIA PIN: 500 058

S. No	Name	Designation	Telephone No.	Fax No.	Official e-mail ID
1	Shri M Ravi	Executive Director (Unit Head - KBU, IBU & PSG)	040-24587006	040-24347513	bdl-headkbc@bdl-india.in
2	Shri T Narasimham	Additional General Manager (Head-HR) - KBU & IBU	040-24587192	040-24347513	headpna-kbu@bdl-india.in
3	Shri T Sridhar	Deputy General Manager (HR) – KBU & Assistant Public Information Officer (APIO) under RTI Act 2005	040-24587173	040-24347513	hrkbu-estt@bdl-india.in

**NODAL OFFICE ADDRESS: BHARAT DYNAMICS LIMITED, BRANCH OFFICE: BHANUR,
SANGAREDDY (DISTRICT). T.S, INDIA. PIN: 502305**

S. No	Name	Designation	Telephone No.	Fax No.	Official e-mail ID
1	Shri L Kishan	Executive Director (Unit Head) - BU	040-23469155	040- 2346955 1	unitheadbu@bdl-india.in & gmbubdl@bdl-india.in
2	Shri Biplab Sinha	Addl. General Manager (Head-HR) - BU	040-23469116	040- 2346955 1	bdlbgpa@bdl-india.in
3	Shri P Nageshwara Rao	Deputy General Manager (HR-ER, TSA & HA) - BU & Assistant Public Information Officer (APIO) under RTI Act 2005	040-23469159	040- 2346955 1	bdlbgpa@bdl-india.in

[Directory of BDL's officers and employees document](#)

[Back](#)

X. Monthly remuneration received by each of BDL Officers and Employees, including the system of compensation as provided in its regulations

PAY AND ALLOWANCES WITH EFFECT FROM 01.01.2017

EXECUTIVES:

The Revised Pay Scales of Executives w.e.f. 01.01.2017					
SNo	Designation	Gradeas per DPE	Gradeas per BDL	Pre-revised Scales (Rs.)	Revised Scales (Rs.)
1	Junior Manager	E0	I	12600-32500	30000-120000
2	Asst Manager	E1	II	16400-40500	40000-140000
3	Dy Manager	E2	III	20600-46500	50000-160000
4	Manager	E3	IV	24900-50500	60000-180000
5	Sr Manager	E4	V	29100-54500	70000-200000
6	Dy General Manager	E5	VI	32900-58000	80000-220000
7	Addl General	E6	VII	36600-62000	90000-240000
8	General Manager	E7	VIII	43200-66000	100000-260000
9	Executive Director	E8	IX	51300-73000	120000-280000
10	Functional Director	Sch B	Sch B	65000-75000	160000-290000
11	C&MD	Sch B	Sch B	75000-90000	180000-320000

NON EXECUTIVES:

The Revised Pay Scales of Non Executives w.e.f. 01.01.2017			
SINo	Wage Group	Existing Scale Minimum Basic (Rs.)	Revised Scale Minimum Basic (Rs.)
1	WG-0	7200	18000
2	WG-1	7650	19130
3	WG-2	8000	20000
4	WG-3	8350	20880
5	WG-4	8750	21880
6	WG-5	9150	22880
7	WG-6	9700	23770
8	WG-7	10250	25120
9	WG-8	10550	25850
10	WG-9	10950	26830
11	WG-10	11350	27240
12	WG-11	11750	28200
13	WG-12	12150	29160

[Back](#)

XI. The budget allocated to each of BDL's agencies indicating the particulars of all plans,

proposed expenditures and report on disbursement made

BDL prepares capital budget for investment decisions which are cleared by the Board. The projects / items figuring in the approved Budget allocations will be allowed to be committed during a given year. The performance against the same is monitored. The budget is also prepared for each of the Divisions of the Company. Sanctions are accorded for the projects / items with specific allocations for commitment and expenditure during a given year. The projections are made in advance prior to the commencement of the year.

[Back](#)

XII. The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes

Not Applicable

[Back](#)

XIII. Particulars of recipients of concessions, permits or authorisations granted by BDL

BDL does not grant any concession, permits or authorization.

[Back](#)

XIV. Details in respect of the information, available to or held by BDL, reduced in an electronic form

Data related to all manufacturing functions like materials management, stock, sales, finance and HR etc., are available in Electronic form. Access to this data has been provided on need basis to employees.

[Back](#)

XV. 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

BDL does not maintain a Public Library.

[Back](#)

XVI. Name, designation and other particulars of the Public Information Officers

CPIO and APIOs details

Sl. No	Name	Designation	Telephone No.	Fax No.	Official email-ID
1	Shri Sathesh Chakravarthi	Additional General Manager (C-HR), Central Public Information Officer (CPIO) under RTI Act 2005	040-23456128	040-23456164	bdl-rti-cpio@bdl-india.in
2	Shri Sridhar Thamma	DGM (HR-Estt &Admin)-KBU & Assistant Public Information Officer(APIO)-KBU& IBU	040-24587175	-	hrkbu-estt@bdl-india.in
3	Shri P Nageswara Rao	Deputy General Manager (HR-ER, Sec, TSA&HA)-BU & Assistant Public Information Officer (APIO)-BU	040-23469116	040-23469551	bdlbgpa@bdl-india.in
5.	Shri Mohan Murari Govindam	Senior Manager (HR)-VU & Assistant Public Information Officer (APIO)-VU	0891-2821505	0891-2821502	headhr-vu@bdl-india.in
6.	K. Prashanthi	Manager(C-HR)-Admin& Assistant Public Information Officer (APIO)-Corporate Office & Nodal Officer – RTI online portal	040-23456180		Corp-admin@bdl-india.in

[Back](#)

a	Procedure for seeking of information and inspection of Records
b	Format for seeking information (FORM A)
c	Format for inspection of records (FORM B)
d	Format for Appeal to Appellate Authority (FORM C)

XVII. Other Useful Information

[Back](#)

**PROCEDURE FOR SEEKING OF INFORMATION AND INSPECTION OF
RECORDS UNDER THE RIGHT TO INFORMATION ACT' 2005 (HERE IN AFTER
'ACT')**

1. Appointment of the Central Public Information Officer (CPIO):

- 1.1 Central Assistant Public Information Officer (CPIO) have been designated in BDL to receive the request for seeking information.
- 1.2 Any Indian citizen who is seeking information, or inspection of records, under provisions of this Act, can file an application in Form-A or Form-B, as the case may be to the CPIO. These forms are available free of cost or the requester can take print of the same from the BDL website <https://www.bdl-india.in> by himself or write the letter in the same format.
- 1.3 Requester shall not make a request for information or inspection of records which are exempted from disclosure under sections 8 and 9 of the Act.
- 1.4 Requester shall mention in application whether the information sought for concerns the life or liberty of a person.
- 1.5 The Reply shall be forwarded to requester either through post or courier, email at the address given in the application form.
- 1.6 Request which are not addressed to CPIO or not specifying the exact information required shall not be responded.

2. Recourse in case requester is not satisfied with response or lack of it from CPIO

- 2.1 In case the requester fails to get a response from the CPIO within stipulated time of the submission of application or is aggrieved by the response received within the prescribed period, he may prefer an appeal to the Appellate Authority within 30 days, for review. In case appeal is allowed, the information shall be supplied to the applicant by the Appellate Authority.

3. Time Schedule

CPIO will send the response to requester within the period as specified under the Act.

4. Applicable fee and payments:

- 4.1 Each application for seeking information/inspection of records shall be accompanied by an application fee of Rs. 10/- by way of DD / Bankers Cheque / Postal Orders payable to Accounts Officer, M/s. Bharat Dynamics Limited, Hyderabad.
- 4.2 Fee for providing information/inspection of record will be as follows:
 - (a) Rs. 2/- for each page (in A-4 or A-3 size), created or copied
 - (b) Actual charge or cost price of a copy in larger size paper
 - (c) Actual cost or price for samples or models; and
 - (d) Inspection of records; No fee for first hour; A fee of Rs. 5/- for each subsequent hour or fraction thereof, thereafter;
 - (e) Rs. 50/- per diskette or floppy containing information;

- (f) Information in printed form; price fixed for publication or Rs. 2/- per page of photocopy for extracts from the publication.
- (g) Cost as determined by CPIO for furnishing information as per section 7(3)(a) of the Act.

- 4.3 Request shall be accepted only when it is related to CPIO under the Act and is accompanied by the requisite fee as specified above at 4.1 above.
- 4.4 Requester, upon getting notice from CPIO, shall deposit the additional fee / cost requested in connection with the processing of the request. The CPIO shall not be responsible for delays occurred on account of the late receipt of additional payments from the requester.
- 4.5 In case the mode of payment is through Demand Draft or Banker's Cheque, Indian Postal Orders the same shall be issued in favor of M/s. BDL, Hyderabad.
- 4.6 Application along with the Demand Draft or Banker's cheque, Indian Postal Order shall be accepted by CPIO.
- 4.7 Requester shall not enclose any currency note(s) along with the application, delivered through post / courier. It is against provisions of the Act and also the rules governing postal services.
- 4.8 Requester shall not deposit fee in excess of what is prescribed. Any extra money deposited with the public authority could be claimed by the requester latest within 30 days from date of furnishing of reply by CPIO. In any case, such extra amount shall not be considered against any other request for information.
- 4.9 In case required, CPIO shall inform the requester about additional fee / cost to be deposited by him towards furnishing of information or inspection of records. Such additional fee shall be deposited by the requester, as applicable, promptly, prior to release of information/inspection of documents.
- 4.10 Requester who is below poverty line need not pay any fee. He will have to, however, show the ration card applicable to person below poverty line and submit a copy of same along with application. Such ration card must carry his name as recipient of benefits applicable to persons below poverty line.

[Back](#)

BHARAT DYNAMICS LIMITED
FORM – A
APPLICATION
(Under Section 6(1) of the Right to Information Act, 2005)

Date:

To
Central Public Information Officer,
M/s. BDL.

Dear Sir/ Madam,

1. I am a citizen of India. Please furnish the following information to me at my address:

.....
.....
.....
.....

2. To the best of my knowledge. (The desired information does not relate to Section 8 & 9 of the Act which are exempted from disclosure.

3. Whether the information sought concerns the life and liberty of a person? (Yes/No)

4. Detail of fee paid :

4.1 Mode : Cash/DD/Bankers Cheque No. Date Amount
Drawn in favour of Accounts Officer, M/s. BDL, Hyderabad.

Signature.....

Name

Address.....

.....

Email:

[Back](#)

BHARAT DYNAMICS LIMITED
FORM – B
APPLICATION FOR INSPECTION OF RECORDS
(Under Section 6(1) of the Right to Information Act, 2005)

Date:

To
Central Public Information Officer,
M/s. BDL.

Dear Sir/ Madam,

1. I am a citizen of India. Particulars of records to be inspected:

.....
.....
.....
.....

2. To the best of my knowledge. (The desired information does not relate to Section 8 & 9 of the Act which are exempted from disclosure).

3. Whether the information sought concerns the life and liberty of a person? (Yes/No)

4. Detail of fee paid :

8.1 Mode : Cash/DD/Bankers Cheque No. Date Amount
Drawn in favour of Accounts Officer, M/s. BDL, Hyderabad.

8.2 Ref: DD/ Bankers Cheque No. Date
Drawn in favour of Accounts Officer, M/s. BDL, Hyderabad.

8.3 Receipt No. Date

8.4 Amount Rs. Date

Signature.....

Name

Address.....

.....

.....

[Back](#)

BHARAT DYNAMICS LIMITED
FORM – C
APPEAL TO THE APPELLATE AUTHORITY IN BDL
UNDER SECTION 19 OF THE RIGHT TO INFORMATION ACT, 2005

Date:

To
The Appellate Authority,
BDL.

1. Date of submission of the request:
(copy of the request to be attached)

2. Registration number, if available with applicant

3. Date of reply, if any, received from Public Information Officer.....
(Copy of the reply to be attached)

4. Particulars of Public Information Officer:
Name:
Address:.....
.....
.....

5. Brief facts leading to appeal (Please tick any one)
a) No response received
- b) Aggrieved by the response

6. Reasons, If any, for appeal being filed after prescribed period of 30
days from date of receipt of reply from the above Public Information
Officer (in case of delay only)

7. The relief sought
.....
.....

8. Copies of Documents relied upon by the applicant

9. Particulars of the applicant/appellant

Signature.....

Name

Address.....

.....

.....

[Back](#)

