

Introduction

Container Corporation of India Ltd (CONCOR), A Govt. of India Enterprise, has taken concrete actions to provide information to the citizens of the country in accordance with the Right to Information Act, 2005 (Act). This section of CONCOR's official website along with other relevant sections contain information as required to be published under Section 4 (1)(b) of the Act.

INFORMATION UNDER SECTION 4, 1, (b) UNDER RIGHT TO INFORMATION ACT 2005 IS GIVEN BELOW

- Particulars of Organisation
- Powers and duties of officers of CONCOR
- Procedure followed in decision making process and norms set by it for discharge of functions
- Various rules, regulations, instruction manuals and guidelines
- Statement of the documents that are kept by CONCOR
- Particulars of any arrangement that exists for consultation with the members of the public in relation to formulation of CONCOR policies and implementation thereof

- Statement of the board, Committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advise, and as to whether meeting of those boards, committees and other bodies are open to the public or the minutes of such meeting are accessible for public.
- Directory of Officers of CONCOR □
- Statement of Monthly remuneration Received by each of its Officers and Employees including system of compensation as provided in its Regulations.
- Budget for the year 2007-2008
- Details in respect of the information available to or held by it reduced in electronic form
- Name, designation and other particulars of the Public information Officers Central Assistant Public Information Officer
- Other information as may be prescribed
- Application-seeking information under section 6 of the Right to Information Act 2005

Particulars of Organization

Container Corporation of India Ltd. (CONCOR), is a Central Public Sector Undertaking in which the President of India, presently holds 63.08% of the total paid up share capital of Rs.64.99 crore. The share holding pattern of CONCOR as on 30-09-2014 is as under:

[Shareholding Pattern as on 30.06.2015](#)

[Organisational pattern of CONCOR](#)

Powers and Duties of Officers of CONCOR

S.No	Name	Designation & Address	Duties
1.	Sh. V. Kalyana Rama	Chairman & Managing Director (CMD)	Chairman of the Board & Chief Executive Officer of CONCOR & Overall Head of entire business of CONCOR.
2.	Dr. P. Alli Rani	Director (Finance)	Incharge of all Financial/ Accounting matters.
3.	Vacant	Director (Projects & Services)	Incharge of Projects, Planning & Development.
4.	Sh. P. K. Agrawal	Director (Domestic)	Incharge of All Domestic & HR matters.
5.	Sh. Sanjay Swarup	Director (Intl. Marketing & Ops.)	Incharge of International Business operations of CONCOR.
6.	Sh. A.K. Poddar	Chief Vigilance Officer Corporate Office, New Delhi	Incharge of all Vigilance related matters.
7.	Sh. Ravi Khandelwal	Executive Director (Legal & Finance)	Incharge of all matters relating to Legal & Finance.
8.	Sh. Anurag Mathur	Executive Director (MIS & CSR)/Corporate Office/ New Delhi	Incharge of all matters related to MIS & CSR.
9.	Capt. Pavan Kumar Kaul	Executive Director (MR & Project Management)	Incharge of all matters relating to Market Research & Project Mgmt
10.	Sh. Sushil Kumar	Executive Director/ Northern Region/ Tughlakabad	Overall incharge of all matters relating to Northern Region
11.	Sh. Ajay Anand	Executive Director/ North Central Region/ Noida	Overall incharge of all matters relating to North Central Region
12.	Sh. Arun Kumar Shrivastava	Executive Director (Engg.)/Corporate Office	Incharge of civil & Engg. projects
13.	Sh. A. Vaasu Deva Rao	Executive Director (Dom)/ Corporate Office/ New Delhi	Overall incharge of all the matters relating to Domestic division in CO
14.	Sh. Deepak Kapoor	Executive Director /(Logistics & Air Cargo)/ Corporate Office/ New Delhi	Incharge of Marketing & Business in Air Cargo & Shipping Segment
15.	Sh. Rahul Mithal	Executive Director (Co-Ordination & SP)	Incharge of matters relating to Strategic planning & coordination in CO
16.	Sh. Vijay Kumar Paul	Executive Director (Banking)/ Corporate Office	Incharge of finance & Accounts related matters in Corporate office
17.	Sh. Harish Chandra	Executive Director(Finance & CS)/ Corporate Office	Company Secretary
18.	Sh. R. Dhananjayulu	Chief General Manager/ South Central Region/ Hyderabad	Overall incharge of matters relating to South Central Region

19.	Sh. Anup Kumar Satpathy	Chief General Manager/ Central Region/ Nagpur	Overall incharge of all matters relating to the Central Region.
20.	Sh. Sharad Verma	Chief General Manager/ Eastern Region/ Kolkata	Overall incharge of all matters relating to the Eastern Region.
21.	Sh. Pranai Prabhakar	Chief General Manager/ North Western Region/ Ahmedabad	Incharge of all matters relating to North Western Region
22.	Sh. V. R. Lenin	Chief General Manager (C&O)/ Southern Region	Overall Incharge of all matters relating to Southern Region
23.	Sh. Sanjay Bajpai	Chief Manager/ Northern Region/ Tughlakabad	Incharge of all matters relating to the ICD/TKD
24.	Sh. Azhar Shams	Group General Manager (Operations)/ Corporate Office/ New Delhi	Incharge of CONCOR Rail Operations and marketing & business in the international segment.
25.	Sh. Manish Jain	Group General Manager (Tech)/ Northern Region	Incharge of Technical department in Northern Region
26.	Sh. Shankar Mazumdar	Group General Manager (Tech-1)/ Corporate Office/ New Delhi	Incharge of Technical Department.
27.	Sh. Manish Thaplyal	Group General Manager (Tech)/ Corporate Office/ New Delhi	Incharge of Technical Department.
28.	Sh. Surinder Kumar	Group General Manager (Engg.) Planning/ Corporate Office/ New Delhi.	Incharge of Engg. Projects
29.	Sh. Atul Shankar	Group General Manager (F & A)/ North Region	Incharge of all matters related to Finance & Accounts
30.	Smt. Mallika Arya	Group General Manager (Customs & Training)/ Corporate Office/ New Delhi	Incharge of all matters relating to Customs & Training
31.	Sh. Sharat Sudhakar Chandrayan	Chief General Manager/ Western Region/ Mumbai	Incharge of all matters relating to Western Region
32.	Sh. Sanjiv Narian Mathur	Group General Manager (F&A)/ Corporate Office	Incharge of finance & Accounts related matters in Corporate office
33.	Sh. C Venugopal	Group General Manager (C&O)/ North Region	Incharge of Commercial & Operations matters in Northern Region
34.	Sh. Santosh Kumar Jha	Group General Manager (C&O)/ North Central Region	Incharge of Commercial & Operations matters in North Central Region
35.	Smt. Sangeeta Ramrakhyani	Group General Manager (HR)/ Corporate Office/ New Delhi	Incharge of HR Department.
36.	Sh. Anup Dayanand Sadhu	Group General Manager (C & O)/SR	Incharge of Commercial & Operations matters in Southern Region
37.	Sh. G. Ravi Kumar	Group General Manager (C & O)/SCR	Incharge of Commercial & Operations matters in South central Region
38.	Sh. G.R. Sheshagiri Rao	Group General Manager (C & O)/VSKP/SCR	Incharge of matters relating to Commercial & Operations in Vishakapatnam/SCR
39.	Sh. Sharat Sudhakar Chandrayan	Group General Manager (C & O)/WR	Incharge of matters relating to Commercial & Operations in western region
40.	Sh. Ved Prakash	Senior General Manager (C & O)/ Corporate Office/ New Delhi.	Incharge of Commercial matters.

- CONCOR is a company managed by its Board of Directors, constituted under the companies ACT, consisting of Government of India nominees and independent Directors.
- The day-to-day activities of CONCOR are managed under the leadership of the Board of Directors assisted by the in-charge of the respective departments.
- Detailed execution of the job is being done under the leadership of the in-charge of the respective departments.

Various rules, regulations, instruction manuals and guidelines

Corporate policy decision of running the businesses of CONCOR 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 CONCOR in the meeting of its Board of Directors.

Since CONCOR is formed under the Companies Act, accordingly company is working within the purview of regulations framed in this regard by way of Memorandum and Articles of Association.

Statement of the documents that are kept by CONCOR

Documents required to be kept under various statutes such as

- . • the Companies Act
- . • SEBI Act
- . • Listing Agreement
- . • any other statute

Documents relating to the business carried out by CONCOR.

Particulars of any arrangement that exists for consultation with the members of the public in relation to formulation of CONCOR's policies and implementation thereof

- CONCOR being a commercial organisation for provision of logistics services, there is no formal committee or forum where representatives of the public can attend to formulate policies for ICD, DCT/CFS operations and transport of containers and/or implement such policies
- CONCOR, however, collects customers' feedback by various modes of communication and carries on its business by satisfying various customers needs in the business interest of CONCOR.

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 meeting of those boards, councils, committees and other bodies are open to the public or the minutes of such meeting are accessible for public

Board of Directors is constituted following the provisions of the Companies Act, 1956 consisting of Government of India nominees and independent directors.

While decision taken or minutes of the meeting of the Board of Directors are not accessible by the public, important decisions regarding the company and/or its management are being communicated to the statutory authorities as also to the public as required under the law from time to time. However company is publishing the Annual Report of the company for its functioning and this can be viewed in company website "concorindia.com"

Directory of Officers of CONCOR

Information regarding officers of CONCOR can be viewed on company website as under:

[Directory of Officers of CONCOR](#)

Statement On Monthly Remuneration Received By Each of Officers & Employees Including System of Compensation As Provided In Its Regulations

The remuneration of the Employees of the Company is governed by the guidelines of the Department of Public Enterprises, Government of India and evolved by the company duly approved by its BOD. The pay scales of Employees are on Industrial DA pattern.

Pay scales of Executives (Effective from 01.01.2007) Grade Code	Pay Scale (in Rs.)	Representative Designation	No. of Employees as on 08.01.2016
Sc-A	80000-125000	Chairman & Managing Director	1
Sc-B	75000-100000	Director	4
SC-B	75000-100000	CVO	1
E-9	62000-80000	Executive Director	6
E-8	51300-73000	Group General Manager / CGM	30

E-7	43200-66000	Sr. General Manager / RGM	24
E-6	36600-62000	General Manager	23
E-5	32900-58000	Dy. General Manager	20
E-4	29100-54500	Sr. Manager	29
E-3	24900-50500	Manager	45
E-2	20600-46500	Dy. Manager	36
E-1	16400-40500	Asst. Manager	66
S3	15800-40190	Additional Officer	87
S2	14340-38640	Deputy Officer	52
S1	13220-34320	Asst. Officer	76
Pay scales of Workmen (Effective from 01.01.2007) Grade Code	Pay Scale (in Rs.)	Representative Designation	No. of Employees as on 08.01.2016
N-7	12810-33400	Sr. Executive / Sr. Secretary / Sr. Technical Executive	140
N-6	12390-30980	Executive / Secretary / Technical Executive	212
N-5	11520-30760	Jr. Executive / Jr. Secretary / Jr. Technical Executive	154
N-4	10640-28520	Asst. Executive / Steno Grade – II / Asst. Technical Executive	75
N-3	10220-27100	Sr. Asst. / Steno Grade –I	192
N-2	8940-25220	Assistant	38
N-1	8520-23620	Jr. Assistant	4

The Annual Increment is 3% of Basic Pay and the same will be rounded off to the next multiple of rupees ten.

Employee Benefits

In addition to the above following allowances, reimbursements, perks, advances, incentives, leave as per rule, group insurance, retirement benefits, provident fund and other statutory and non-statutory benefits are also admissible as per Company Rules.

- Professional Updation Allowance / Newspaper and Periodical Subscription
- Hard and Soft Furnishing Allowance
- Transport Allowance
- Children Education Allowance or Tuition Fee Reimbursement
- Lunch Subsidy
- Entertainment Allowance / Recreation Allowance
- Electricity Allowance
- Higher Qualification Allowance
- Medical Expenses Reimbursement
- Leave Travel Concession (LTC)
- Residential Accommodation / Company Lease
- Marriage Gift
- House Building Advance
- Vehicle Advance
- Computer Advance
- Multipurpose Advance
- Performance Related Pay (PRP)

CONCOR Housing Colony

To provide convenient accommodation to the employees especially those working in remote areas, CONCOR has developed Housing Colonies at various parts of the country. The main locations where housing colonies are developed include New Delhi, Dadri, Mumbai, Chennai, Bangaluru, and Kolkata.

Budget for the year 2012 - 2013

Capital Expenditure Plan for 2012-13

Company is projecting the capex plan based on the business strategy and market requirement. For Financial Year 2012– 13 company has projected Rs.1652.07 crore towards capex plan.

Revenue Target for Financial Year 2012-13 is as under:

Particulars	Amount(Rs.In Crores)
Gross Income	4557.24
Gross Profit	1415.48

Details in respect of the information available to or held by it reduced in electronic form. The following information can be easily accessed on CONCOR's website

<http://www.concorindia.com>

List of Board of Directors Annual Report including Balance Sheet Press Releases Container track and trace both EXIM and DOM Careers Tenders/Auction customer facilities and services towards

- EXIM
- Dom
- Terminal Network
- Claim Procedure
- Sailing/Port Schedule
- Custom/EXIM policy procedure
- Hazardous commodities
- Company Directory
- Vigilance complaints
- Feedback Form

Name, designation and other particulars of the Public Information officers

(Information can be easily accessed on CONCOR's website under:

Name of Appellate Authority/ Central Public Information Officer/ Assistant Public Information Officer of Container Corporation of India Ltd. with subordinate Units/Branches

Procedure for receiving of Applications and Fee from General Public under Right to Information Act – 2005.

Container Corporation of India Limited Application form for seeking information under RTI Act, 2005

The Public Information Officer or the Asst Public Information Officer Container Corporation of India Limited.....

1. Full Name of the Applicant (In capital letters)
2. Father's/Husband's Name (In capital letters)
3. Complete Address(In capital letters)
4. Telephone No.

Office

Residence

Mobile, if any

5. Whether belong to BPL category
(if yes, please attach a copy of Yes No the BPL/Antyodaya ration card to claim waiver of the application fee)
6. Details of Application fee:
7. Cash Receipt/DD/Date Name of the issuing Bank/Authority Amount Bankers cheque No.
8. Particulars of Information required:(Please enclose separate sheet, if required)

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DECLARATION

I State that I am a citizen of India.

Place:

Date:

Signature of Applicant

Contents for First Appellate Authority: An appeal to the First Appellate Authority shall contain the following information, namely:

- I. Name and address of the appellant;
- II. Name and address of the Public Information Officer against the decision of whom the appeal preferred;
- III. Particulars of the order including number, if any, against which the appeal is preferred;
- IV. Brief facts leading to the appeal;
- V. if the appeal is preferred against deemed refusal, the particulars of the application, including number and date and name and address of the Public Information Officer to whom the application was made;
- VI. Prayer or relief sought;
- VII. Grounds for the prayer or relief;
- VIII. Verification by the appellant; and

IX. Any other information, which the Corporation may deem necessary for deciding the appeal.

Documents to accompany appeal - Every appeal made to the First Appellate Authority shall be accompanied with the Self-attested copies of the Orders or documents and copy of application against which the appeal is being preferred.