

# CITIZENS' CHARTER



## **DREDGING CORPORATION OF INDIA LIMITED**

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**VISAKHAPATNAM-530 022** Andhra Pradesh, INDIA  
Telephone: ISD-00-91-0891 EPABX : 2523250  
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### **DCI - IT'S INCORPORATION :**

In the 1960s, dredging requirements in the various Ports were being catered to by the then Ministry of Shipping & Transport (now the Ministry of Shipping), which maintained a central dredging pool consisting of MoT dredgers, Hopper Barges, Tugs, Survey Launches and other operational equipment. Subsequently, in 1968, considering the increased dredging requirements in the country, those crafts and equipment were handed over to Shipping Corporation of India Limited (SCI) for managing on agency basis. Over the years, the development of ports continued and taking into account the increasing dredging requirement, the Government decided to form a separate company. Accordingly, on **29th March, 1976, Dredging Corporation of India Limited (DCIL)** was incorporated as per the Company Act, 1956, as a wholly owned Government of India Undertaking with the primary objective of catering to the dredging requirements of Indian ports. On, 8.3.2019, Govt. of India sold out its entire stake of DCI Ltd., to a consortium of Visakhapatnam Port Authority, Paradip Port Authority, Deendayal Port Authority and Jawaharlal Nehru Port Authority. DCI was established to provide integrated dredging and other allied services to the Major Ports and other maritime organizations of the country in India.

### **COMMENCEMENT OF COMMERCIAL OPERATIONS:**

However, the agency arrangement with SCI continued during 1976-77 also and DCI commenced its full-fledged commercial operations from 01.04.1977.

### **DCI - IT'S CORPORATE STATUS :**

**DCI** is functioning under a consortium of 4 Ports, i.e., Visakhapatnam Port Authority, Paradip Port Authority, Jawaharlal Nehru Port Authority and Deendayal Port Authority.

### **DCI AND IT'S OFFICES :**

**DCI** has its Registered Office at New Delhi, Head Office at Visakhapatnam, its Regional Offices at Kolkata, Cochin & Mumbai and Project Offices at Other Major Ports.

Kolkata (RO) Paradip, Haldia (PO)  
Visakhapatnam- HO  
Kochi – (RO)  
Mumbai –(RO)  
Madras Nucleus Office (MNO), Chennai

## **ESTABLISHMENT OF DCI :**

The Establishment of the Corporation comes broadly under two categories :

- **FLOATING ESTABLISHMENT** - those Officers, Petty Officers and crew employed on Floating Crafts (Dredgers, Ancillary Crafts and other equipments). The wage pattern and other amenities are as per the various maritime agreements arrived between the various maritime unions and Ship Owner associations, as adopted by DCI.
- **SHORE ESTABLISHMENT** - those Executives and non-executives employed on shore operations at Head Office and various project / other offices. The pay pattern in respect of Officers is as per the DPE guidelines and approved by the Ministry. The wage pattern in respect of Non-executives is as per the agreements arrived between the recognized unions and the Management and approval of the Board.

## **DCI - MISSION**

To provide value addition to our stakeholders through holistic, innovative and environmentally sustainable solutions in the fields of

- i. Dredging and Reclamation,
- ii. Marine Construction,
- iii. Marine Services,
- iv. Shallow Water/Inland Dredging,
- v. Under Water Mining,
- vi. Project Consultancy

## **DCI - VISION**

To become a global player of integrated dredging service by maintaining high professional standards with specialist knowledge of environmentally-friendly dredging techniques, innovative approach and focus on health, safety and cost efficiency.

## **DCI - OBJECTIVES**

1. Maintaining its 'number one' position in Indian dredging sector.
2. To make forays into global market through formation of Joint Ventures with reputed international companies and/or chartering of vessels.
3. To improve the Human Resource capital of the company by sustained programme of training and recruitment.
4. To initiate integrated e-governance in all the functional areas of the Company through the DCI FIIT project, i.e. DCI's Functional Integration through Information Technology.

## **DCI - TOWARDS A BRIGHT FUTURE**

In order to meet the increasing demands of the future, DCI has ambitious plans to procure more Trailer suction hopper dredgers and cutter suction dredgers to increase its dredging capacity and to upgrade its existing fleet as well as expand its services in India and abroad.

With a dedicated team of professionally qualified and experienced personnel, who constitute the backbone of the organisation, DCI is fully geared to meet the any kind of dredging challenges in the time to come and is confidently looking forward for a bright future.

**DCI-IT'S BUSINESS**

DCI is a pioneer organization in the field of dredging and maritime development. DCI is fully equipped to offer the complete range of dredging and allied services to the users in India and Abroad and to provide the vital inputs for the national development. Its Head Office is strategically situated on the east coast of India at Visakhapatnam, DCI helps to ensure continuous availability of the desired depths in the shipping channels of the Major and Minor Ports, Indian Navy and other maritime organizations. It further serves the Nation in a variety of ways, be it capital dredging for creation of new harbours, deepening of existing harbours or maintenance dredging for the upkeep of the required depths at various Ports along the 7,500 Kms coastline of India.

**DCI- SERVICES OFFERED**

- Capital Dredging
- Maintenance Dredging
- Beach Nourishment
- Land Reclamation
- Shallow water dredging
- Project Management consultancy and
- Marine Construction

**DCI – IT'S CUSTOMERS/CLIENTS**

- Major Ports
- Minor Ports
- Naval Establishments
- State Governments
- Non-Government / Private Organizations
- Indian Shipyards/Ship-repair Firms

**DCI- SOCIAL RESPONSIBILITIES**

- Compliance of International Maritime Laws
- Implementation of Safety Management Systems
- Maritime Safety
- Environmental Protection
- Pollution Control
- Customer Satisfaction
- Time-bound Project Execution
- Performing Dredging activity to keep the port channels open for sea traffic and fit for navigation round the clock and throughout the year.
- Dredging facilitates the Maritime Trade in the Society thereby contributing to the national economy to a large extent.

**PRESTIGIOUS FOREIGN ASSIGNMENTS**

- Port Management Contract at Yanbu, Saudi Arabia ... 1977
- Stevedoring Contract at Yanbu, Saudi Arabia ... 1980
- Taichung Port, Taiwan ... 2002
- Dredging and reclamation at Bahrain, ... 2004-06
- Dredging at Kanakasanthurai (KKS) Harbor, Srilanka ... 2012-13
- Mongla Port (Bangladesh) ... 2016-20

**MEMORANDUM OF UNDERSTANDING**

The Company has been signing “MoU” with the Board and the performance of the Company is assessed and rated as per MoU Criteria/parameters.

**The MoU covers :**

- Mission/Vision, Objectives
- Commitments (Performance criteria)
- Dredging Physical / Financial Parameters
- Delegation of Powers
- Assistance from Government and
- Monitoring Parameters

**MoU Awards and other awards for EXCELLENCE in performance :**

Sl.No	Award	for the year
1.	<b>Rajiv Gandhi Memorial National Award for EXCELLENCE IN INDIAN INDUSTRY</b> , presented by AP Central Public Sector Employees Federation	1991-92
2.	<b>Prime Minister's MoU Award</b>	1998-99
3.	<b>His Excellency President of India MoU Award</b>	2001-02
4.	<b>Hon'ble Prime Minister of India MoU Award</b>	2002-03
5.	<b>Enterprise Excellence Award</b> by Indian Institute of Industrial Engg, for its financial and operational strength	2003-04
6.	<b>Enterprise Excellence Award</b> by Indian Institute of Industrial Engg.	2004-05
7.	<b>India Today – CRISIL Survey</b> published (March 28, 2005) that DCI is “one among the top 10 (ten) Public Sector Undertakings and <b>BEST</b> in <b>Mid-Size PSU</b> with turnover of Rs.500 – Rs.1000 Crores, in the Country”.	Between 1998 & 2003

**DCI** was established with an authorized capital of Rs.30 crore and paid-up capital of Rs.28 Crore.

**DCI** is one among the Public Sector Undertakings of India in which the Government has disinvested its shareholding. The authorized capital of the company is Rs.30 crores and paid up capital of the company is Rs.28 crores divided into 2,80,00,000 equity shares of Rs.10 each.

The Government disinvested 1.44% of the share capital i.e., 4,02,300 shares in the 1992. Further, 20% of the share capital i.e., 56,00,000 shares was disinvested through offer for sale in 2004. Further, 5% of the share capital i.e., 14,00,000 shares was disinvested through offer for sale in 2015. Further, 0.09% of the share capital i.e., 25,687 shares was offered to the employees in 2016. Consequent to the strategic disinvestment, the percentage of shares held by the Government in the company is 73.47% was sold out to a consortium of Visakhapatnam Port Authority, Paradip Port Authority, Deendayal Port Authority & Jawaharlal Nehru Port Authority and balance is held by the general public, corporate bodies, FIIs, Insurance companies, Banks, NRI's etc.

The shares of the Company are listed at Mumbai, Calcutta & National Stock Exchanges of India.

**FINANCIAL PERFORMANCE**

Year	Turnover Rs. in crores	Profit before Tax Rs. in crores	Profit after Tax Rs.in crores	Per Share ValueRs.	Dividend paid to Shareholders
2005-06	544.73	171.83	176.46	63.02	150% Rs.42.00 crore
2006-07	626.21	206.39	188.73	67.40	150% Rs.42.00 crore
2007-08	771.47	150.77	154.82	55.29	150% Rs.42.00 crore
2008-09	832.22	61.89	46.37	16.56	50% Rs.14.00 crore
2009-10	693.95	77.65	70.05	25.02	30% Rs.8.40crore
2010-11	522.72	44.86	39.51	14.11	--
2011-12	504.58	17.56	13.18	4.71	--
2012-13	638.01	21.59	20.50	7.32	Dividend declared @ 20%
2013-14	772.70	38.83	37.55	13.41	Dividend declared @ 30%
2014-15	743.79	65.37	62.41	22.29	Dividend declared @ 30%
2015-16	676.22	82.90	79.67	28.45	Dividend declared @ 30 %
2016-17	599.69	12.28	7.41	2.54	0 %
2017-18	612.12	21.77	17.14	5.94	Dividend declared @ 20%
2018-19	698.52	47.52	44.59	15.92	Dividend declared @ 30 %
2019-20	755.29	13.41	05.51	01.97	0 %
2020-21	766.92	-170.59	-172.41	-60.05	0

**DCI** owns most modern and sophisticated fleet consisting of three Cutter Suction Dredgers and Ten Trailer Suction Dredger etc., as detailed hereunder :

CRAFT	YEAR BUILT	MAXIMUM DREDGING DEPTH (Mts)	HOPPER CAPACITY (Cu.M.)
DCI DREDGE-VIII	1977	25.00	6500
DCI DREDGE-XI	1986	25.00	4500
DCI DREDGE-XII	1990	20.00	4500
DCI DREDGE-XIV	1991	20.00	4500
DCI DREDGE-XV	1999	25.00	7400
DCI DREDGE-XVI	2000	25.00	7400
DCI DREDGE-XVII	2001	25.00	7400
DCI DREDGE-XIX	2012	25.00	5500
DCI DREDGE-XX	2013	25.00	5500
DCI DREDGE-XXI	2014	25.00	5500

<b>II. CUTTER SUCTION :</b>				
CRAFT	YEAR BUILT	MAXIMUM DREDGING DEPTH (Mts)	TOTAL INSTALLED H.P.	ANNUAL CAPACITY (M.Cu.M.)
DCI DREDGE-AQUARIUS	1977	25.00	17,300	5.00
DCI DREDGE-XVIII	2010	25.00	10,662	5.0
DCI ID Ganga	2016	14.00	--	
<b>III. BACKHOE DREDGER :</b>				
DCI BACKHOE	2011	25.00	1,618	0.60
<b>IV. ANCILLARY CRAFTS / EQUIPMENT :</b>				
Survey Launch – 1	1999	Self-propelled		
Survey Launch – 2	2009	Self-propelled		
Survey Launch – 3	2009	Self-propelled		
Multi CAT	2015	Self-propelled		

**DCI - IT'S CITIZENS' CHARTER**  
**DCI- ORGANISATIONAL STRUCTURE**

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**BOARD OF DIRECTORS**

Dredging Corporation of India Limited is now an organisation, having a separate identity, under the Administrative control of the consortium of four major Ports i.e., Visakhapatnam Port Authority, Paradip Port Authority, Jawaharlal Nehru Port Authority and Deendayal Port Authority. At present, the strength of the Directors of the Company, including the MD& CEO, DCI, is ten i.e., Chairman, VPA, Chairman, JNPA, Chairman, PPA, Chairman, DPA and other five Independent Directors.

**THE CHIEF EXECUTIVE AND THE HEADS OF DEPARTMENTS**

The Managing Director & CEO is assisted by CGM, CFO and the Heads of functional departments in the administration of the Organization:

<b>PARTICULARS OF KEY-OFFICERS</b>	
<b>Name, Designation and Department</b>	<b>Office address ,Telephone No., E-mail address</b>
<b>CAPT. S. DIVAKAR</b> Chief General Manager	DREDGE HOUSE, HB COLONY, VSKP. <b>Tel:</b> 0891(STD) 2563648;2871345 (D)/ 2871200 <b>E-mail :</b> dredging@dcil.co.in
<b>SHRI, P.S.L.SWAMI</b> CHIEF VIGILANCE OFFICER	DREDGE HOUSE, HB COLONY, VSKP. <b>Tel:</b> 0891(STD) 2871297 (D)/ 2871281 <b>E-mail :</b> cvo@dcil.co.in
<b>SHRI E KIRAN</b> CFO, Finance & Accounts Department	DREDGE HOUSE, HB COLONY, VSKP. <b>Tel:</b> E-mail: cfosectt@dcil.co.in
<b>CAPT. K.M.CHOWDHARY</b> CORDINATING HEAD OF DEPARTMENT GENERAL MANAGER (MARKETING)	DREDGE HOUSE, HB COLONY, VSKP. <b>Tel:</b> 0891(STD)-2565418; 2871296 (D) / 2871205 E-mail: kmchoudhary@dcil.co.in

<b>SHRI. TVS KUMAR</b> HOD(OPERATIONS, RISK & BUDGET MANAGEMENT)	DREDGE HOUSE, HB COLONY, VSKP. Tel: 0891(STD) – 2871344 E-mail: <a href="mailto:tvskumar@dcil.co.in">tvskumar@dcil.co.in</a>
<b>SRI Y.S.R.MURTHY</b> HEAD OF THE DEPARTMENT (TECH) (HSE & SHIP BUILDING)	DREDGE HOUSE, HB COLONY, VSKP. Tel: 0891(STD)- 2561532 (D) / 2871282 E-mail: <a href="mailto:ystrmurthy@dcil.co.in">ystrmurthy@dcil.co.in</a>
<b>DR. PRADEEP KUMAR SETHI,</b> GM/ HOD(HR)	DREDGE HOUSE, HB COLONY, VSKP. Tel: 0891(STD) – 2871365 E-mail: <a href="mailto:pksethi@dcil.co.in">pksethi@dcil.co.in</a>
<b>SRI AK DASGUPTA,</b> HOD(LEGAL)	DREDGE HOUSE, HB COLONY, VSKP. Tel: 0891(STD) – 2871358 E-mail: <a href="mailto:akdasgupta@dcil.co.in">akdasgupta@dcil.co.in</a>
<b>SMT. P. CHANDRA KALABHINTERI,</b> COMPANY SECRETARY & COMPLIANCE OFFICER	DREDGE HOUSE, HB COLONY, VSKP. Tel: 0891(STD) – 2871298 / 207 E-mail: <a href="mailto:kalabhinetri@dcil.co.in">kalabhinetri@dcil.co.in</a>

The salient functions of various departments are as indicated hereunder :

**BUSINESS DEVELOPMENT, MARKET & BRAND BUILDING DEPARTMENT:**

- New business Vertical(all new business other than maintenance Dredging works.
- Business Development, Marketing & Brand Building
- Official representation to clients/Statutory Authorities
- Project Finance Management, P& L of Projects(Expenditure Control)
- Trade Payable/ Receivable and Dredger Construction Management

**FINANCE & ACCOUNTS DEPARTMENT :**

- Corporate Accounting Including consolidation of All Project Accounts;
- Revenue Accounts including financial vetting of dredging contracts;
- Corporate Taxation Including centralized Direct taxes payments and filing of e-returns for all the projects includes Assessments, Appeals, ITAT (tribunal) and High Court appeals etc.,
- Centralized GST payments and filing of GST returns of all the States, UT's , ISD filings and other Indirect Tax matters (Service Tax cases and Vat cases) includes Appeals and Tribunal matters.
- Co-ordination with Internal Auditor and providing necessary clarifications supporting, necessary workings, documents and replies to their quires, after taking relevant supporting from the concerned departments,
- Co-ordinating with Statutory Audit, Tax Audit, Government Audit, GST& Income Tax Statutory Departmental Audits etc.,
- H&M and War Risk, Miscellaneous Insurances of Employees and other administrative assets. Payment of premium to the underwriters, correspondence with P&I club, obtaining claims from the Insurance Companies, etc.



- Corporate Budget, Funds Management and Capital Procurements.
- Shore Establishment – employee salaries, TDS and issue of Form-16 and other establishment related jobs.
- Floating Establishment for employee related to Floating employees and their salaries and allowances etc as per the INSA, NUSI etc.,
- Centralized billing/invoicing at HO in order to remove delays in processing the vendor bills as well as controlling purpose as well as to keep internal financial control.
- Self Managed Provident Fund Trust and its Accounts and Audits along with Fund management along with Settlement of PF and its Refundable Loans and Non Refundable Loans, marriage, education& Home/flat etc., loans to employees etc.,
- Other Trusts like Gratuity Trust, Medical Trust and Pension Trust its Accounts, Audits and filing of Income Tax returns of these trusts etc., works
- Financial verification and Review of Repair bills, materials, MNO customs payments for foreign materials , fuel bills etc.,

**OPERATIONS DEPARTMENT :**

- Operations & Contracts
- All ROs/Pos will report to CHOD

**TECHNICAL DEPARTMENT :**

- Planning and execution of all Technical, Material, Shipbuilding Function,
- Dry-dock repairs& maintenance of vessels.
- Compliance of statutory requirements.
- Procurement of Spares/Stores items as per V/L requisition.
- Acquisition of new crafts/vessels.

**HSE DEPARTMENT:**

- Planning and scheduling HSE functions.
- Operation and monitoring SMS, ISPS and IMS.
- Planning and carrying out internal audits of above systems.
- Review of audit results and effective implementation of SMS, ISPS and IMS.
- Ensuring continual improvement.
- Projecting, implementing, imparting training and awareness needs pertaining to ISM, ISPS and IMS.
- Coordinating and guiding other departments in operation of above systems in their departments.

**HUMAN RESOURCES DEPARTMENT :**

- All Establishment matters of HR shore based employees and Floating employees. Training Institut
- Recruitment, Placements, Postings & Transfers.
- Industrial Relations, relating to various Unions / Associations
- of Shore and Afloat, Industrial Disputes etc.
- Training and A.I.D.C., Welfare facilities and amenities, General Services.
- Grievance Handling ,Citizens' Charter, RTI Act Implementation
- And all matters pertaining to PR & Media.
- CSR

**LEGAL DEPARTMENT:**

- All legal matters of the company

**RISK MANAGEMENT & BUDGET MANAGEMENT:**

- Risk Management – Budget Management –Dredger Audit- beneficiary uses of dredged material (Business Development & Execution)

**RESEARCH & DEVELOPMENT**

- Research and Development – Soil Analysis- Estimates – Production Analysis – PMC works –Beneficial uses of dredge material(geotechnical) –Antarvedi.

**COMPANY SECRETARY DEPARTMENT :**

- Company Secretary functions & Corporate Legal Advisor – Compliance Officer- Strategic Planning.

**TIME FRAME FOR OPERATIONS / EXECUTION OF CONTRACTS / PROJECTS :**

<b>Activity</b>	<b>Time Frame / Norm</b>	<b>Remarks</b>
<b>Execution of various Contracts</b>	As per the terms and conditions of the Agreements arrived with the clients for execution of the contracts	A time frame is followed for finalizing the tenders, release of purchase / supply orders and execution of contracts. The project execution is regularly monitored through project offices concerned.
<b>Dredging Activity</b>	Norms / targets have been fixed for all floating crafts as per MoU	The dredging activity is carried out by deployment of crafts to the place of contract and also by proper upkeep of crafts by following timely dry-dock schedules.
<b>Procurement and supply of spares and stores</b>	As soon as indents are received from floating crafts, necessary tendering / purchase procedure is followed by the Technical department and supply of spares and stores is ensured within the required time.	A centralized stores complex is set up at Head Office for supply of spares to the vessels through project offices.
<b>Functions of Regional Offices/ Project Offices</b>	Active liaison is with clients and vessels and report to Head Office from time to time. Necessary persuasion is made for collecting payments from the clients before the end of financial year / by the time of finalization of accounts.	Any policy decision / guidance required is referred to Head Office and every effort is made by the Project Office in project execution and necessary help / assistance is also rendered to the floating crafts.
<b>Maintenance of floating crafts</b>	As per regular dry-docking schedule set up by the Corporation	Periodical dry-dock schedule are regularly followed for effective functioning of the vessels to enable attend to the dredging activity.

**DCI'S PURCHASE PROCEDURE :**

The Purchase Procedure, as approved by the Board of Directors of the Corporation, is required to be read and guidelines therein followed while going in for any purchase / procurement of material or service for the Corporation. The salient features of the Procedure are indicated hereunder:

<b>PRESCRIBED PRICE OF TENDER DOCUMENTS FOR ISSUE TO THE PARTIES ON PAYMENT</b>		
Sl. No.	Estimated Value of Tender	Cost of Tender Documents
1.	Above Rs. one crore	Rs.5000/-
2.	Between Rs.25 lakhs and upto Rs. one crore	Rs.1000/-
3.	Between Rs.1 lakh and upto Rs.25 lakhs	Rs.250/-
4.	Upto Rs.1 lakh	-
N.B. Taxes applicable on sale of tender documents extra.		

<b>DURATION OF CONTRACT</b>
Minimum period of 2 years extendable by further one year on the same rates and terms.
<b>TIME SCHEDULE</b>
Entire process of award of tenders should not exceed one month from the date of submission of recommendations of the tender committee except where the approving authority is the Board.

<b>EARNEST MONEY DEPOSIT (EMD)</b> (to be indicated in the notice inviting tender)		
Sl.No.	Estimated Value	EMD Rate
1.	Upto Rs.1 lakh	No EMD
2.	For more than ₹1 lakh and upto ₹10 lakhs	2% of the estimated value subject to a minimum of ₹5000/-
3.	For more than ₹10 lakhs and upto ₹10 crore	1% of the estimated value subject to a minimum of ₹20000/-
4.	For more than ₹10 crore	0.5% of the estimated value subject to a maximum of ₹1 cr. And a minimum of ₹1 lakh.
N.B.: 1) Exemptions for submission of EMD <ul style="list-style-type: none"> <li>• SSI units registered with NSIC ;</li> <li>• all PSUs (except capital purchases / works) and</li> <li>• firms/parties registered with DCI upto tender value of Rs.5 lakh.</li> </ul> 2) Refund of EMD : <ul style="list-style-type: none"> <li>• To disqualified tenderers within 15 days of disqualification.</li> <li>• After expiration of period of tender validity but not later than 30 days of the award of the contract / issue of letter of Intent.</li> <li>• Beyond this period interest at 4% per annum is payable to the Party.</li> </ul>		

#### APPLICATIONS FOR LOCAL VENDOR REGISTRATION

1. The Dredging Corporation of India invites Applications from eligible manufacturers / Dealers / Supply Contractors established in and around VISAKHAPATNAM and supplying the following Group / Category of items to register in DREDGING CORPORATION OF INDIA LIMITED as approved Supplier / Vendors.

#### RESERVATIONS IN EMPLOYMENT FOR VARIOUS CATEGORIES

- Scheduled Castes/Scheduled Tribes and Other Backward Categories.

- Ex-servicemen.
- Physically Handicapped/Persons with Disabilities.
- An SC/ST Cell has been set up with a Liaison Officer in the Corporation.

### **MACHINERY FOR PREVENTION OF SEXUAL HARASSMENT AT WORK PLACES**

A Special Committee has been constituted to look into complaints on sexual harassment at work places. A complaints register is being maintained for the purpose and necessary provision has been made in the CDA Rules of the Corporation and Certified Standing Orders. DCI is a life-member in the Forum for Women in Public Sector (WIPS) with one woman representative from the Corporation.

#### **"TONNAGE TAX SCHEME:**

The Government of India has introduced Tonnage Tax System (TTS) for taxation of income derived from shipping activities by an Indian Company, vide notification No.S.O.1436(E) dated 30.12.2004 and subsequently a Gazette Notification dtd.12th December, 2007, was issued in this regard. The Tonnage Tax Scheme is an optional scheme for qualifying Indian Shipping Company. As per the said Gazette Notification, A 'trainee-officer' means a person possessing the requisite qualifications specified under the Manual on Maritime Education & Training Assessment (META) published by the Director General of Shipping from time to time. In line with the same has opted for TTS and inducting trainees viz. Deck Cadets (DC), Trainee Marine Engineers (TME), Trainee Electrical Officers (TELO) and NCV (T) s, for the said purpose since 2012.

#### **TRAINING SCHEDULE FOR DECK CADETS:**

Sl. No.	Training	Periodicity
<b>DECK CADETS: After completion of DNS from DGS approved institute</b>		
1	Dredge Familiarization course	2 weeks
2	Structured Ship Board Training program on dredgers	18 months
3	Post sea education- Specialized Training on a Dredger Operation Course from IMU, Visakhapatnam	4 months
4	Leave	1 month
<b>Total periodicity of Training:</b>		<b>23 ½ months</b>
<b>TMES: After completion of BE ( Marine Engineering ) from DGS approved institute</b>		
1	Training on-board DCI Dredgers	6 months
<b>TELOs: After completion of BE (EEE) or equivalent from DGS approved institute</b>		
1	Training on-board DCI Dredgers	8 months
<b>NCV(T)s: After completion of GPR Training from DGS approved institute</b>		
1	Training on-board DCI Dredgers	18 months

#### **QUALIFICATIONS:**

Sl. No.	Trainee	Qualifications
1	Deck Cadets	Diploma in Nautical Science from institutes approved by DGS.
2	Trainee Marine Engineers	B.E.in Marine Engineering from any IMU /affiliated colleges/ Institutes approved by DGS.

3	Trainee Electrical Officers	4 year Degree in Electrical Engineering or Electronics Engineering or Electrical & Electronics Engineering or Electronics & Instrumentation & must have completed 4 months Electro Technical Officer Course from DG shipping Approved Institutes.
4	NCV(T)s	Minimum X Class Pass from recognized education board and pre –sea G.P Rating Course and passed the exit examination approved by DGS.

#### CAREER GROWTH OF TRAINEES UNDER TONNAGE TAX SCHEME:

The Deck cadets after induction as Trainee Jr. Officers climb up the ladder as 3rd Officer, 2nd Officer, Chief Officer and Dredge Master on Deck after acquiring concerned Certificate of Competencies from DGS. Similarly on Engine Side after induction, they climb up the ladder as 4th Engineers, 3rd Engineers, 2nd Engineers and Chief Engineer Officers after acquiring concerned Certificate of Competencies from DGS for posting on board the Dredgers. TELOs after successful completion of their assessment are engaged as Electrical Officer. In so far as NCV(T)s are concerned, after completion of training, they are engaged as General Purpose Rating (GPR)."

#### CORPORATE SYSTEMS AND POLICIES

##### **Safety Management System (ISM):**

All dredgers (except dumb vessel DCI Dredge XVIII) of DCI hold valid Safety Management Certificate (SMC).

DCI Dredge VIII, DCI Dredge XI and DCI Multicat-1 hold valid Indian Coastal Vessel Safety Certificate

DCI holds a Document of Compliance (DOC) valid till 24.06.2027. The same is being endorsed every year after annual verification audit by DG Shipping.

##### **Ship Security System (ISPS):**

All dredgers (except dumb vessel DCI Dredge XVIII) of DCI hold valid International Ship Security Certificate (ISSC).

DCI Dredge VIII, DCI Dredge XI and DCI Multicat-1 ensure compliance with regard to Ship Security measures as defined in Annex 11 of the Notification for Indian Coastal Vessels.

##### **Quality Management System (ISO 9001:2015):**

DCI is certified for Quality Management System (ISO 9001:2015) and the certificate is valid up to 25th February'2025. The QMS surveillance audit is being carried out every year by IRQS as part of certification of the system.

##### **Environmental Management System (ISO 14001:2015):**

DCI is certified for Environmental Management System (ISO 14001:2015) and the certificate is valid up to 13th March'2025. The EMS surveillance audit is being carried out every year by IRQS as part of certification of the system.

FUNCTIONAL REQUIREMENT: DCI Procedures for Safe Operation of Ships and Protection of Environment include the following:

Company's HSEQ Policy

Procedures to ensure safe operation of ships and protection of the environment in compliance with relevant international and flag State legislation (Ship Board Operations Manual)

Procedures for reporting accident and non-conformities

Procedures to assess all identified risks to ships, personnel and the environment  
Identifications of risks, preparation for and response to emergency situations  
(Contingency Manual Ashore and Shipboard Contingency Manual)  
Levels of Authority and lines of communication between and amongst, shore and  
shipboard personnel  
Procedures for internal audits and management reviews (Sec. 3.0 of CPM and 2.0 of  
CPM)

**HSEQ POLICY**

DCI will ensure safety at sea, Prevent injury or Loss of life and avoidance of damage to the environment in particular to the marine environment and to property. The company will make every effort to provide a safe and healthy workplace with working safely as a condition of employment.

DCI shall provide safe practices in ship operations and a safe & healthy environment to ensure ISM &IMS objectives

The basic safety policy of this company is that no task is so important that an employee must violate safety and put him/herself at risk of injury or illness in order to get it done.

DCI is committed to assess all identified risks to its ships, personnel and the environment and eliminate hazards, address HSEQ risks/opportunities by providing appropriate safeguards.

DCI will comply with applicable mandatory rules, regulations, codes, guidelines, standards, legal and other requirements and promote Occupational Health of its employees and avoid any harm to employees and environment.

DCI promotes recruitment of women sea-farers and ensures no discrimination based on gender in employment, wages and promotions.

DCI will strive to continuously improve skills of personnel on board and at shore, by providing all required resources necessary to implement health and safety programme and create a culture / awareness of learning and practicing Health, Safety and Environment systems, procedures and practices among all employees.

DCI is committed to total Customer Satisfaction by providing Safe and Healthy working conditions for the prevention of work related injury and ill health, Environment Protection and Quality for the integrated Dredging Services and continual improvement through regular monitoring of ISM&IMS objectives and comply with all applicable statutes.

DCI strives to stay ahead as a Market Leader by continuous Commitment to Excellence.

DCI strives for conservation of natural resources by judicious and optimal utilization ensuring minimum wastage.

DCI is committed for consultation and participation of workers or workers representatives.

**COMPANY SECURITY POLICY**

Dredging Corporation of India Limited shall ensure safety, security and protection of people, property and environment. The Company shall take all necessary measures in all its activities, on its ships and ashore, and extend fullest co-operation to all concerned committed to the objectives of safety, security and protection of environment.

**DRUG & ALCOHOL POLICY**

It is the Policy of the Company that there shall be no consumption/storage of Alcohol or Drugs on board the vessels of the Corporation in order to comply

with National and International Regulations and Standards and to maintain a Safe and Healthy atmosphere on board

**PROCUREMENT OF ENERGY/FUEL CONSERVATION EFFICIENT FLOATING CRAFTS:**

Conservation of energy under Sec.217(1)(e): The Company does not fall under the category of companies which are required to furnish this information. However, the following measures have been taken:

i) All the dredgers in DCI fleet are installed with sophisticated and state-of-the art instrumentation like Differential Global Positioning System (DGPS) and Draft Volume Load Monitoring (DVLm) systems to facilitate efficient dredging with potential energy saving.

ii) While procuring new dredgers, fuel efficient design with advanced technology is selected.

iii) Continuous efforts are being made to optimize the fuel consumption on-board dredgers as cost of fuel constitutes approximately 36% of operational cost.

**SENSITISING PUBLIC ABOUT CORRUPTION**

As per the instructions of the Central Vigilance Commission, a Notice Board has been displayed at a conspicuous point at the Reception area of the AoB, so as to catch the attention of the public in three languages i.e. vernacular, Hindi and English, as indicated hereunder :

**DO NOT PAY BRIBES**

If anybody of this office asks for bribe or if you have any information on corruption in this office or if you are a victim of corruption in this office, you can complain to :

**Capt. S. DIVAKAR, CGM**

Dredging Corporation of India Limited, "DREDGE HOUSE",  
Dredge House, HB Colony, VISAKHAPATNAM - 530 022  
(Office Phone No.0891-2563648; 2871200;  
E-mail : [dredge@dcil.co.in](mailto:dredge@dcil.co.in))

**Shri P.S.L.SWAMY, I.O.F.S, Chief Vigilance Officer,**

Dredging Corporation of India Limited, "DREDGE HOUSE",  
HB Colony, VISAKHAPATNAM - 530 022  
(Office Phone No.0891-2569649 ;  
E-mail : [cvo@dcil.co.in](mailto:cvo@dcil.co.in))

**Shri MURALI RAMBHA, IPS, Supdt. of Police**

HOB, Central Bureau of Investigation,  
D.No.1-83-21/4, Sector-8,M.V.P. Colony, Double Road,  
VISAKHAPATNAM - 530 017(Office Phone No.0891-2783322, 2783344;  
Fax No.0891 - 2783333 ; E-mail : [spacvizag@cbi.gov.in](mailto:spacvizag@cbi.gov.in) ) and

**The Secretary, Central Vigilance Commission,**

Satarkata Bhawan, Block 'A',GPO Complex, INA, NEW DELHI - 110 023

Complaints can also be lodged online on the Commission's website, [www.cvc.gov.in](http://www.cvc.gov.in)



**THE DCI WEB-SITES :**

- [www.dredge-india.com](http://www.dredge-india.com)

**TO CONTACT : FOR CORPORATE MARKETING ACTIVITIES ONLY**

Marketing Department, Dredging Corporation of India Limited  
DREDGE HOUSE, HB Colony, VISAKHAPATNAM - 530 022.

Phones : 00-91-0891-2523250/2746949 E-Mail : [hodci@dcil.co.in](mailto:hodci@dcil.co.in)

**TO CONTACT : FOR GENERAL CONTACT**

Phones : 00-91-0891-2871230

**REDRESSAL OF PUBLIC GRIEVANCES****SET-UP OF PUBLIC GRIEVANCES AND COMPLAINTS CELL:**

A Public Grievance and Complaints Cell has been functioning in the Corporation since 1988 to look into the Grievances/Complaints received from the Public. In line with the Ministry's direction, a Public Grievance Redressal and Monitoring System (PGRAMS) software was installed in the Computer Network in the Corporation, which works in hand-shake mode between the Ministry and the Corporation.

In order to strengthen the machinery for redressal of Public Grievances, an officer at the level of Dy.General Manager has been nominated as Director Public Grievances. He ensures timely and effective disposal of public Grievances. He is being assisted by an official from the HR Department.

**DIRECTOR (PUBLIC GRIEVANCES):**

Particulars of the Director (Public Grievances) to attend to the public grievances received in DCI are given below :

Director (Public Grievances)	:	COMPANY SECRETARY DREDGING CORPORATION OF INDIA LTD., HB Colony, VISAKHAPATNAM-530022, A.P.
EPABX :	:	0891-2523250
Telephone	:	0891-2871298 / 207
E-mail	:	<a href="mailto:kalabhinetri@dcil.co.in">kalabhinetri@dcil.co.in</a>

**WHOM TO APPROACH :**

Aggrieved parties not satisfied with the redressal in respective departments/project offices may approach the Director of Public Grievances. The Project In charges were already advised to forward copies of Public Grievances received, if any, at the level of the projects along with their comments/ reports to the Director of Grievances by name, within a week of receipt of such public grievances.

**PGRAMS :**

In line with the Ministry's direction, the Public Grievance Redressal and Monitoring System (PGRAMS) software was installed in DCI and it works in hand shake mode between the Ministry of Shipping and DCI.



**ACTIVITY :**

A Public Complaints Box is placed at the main entrance of AOB and a register is also being maintained to record complaints received from the public. A status report is submitted for the information of the Board of Directors also at the Board Meetings and a quarterly status report is forwarded to the Ministry of Shipping.

**IMPLEMENTATION OF THE RIGHT TO INFORMATION ACT**

As per the directives of the Government of India, the Right to Information Act, 2005 was implemented w.e.f. 12-10-2005 and all the required infrastructural arrangements required for implementation of the Act were made, such as, appointment of Public Information Officers, Assistant Public Information Officers, Transparency Officer and Appellate Authority, publication of 17 prescribed manuals giving required information about the Company for information of the public, set-up of procedure and submission of periodical reports on the progress of implementation of the Act. A Register is also being maintained for monitoring the requests from public seeking information and the replies by the concerned are also being coordinated.

**INFORMATION & FACILITATION COUNTER (IFC)**

In order to have transparency in the functioning of the Corporation and also for easy and speedy access for any information to the public, an **INFORMATION & FACILITATION COUNTER ( IFC)** has been set up at DCI Head Office, Visakhapatnam. The Telephone No. is :**0891-2523250 (20 Lines) - Extn. 289**. A Public Notice was also given through the newspapers and also posted on the corporate web-site about the availability of the facility for the public to access for any information pertaining to the Corporation.

To contact	: <b>Shri V. Satish C. Rao, DGM(IT)</b> Dredging Corporation of India Limited DREDGE HOUSE", HB Colony, Visakhapatnam - 530 022.
Telephone	: 00-91-0891-2731530 / 2871351
E-mail	: <a href="mailto:satishv@dcil.co.in">satishv@dcil.co.in</a>

**DCI - IT'S CITIZENS' CHARTER**

This Citizens Charter is a document prepared as per the directives of the Government of India and it represents a systematic effort to focus on the commitment of DCI towards its citizens / clients in respect of standard of services, information, choice and consultation, non-discrimination and accessibility, grievance redress, courtesy and value for money, including expectations of the Organisation from the citizen/client for fulfilling the commitment of the Organisation.

As decided by the Core-group on Citizens' Charter set up in Government of India under the Chairmanship of the Secretary, Ministry of Personnel, PG and Pensions, the HoD (HR) has been designated Nodal Officer to coordinate and monitor the formulation and implementation of the Citizens Charter in DCI. Accordingly, a Task Force has been constituted and representatives from various levels of Management and Staff Unions have been nominated to be on the Task Force. At the request of DCI, the Visakhapatnam Port Authority, the local clientele organisation of DCI, have nominated an officer as their representative on the Task Force. The Nodal Officer i.e., HoD(HR) functions as the Member Secretary of the Task Force. The constitution of the Task Force is as detailed hereunder :

**THE TASK FORCE :**

<b>THE TASK FORCE OF CITIZENS' CHARTER IN DCI</b>		
Sl. No.	Citizens' Charter Committee Members	Officer / Staff Member nominated
I.	<b>Nodal Officer :</b> (To act as Member Secretary of the Task Force)	Dr. Pradeep Kumar Sethi, General Manager / HoD (HR)
II.	<b>Task Force</b>	
1.	1-2 Representatives from Top Management	
2.	2-3 Representatives from Middle Management	i) Shri Y.S.R.Murthy,JGM (Tech)
3.	2-3 Representatives from <b>Cutting Edge Staff</b>	
4.	Representatives from Staff Associations/Unions i) <b>NEU</b> Representative :	Shri N. Narasingarao
5.	2-3 Representatives from Citizens / <b>Clients</b> / Citizens Associations / NGOs / Consumer Groups	Capt. V.Ram Prasad Dredging Superintendent, Marine Dept. VisakhapatnamPortAuthority Port Area,VISAKHAPATNAM-530 001

The duties of the Task Force as communicated by the Department of Administrative Reforms and public grievances are -

- i) Identification of all stake holders / clients and services / products provided by the Organisation in consultation with the officers/staff/ clients representative etc..
- ii) Determining the standards of outputs / services etc., provided by the Organisation in consultation with all stakeholders and officers/ staff etc., (particularly at cutting edge level)
- iii) Preparation of a draft Charter and circulation amongst various clients / stakeholders, management levels and staff for comments / suggestions.
- iv) Modification of draft Charter to include suggestions etc..
- v) Submission of draft Charter to Department of AR&PG for consideration by the 'Core Group on Citizen's Charter' and liaising with the Department of AR&PG.
- vi) Modification of draft Charter on the basis of suggestions / observations made by the Core Group on Citizen's Charter.
- vii) Seeking the approval of Minister-in-charge.
- viii) Issue / release / publish the Charter in public domain.

**FUTURE PLANS:**

- ✚ The Company **aims** to be
  - **AGLOBAL PLAYER,**
  - **Cost effective** and
  - **Self-sustained.**
- ✚ Exploring the possibility of entering into **Joint Ventures** and **Special Purpose Vehicles** with suitable partners both in India and abroad, to gain access to foreign markets and enhance technical skills of its personnel.

- ✚ **Acquisition of dredgers** and other equipment at a Capital expenditure of around Rs.1972crores . These include -
  - 1 No. Trailer Suction Dredger of 12000 Cu.M. or above capacity
- ✚ **Acquisition of ancillary crafts :**
  - Self-propelled Multi Cat with 35 ton bollard pull capacity,
  - Self-propelled Hopper Barge of 1000 Cu.M Capacity
  - Split Hopper Barge of 1000 Cu. M Capacity
  - Inland Cutter Section Dredger of 1000 Cu.M capacity etc., (Under process)
- ✚ **Up gradation of technology and skills.**
- ✚ Increased emphasis on Human Resource Development (**HRD**).

## CORPORATE GOVERNANCE

The Company strongly believes that good Corporate Governance is pre-requisite for enhancing shareholder value and its image in the prevailing competitive business scenario. The policies and practices of the Company are aimed at efficient conduct of business and effectively meeting its obligations to shareholders, customers, employees and society at large. The Company has consistently sought to improve its focus by increasing transparency and accountability to all its stakeholders.

The Company continues to be customer focused and also continues its efforts to increase the utilization of the dredgers to the optimum by reducing idle time through planned and preventive maintenance and timely supply of spares.

## MOTTO OF DCI

**We are rarely seen and often heard ...**

**...But we keep our port channels open and  
fit for Navigation throughout the year !**

**DCI** is committed to :

- **Dredging for Development.**
- **Dredging for Progress.**
- **Dredging for Prosperity.**
- **Creating Channels for Prosperity.**
- **Customer / Clientele Satisfaction** is the ultimate motto for the success of any organisation and DCI is committed to it.

**DCI** has always won the trust and appreciation of the Customers, for timely execution of the project Incidentally it may not be an exaggeration to mention :

**IF PORTS CREATE HISTORY...  
...WE CREATE PORTS**

When the above banner was displayed in one of the Maritime Exhibitions, representatives, hailing mostly from Ports, who attended the Exhibition, appreciated the spirit behind it and also the capability of DCI with it's infra-structure to do so.

**CORPORATE SOCIAL RESPONSIBILITY POLICY :**

The company has adopted CSR Policy as per the requirements of the Companies Act and DPE Guidelines. The company undertakes CSR activities as per the policy approvals of Competent Authority from time to time. The activities of CSR policy are quoted on the website.

**DISCLAIMER:**

The objectives, expectations, assumptions or predictions etc. of the Company as described in this Charter may be forward-looking in nature, within the meaning of applicable laws and regulations. Actual results could differ materially from those expressed or implied. The important factors that could make a difference to the operations of the Company include economic conditions effecting demand / supply, price conditions in the domestic and international market, Government policies and regulations and statutes and other incidental factors.

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