



MANDATORY INFORMATION UNDER THE RTI ACT 2005

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1. Important Information relating to Right to Information Act, 2005

BACKGROUND

The Government of India has enacted Right to Information Act, 2005 to provide for setting out the practical regime of right to information for citizens to secure access to information under the control of Public Authorities in order to promote transparency and accountability in the working of any public authority.

RIGHT TO INFORMATION

The right to information includes an access to the information which is held by or under the control of any public authority and includes the right to inspect the work, document, records, taking notes, extracts or certified copies of documents / records and certified samples of the materials and obtaining information which is also stored in electronic form.

EXEMPTIONS FROM DISCLOSURE

The Right to Information Act, 2005 under Sections 8 and 9 exempts certain categories of information from disclosures. These include:

- Information, disclosure of which would prejudicially affect the sovereignty and integrity of India, the security, strategic, scientific or economic interests of the State, relation with foreign State or lead to incitement of an offence.
- 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;
- Information, the disclosure of which would cause a breach of privilege of Parliament or the State Legislature;
- 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;



- 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;
- Information received in confidence from foreign Government; information, the disclosure of which would endanger the life or physical safety of any person or identify the source of information or assistance given in confidence for law enforcement or security purposes;
- Information which would impede the process of investigation or apprehension or prosecution of offenders;
- Cabinet papers including records of deliberations of the Council of Ministers, Secretaries and other officers;
- Information which relates to personal information the disclosure of which has no relationship to any public activity or interest, or which would cause unwarranted invasion of the privacy of the individual.

ELIGIBILITY TO SEEK INFORMATION

Any citizen can request for information by making an application in writing or through electronic means in English / Hindi / official language of the areas, in which the application is being made together with the prescribed fees.

WHO WILL GIVE INFORMATION?

Information is furnished by the Central Public Information Officer(s) of NSIL. You may deposit the application with any Central Public Information Officers (CPIOs), who will receive the requests and take necessary action on the same. The CPIO will arrange for providing necessary information to the public as per provisions of RTI Act 2005. The Appellate Authorities, will entertain and dispose appeals against the decision of the CPIO as required under the Act. Any person who does not receive the decision from CPIO either by way of information or rejection within the time frame, may within 30 days from the expiry of period prescribed for furnishing the information or 30 days from the date of receipt of the decisions, prefer an appeal to the Appellate Authority.



ROLE OF CENTRAL PUBLIC INFORMATION OFFICERS (CPIOs)

The applications/requests for information will be received in the office of CPIO and process the request for providing the information and dispose of the same; either by providing the information or rejecting the request, within a period of 30 days from the date of receipt of request.

MAKING AN APPLICATION

Citizens of India will have to make the request for information in writing, clearly specifying the information sought under the Right to Information Act, 2005. The application for request should give the contact details (postal address, telephone number, fax number, email address) so that the applicants can be contacted for clarifications, if any.

HOW TO SUBMIT AN RTI APPLICATION?

RTI applications for NSIL can be submitted online by accessing <http://rtionline.gov.in> and CLICKING on NSIL as a choice in the column of "Public Authority".

As per the Right to Information (Regulation of Fee and Cost) Rules, 2005 prescribed by the Government of India: a request for obtaining information under Section 6(1) of RTI Act needs to be accompanied by an application fee.

One can also send a request by post accompanied by the prescribed application fee payable by demand draft or bankers' cheque or Indian Postal Order Favouring NewSpace India Limited. The application for information is taken up only after the application fee is received by NSIL.



2. NSIL- Directory of Key Officers and Employees

Name	Designation	Telephone
		Direct Line
Radhakrishnan D	Chairman and Managing Director	080-22172692 080-23513361
A Arunachalam	Director (Technical and Strategy)	080-22172696 080-23415222
Sumit Kumar	Chief Manager (Business Development)	080-22172688 080-23513222
Renu K	Company Secretary	080-22172698 080-23514222
B ShreeRanjini	Accounts Officer	080-22172694 080-23413222
NSVV Srikanth	Deputy Manager Administration	080-22172695 080-23414222
Geetesh Kumar Gupta	Deputy Manager	080-22175680
Arjit Srivastava	Deputy Manager	080-22175682
Nishu Panwar	Deputy Manager	080-22172048
Gautam ASP	Deputy Manager	080-22172047
Raghavendra U	Deputy Manager	080-22172056
Sathish Babu	Deputy Manager (Commercial)	080-22172049



3. Norms set by the company for discharge of its functions

The Company has well defined procedures and guidelines in the form of delegation of powers, laid down policies and guidelines, manuals, compliance of provisions of various statutes, rules and regulations, guidelines of Department of Public Enterprises and guidelines of Chief Vigilance Commission for smooth operations of the Company.

THE NORMS SET FOR DISCHARGE OF FUNCTIONS

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

Delegation of Powers:

The powers of the Chairman and Managing Director and functional Directors, the officers of the Company at various levels discharge their functions & responsibilities within the powers delegated to them by the Board of Directors.

The exercise of powers should not infringe the Companies Act, Govt. Guidelines and any other statutory/regulatory requirement. The delegation of powers is subject to observance of Memorandum of Association, Articles of Association, relevant policy, guidelines and administrative instructions of the Company. Subject to these, the CMD may exercise the full powers of the Board in between two Board meetings within the ambit of immediate exigencies where the decision cannot be processed through circular resolution. However, such decisions will be reported to the Board preferably at its next meeting.

Laid down Policies and Guidelines:

NSIL is having laid down policies and guidelines governing major activities of the Company. While discharging the functions, the officers need to follow these laid down policies and guidelines.

Manuals/Instructions/Guidelines:

NSIL has procedural manuals covering all important activities. Manual ensures carrying of activities in a systematic and standardised manner and eliminate the scope of discretion. While



discharging the functions covered by these Manuals, the officers are obliged to follow the provisions of these Manuals/Instructions/Guidelines.

Guidelines of Department of Public Enterprises:

NSIL being a PSU follows the guidelines of Department of Public Enterprises and directives of Government of India issued from time to time.

Guidelines of Chief Vigilance Commission:

NSIL being a PSU follows the guidelines of Chief Vigilance Commission (CVC)

Compliance with provisions of Statutes, etc:

While discharging the respective functions, officers are required to comply with the applicable provisions of Indian Constitution, Statutes Rules & Regulations.



4. NSIL – Particulars of its Organisation, Functions and Duties

Vision

“Excel in providing space related products and services Emanating from Indian Space Programme to global customers and to further spur the growth of Indian Industry in undertaking technologically challenging space related activities”

Mission

“Enabling Indian Industries to scale up high-technology manufacturing base for space programme through technology transfer mechanisms, catering to emerging global commercial small satellite launch service market, satellite services for various domestic and international application needs and enabling space technology spin-offs for betterment of mankind through industry interface”

REVIEW OF BUSINESS

The company has been created to commercially exploit the products and services emanating from the Indian Space Programme and to serve the domestic and global customers, as well as to enable Indian Industries to scale up high-technology manufacturing base for space programme through technology transfer mechanisms.

During June 2020, as part of Space Reforms “Unlocking India’s potential in space sector”, an initiative by Government of India, NSIL got mandated to undertake End to End Commercial Space Activities related to Satellites and Launch Vehicle Systems. NSIL has the primary mandate of undertaking space missions on a “Demand Driven” based model as compared to the “Supply Driven” model that existed earlier.



As part of Space Reforms, the Enhanced Mandate of NSIL is as indicated below:

- **Owning satellites** for Earth Observation and Communication applications and providing space-based services
- **Building satellites** and launching them as per demand
- **Providing Launch Services** for satellite belonging to customer
- **Building launch vehicles** through Indian Industry and launch as per satellite customer requirement
- **Space based Services** related to Earth Observation and Communication satellites on commercial basis
- **Satellite building** through Indian Industry
- **Mission Support Services** to National and International Customers
- **Technology Transfer** to Indian Industry

ORGANISATION STRUCTURE

NSIL got incorporated during March 2019 as a wholly owned Government of India Undertaking/ Central Public Sector Enterprise (CPSE), under the administrative control of Department of Space. During February 2020, the Company was categorized as 'Schedule A' Company by Department of Public Enterprises.

Presently, the Company is being managed by the Board of Directors consisting of Chairman and Managing Director; Director (Technical & Strategy) and Government Nominee Directors. Department of Space (DOS), the administrative ministry had initiated the process to appoint the Independent Directors as per the approved Articles of Association of the Company. The Company has recruited a few personnel on its own payroll. Considering the enhanced mandate of the company, it is in the process of recruiting more personnel on its own payroll.



PRODUCTS AND SERVICES

The Company was incorporated with the primary mandate of enabling Indian Industries to scale up high technology manufacturing base for space programme through technology transfer mechanism and commercially exploit space products and services emanating from the Indian Space Programme to global customers. The major area of business of the company is (i) production of Polar Satellite Launch Vehicle (PSLV) through Indian Industry (ii) launch services onboard ISRO Launch Vehicles (iii) building satellites as per user requirement and launch (iv) providing space based services, including satellite based communication, earth observation (v) mission support services; (vi) transfer of technology developed by ISRO Centres and constituent institutions of DOS (vi) marketing spin-off technologies and Products/ services.



5. NSIL- Powers and Duties of Officers and Employees

The powers & duties of the officers and employees of the Company are derived mainly from job descriptions, manuals, terms and conditions of appointment and Delegation of Authorities enunciated by the Company. The officers & employees of the Company are appointed for carrying out the business operations of the Company, 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 the organization's requirement and also as per guidelines of the Administrative Ministry.

The powers & duties of employees of the Company are derived mainly from the provisions of the Companies Act, 1956 and Memorandum & Articles of Association of the Company. The employees of the Company are appointed for carrying out the business operations of the Company, which are in line with the objectives specified in the Memorandum of Association of the Company.

The powers and duties of the employees of the Company are limited only to carrying out the business operations of the Company.

While discharging duties and responsibilities, employees of the Company are complying with the applicable provisions of The Constitution of India and other applicable Statutes and Rules & Regulations.



6. Procedure followed in the decision-making process, including channels of supervision and accountability

The decisions making process of the Company follows the following Channel:

Overall 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. As per the provisions of the Companies Act, 1956 certain matters require the approval of the shareholders of the Company in General Meeting. The Board of Directors is accountable to the shareholders of the Company, which is the ultimate authority of a Company. NSIL, being a Central Public Sector Enterprise (CPSE), the Board of Directors of the Company is also accountable to Government of India.

The day-to-day management of the Company is entrusted to the Chairman & Managing Director and the Director (Technical & Strategy) and other Officers of the Company. The Chairman & Managing Director, Director (Technical & Strategy) and other officers exercise their decision-making powers as per this delegation of powers.

Board Procedures

(A) Institutionalised decision-making process:

With a view to institutionalize all corporate affairs and setting up systems and procedures for advance planning for matters requiring discussion/decisions by the Board, the Company has defined guidelines for the meetings of the Board of Directors and Committees thereof. These Guidelines seek to systematize the decision-making process at the meetings of Board/Committees, in an informed and efficient manner.

(B) Scheduling and selection of Agenda items for Board /Committee Meetings:

1. The meetings are being convened by giving appropriate notice after obtaining the approval of the Chairman of the Board/Committee. Detailed agenda, management reports and other explanatory statements are circulated in advance



amongst the members for facilitating meaningful, informed and focused decisions at the meetings. To address specific urgent need, meetings are also being called at short notice. The Board is also authorized to pass Resolution by Circulation for all such matters which are of utmost urgent nature.

2. Where it is not practicable to attach any document or the agenda is of confidential nature, the same is placed on the table at the meeting with the approval of the Chairman and Managing Director. In special and exceptional circumstances, additional or supplemental item(s) on the agenda are permitted. Sensitive subject matters are discussed at the meeting without written material being circulated.
3. The agenda papers are prepared by the concerned officials and submitted for obtaining approval of the Chairman and Managing Director. Duly approved agenda papers are circulated amongst the Board members by the Company Secretary.
4. The meetings are usually held at the Company's Registered Office in Bengaluru.
5. Presentations are made at the Board/ Committees covering Finance, Operations & Business Segments, Human Resources, etc. of the Company.
6. The members of the Board have complete access to all information of the Company. The Board is also free to recommend inclusion of any matter in agenda for discussion. Senior management officials are called to provide additional inputs to the items being discussed by the Board, as and when necessary.

(C) Recording minutes of proceedings at the Board Meeting:

Minutes of the proceedings of each Board/Committee meeting are recorded. Draft minutes are circulated amongst all members of the Board/ Committee for their comments. The minutes of the proceedings of meetings are entered in the Minutes Book.

(D) Follow-up mechanism:

The guidelines for the Board and Committee Meetings facilitate an effective post meeting follow-up, review and reporting process for the action taken on decisions of the Board and



Committee. A Quarterly Compliance Report confirming adherence to the applicable laws, rules, guidelines and on Corporate Governance is submitted to the Board of Directors for their review.



6. PROCEDURES FOLLOWED IN DECISION-MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY:

The decision-making process of the Company follows the following channel:

Overall management of the Company is vested with the Board of Directors of the Company. The Board of Directors is the highest decision-making body of the Company within the guidelines defined by the Government.

As per the provisions of the Companies Act, 1956 certain matters require the approval of the shareholders of the Company in general meeting. Similarly, in terms of the guidelines of Department of Public Enterprises certain matters require the approval of Govt /Cabinet.

The Board of Directors is accountable to the shareholders of the Company, which is the ultimate authority of a Company. NSIL being a Central Public Sector Enterprise (CPSE), the Board of Directors of the Company are also accountable to Government of India.

The day-to-day management of the Company is entrusted on the Chairman & Managing Director supported by Director (Technical & Strategy) and other Officers and staffs of the Company.

The Chairman & Managing Director, Director (Technical & Strategy) and other executives are accountable to Board of Directors for proper discharge of their duties & responsibilities. Several sub committees have been set up of the Board of Directors under corporate governance for decision making like Audit Committee, Corporate Social responsibility & Sustainable Development Committee, Remuneration Committee.

The powers, which are not delegated, are exercised by the Board of Directors subject to the restrictions and provisions of the Companies Act, 1956.



7. Rules, Regulations, instructions, manuals and records, held by NSIL or used by its employees for discharging their functions

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. Each Department of the Company, while discharging its functions, is guided by Book of Delegated Powers, manuals, policy and guidelines, which are periodically reviewed and updated. The conduct of the employees is regulated by the Employees' (Conduct, Discipline and Appeal Rules) and Standing Orders. In addition, the Company follows the directives and guidelines issued by the Department of Space/ Government of India on various matters.

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

(A) Matters pertaining to Company Affairs

- Memorandum & Articles of Association;
- Decisions of the Board of Directors and Sub-committees of the Board from time to time as contained in the minutes book;
- Decision of shareholders in the Annual General Meeting as contained in the minute book;
- Companies Act, 1956 and Rules framed there under;

(B) Matters pertaining to Finance & Accounts

- Accounting Policies;
- Accounting standards;
- Delegation of Powers;

(C) Human Resource matters

- HR Manual



8. The 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

Being a commercial entity, NSIL does not have any arrangement for consultation with members of the public. However, all its policies are formulated in compliance with provisions of applicable statutes, regulations etc. NSIL however, has interface with various Parliamentary Committees.

NSIL is a Central Public Sector Undertaking (CPSU) and governed by the Department of Space (DOS)/ Department of Public Enterprises (DPE) and its policies are formulated by internal management and hence there is no arrangement for consultation with the members of the Public prior to formulation of its internal policies. However, internal policies of the Company are formulated complying with the policy of Government applicable provisions of the constitution, Statutes, Rules & Regulations, etc.



9. NSIL- Names and Designation of Central Public Information Officers

Sl.No	Name	Designation	
1	D Radhakrishnan	Chairman & Managing Director	Appellate Authority
2	A Arunachalam	Director (Technical & Strategy)	Transparency Officer
3	Sumit Kumar	Chief Manager- Business Development	Nodal Officer
4	K Renu	Company Secretary	Central Public Information Officer (CPIO)
5	N S V V Srikanth	Deputy Manager, Administration	Deemed Public Information Officer DPIO



10. NSIL- Particulars of Facilities Available to Citizens for Obtaining Information

NSIL is maintaining its website www.nsilindia.co.in. Interested people can visit this website for desired information.

Any citizen can visit NSIL offices for desired information. They can also meet the Central Public Information Officer and Central Assistant Public Information Officer notified by the Company under the Right to Information Act, 2005.

Interested people can also send letters or email to the Company seeking the desired (available) information.



11. NSIL- Monthly Remuneration- Officers and Employees

There are ten different Scales of Pay in Executive cadre starting with Grade E-0 and two Board Level Scales, which are applicable for Directors and Chairman.

Executives	Pay Scales Amount in Rs	Designation
E-0	30,000 - 120,000	Officer
E-1	40,000 – 140,000	Sr Officer
E-2	50,000 – 160,000	Deputy Manager
E-3	60,000 – 180,000	Manager
E-4	70,000 – 200,000	Senior Manager
E-5	80,000 – 220,000	Chief Manager
E-6	90,000 – 240,000	Deputy General Manager
E-7	100,000 – 260,000	Additional General Manager
E-8	120,000 – 280,000	General Manager
	180,000 – 340,000	Director
	200,000 – 370,000	CMD

6.1.2 Non-Executives

There are 11 Scales of Pay in the non-executive Cadre starting with Scale 1.

Scale*	Scales of Pay Amount in Rs
Scale – 1	18000-70000
Scale – 2	18500-75000



Scale – 3	19000-80000
Scale – 4	21000-85000
Scale – 5	22000-90000
Scale – 6	23000-95000
Scale – 7	24000-100000
Scale – 8	25500-105000
Scale – 9	27000-110000
Scale – 10	28500-115000
Special Scale	30000-120000

6.1.3 Additional Allowances

Category	Allowance	Percentage
Executives	Cafeteria	35 % of basic pay
Non-Executives	Fringe benefit	35 % of basic pay



12. NSIL- Statement of the Boards, Councils, Committees and Other Bodies

The Company defines the philosophy of Corporate Governance as one which spells out the long-term sustainability with strong fundamentals. Corporate Governance involves a set of relationships between a Company's management, its Board, its shareholders and other stakeholders. It provides a principled process and structure through which the objectives of the company, the means of attaining the objectives and systems of monitoring performance are also set.

The Company places great emphasis on Corporate Governance and in maintaining the principles of transparency, honesty, integrity, accountability, compliance of laws, procedures and meeting ethical standards. The Company is complying with the Department of Public Enterprises (DPE) Guidelines on Corporate Governance.

Board of Directors

The board shall be composed of the following directors:

- (a) Chairman and Managing Director
- (b) Director (Technical and Strategy)
- (c) Director - Finance
- (d) Three Government Directors
- (e) Four Non-Official (Independent) Directors

The following is the **Composition of Board of Directors as on 31.03.2022:**

Sl. No	Name of Director	Designation	Nature of Directorship
1	Shri. D Radhakrishnan	Chairman and Managing Director	Executive
2	Shri. A Arunachalam	Director (Technical & Strategy)	Executive
3	Smt. Uma Sekhar Additional Secretary (L&T), Ministry of External Affairs	Govt Nominee Director	Non-Executive- Nominee Director



4	Shri. Neeraj Sinha Senior Advisor and Head, NITI Aayog	Govt Nominee Director	Non- Executive- Nominee Director
5	Dr. M Subramanyam Joint Secretary (Enterprise, Policy & Legal), DOS	Govt Nominee Director	Non- Executive- Nominee Director

Committees of Board

In line with the requirements/ directions of DPE, Companies Act, 2013 and other applicable laws, the Board has constituted the following Committees of Directors. These Committees provide specific and focused governance for the activities falling within their terms of reference and as per the stipulated guidelines.

Sl. No	Name of the Committee
1	Audit Committee
2	Corporate Social Responsibility and Sustainable Development Committee
3	Remuneration Committee

Audit Committee

The composition of the Committee as on 31st March 2022 is as follows:

1. Shri M Subramanyam - Chairman of the committee
2. Smt Uma Sekhar - Member
3. Shri Neeraj Sinha - Member
4. Shri. A Arunachalam - Member

Terms of Reference

The terms of reference of the Audit Committee are as per the applicable provisions of the Companies Act 2013 and as per the DPE guidelines as amended from time to time and are as under-



- Oversight of the company's financial reporting process and the disclosure of its financial information to ensure that the financial statement is correct, sufficient and credible.
- Recommending to the Board the fixation of audit fees.
- Approval of payment to statutory auditors for any other services rendered by the statutory auditors.
- Reviewing, with the management, the annual financial statements before submission to the Board for approval, with particular reference to:
 - Matters required to be included in the Directors' Responsibility Statement to be included in the Board's report in terms of Section 134 of the Companies Act, 2013 and other applicable provisions of the Companies Act, 2013.
 - Changes, if any, in accounting policies and practices and reasons for the same;
 - Major accounting entries involving estimates based on the exercise of judgment by management;
 - Significant adjustments made in the financial statements arising out of audit findings;
 - Compliance with legal requirements relating to financial statements;
 - Disclosure of any related party transactions; and
 - Qualifications in the draft audit report.
- Reviewing, with the management, the quarterly financial statements before submission to the Board for approval.
- Reviewing, with the management, performance of internal auditors and adequacy of the internal control systems.
- Reviewing the adequacy of internal audit function, if any, including the structure of the internal audit department, staffing and seniority of the official heading the department, reporting structure, coverage and frequency of internal audit.



- Reviewing the findings of any internal investigations by the internal auditors / auditors / agencies into matters where there is suspected fraud or irregularity or a failure of internal control systems of a material nature and reporting the matter to the Board.
- Discussion with statutory auditors before the audit commences, about the nature and scope of audit as well as post-audit discussion to ascertain any area of concern.
- To look into the reasons for substantial defaults in the payment to the depositors, debenture holders, shareholders (in case of non-payment of declared dividends) and creditors.
- To review the functioning of the Whistle Blower Mechanism.
- To review the follow up action on the audit observations of the C&AG audit.
- To review the follow up action taken on the recommendations of Committee on Public Undertakings (COPU) of the Parliament.
- Provide an open avenue of communication between the independent auditor, internal auditor and the Board of Directors
- Review all related party transactions in the company. For this purpose, the Audit Committee may designate a member who shall be responsible for reviewing related party transactions.
- Review with the independent auditor the co-ordination of audit efforts to assure completeness of coverage, reduction of redundant efforts, and the effective use of all audit resources.
- Consider and review the following with the independent auditor and the management:
 - The adequacy of internal controls including computerized information system controls and security, and
 - Related findings and recommendations of the independent auditor and internal auditor, together with the management responses.
- Consider and review the following with the management, internal auditor and the independent auditor:



- Significant findings during the year, including the status of previous audit recommendations
- Any difficulties encountered during audit work including any restrictions on the scope of activities or access to required information
- Carrying out any other function as may be assigned by the Board from time to time.

Corporate Social Responsibility & Sustainable Development (CSR & SD) Committee

The composition of the Committee as on 31st March 2022 is as follows:

Shri Neeraj Sinha	- Chairman
Smt Uma Sekhar	- Member
Shri M Subramanyam	- Member
Shri A Arunachalam	- Member

Since, Independent Directors are yet to be appointed, the Committee is constituted with nominee Directors.

Terms of reference

The Terms of reference of the Committee are in line with the guidelines issued by the DPE and the relevant provisions of the Companies Act, 2013. The CSR &SD activities of the Company are carried out in line with the Board approved CSR & SD Policy of the Company.

Remuneration Committee

The composition of the Committee as on 31st March 2022 is as follows:

Smt Uma Sekhar	– Chairperson
Shri Neeraj Sinha	– Member
Shri M Subramanyam	– Member

Since, Independent Directors are yet to be appointed, the Committee is constituted with nominee Directors.



Terms of reference

The Committee is formed to decide on the annual bonus/ variable pay pool and policy for its distribution across the executives and non-unionised supervisors, within the prescribed limits.