

RIGHT TO INFORMATION ACT, 2005

Particulars of the Organisation/functions & duties

- 1.0 Pawan Hans Limited, a Public Sector Enterprise was incorporated under the Companies Act, 1956 on 15th October, 1985. The Organization is functioning under the aegis of the Ministry of Civil Aviation.

The Registered Office of the Organization is situated at Safdarjung Airport, New Delhi - 110 003.

- 1.1 The main objectives of PHL are set out in the Memorandum and Articles of Association.
Some of the important functions and duties of the organization are as under:

1. To plan, promote, develop, organize, provide and operate air support services to meet the requirements of the petroleum sector, including ONGC, which would include services by helicopter and such other services as may be determined.
2. To operate scheduled / non-scheduled services by Helicopter and such other means as may be determined by the GOI in inaccessible areas and difficult terrain and to provide intra-city transportation for the carriages of passengers, mail and freight and for any other purpose.
3. To operate Tourist Charters by Helicopters and to undertake any other operations that may be directed / requisitioned by the GOI.
4. To promote, operate and undertake setting up of Training Institute for training of Aircraft Maintenance Engineers, Pilots, Flight Engineers, Dispatcher, Technicians and other categories aimed at skill development for obtaining a licence in their respective areas of specialization and institute for safety Audit & Excellence individually or under joint venture and for the said purpose, acquire proprietary rights, assets and liabilities and undertake all necessary work of training institute and safety Audit & Excellence Institute.
5. To purchase, lease, provide, repair, overhaul, hold, dispose-off and operate fixed Wing Aircrafts, Sea Planes and any other type of aircraft individually or under joint venture and to plan promote, develop, organize and operate scheduled / non-scheduled services by the same.
6. To plan, promote, invest, develop, organize, purchase / lease land, provide, construct, hold, dispose-off, participate / create joint venture and operate heliports / helipads and other support services directly or on Public Private Partnership basis or with any Central / State Government agency / Department and provide constancy to other for planning , design and implementation of any Heliport or Helipad.

Powers and duties of organization's officers & employees

- 2.0 General powers to do all such acts and things, as the organization is authorised by its Memorandum & Articles of Association are vested in the Board of Directors

of the organization.

2.1 Accordingly, the Board of Directors subject to observance of the Companies Act, 1956; the Memorandum & Articles of Association; relevant directives of the Central Government has authorised the Chairman & Managing Director to exercise all powers except those specifically excluded.

2.2 In exercise of powers delegated by the Board of Directors, the Chairman & Managing Director has further sub-delegated powers to the sub-ordinate officers in the Organization.

2.3 Duties & Responsibilities

(A) Regional Heads

- Achieve turnover target within the specified cost/time for delivery of determined profit.
- Function strictly as per the delegation of powers/financial rules in the matter of award of work and purchase of articles/goods, machines/equipments relating to works and establishment.
- Maintain discipline and administrative efficiency in all the offices in the Region.
- Compliance of statutory provision in the area of tax/levy/cess and industrial law.
- Motivate and develop the subordinates at all levels of hierarchy.
- To procure works in the Region.
- To conduct technical inspection of the work of the Bases.
- Liaisoning with client/State Govt. and other bodies at appropriate levels.
- To ensure working in Regions as per Delegation of Powers issued by the Corporate Office.

(B) Base In charges

- Responsible for efficient management of the Base.
- To organise site work efficiently and ensure timely completion of the work.
- Responsible for overall performance of the base which includes OTP of departure of helicopters in accordance with the acceptable standards.
- To ensure working in Bases as per Delegation of Powers issued by the Corporate Office.

Decision making process & accountability

3.0 All policies, rules and regulations are framed by the Board of Directors of the Organization.

3.1 Implementation of such policies, rules & regulations are made by various functionaries in accordance with the Delegation/Sub-delegation of powers.

3.2 To regulate the business and decision making in the organization some of the Important provisions are as follows:

- i) Award of work is placed on the lowest tenderer finalised generally through open tender or out of the pre-qualified agencies. At times, the award of work is also done through limited tenders considering the urgency its significance.
- ii) Depending upon the value of works, various TCs have been formed for procurement of works, pre-tender tie-ups, award of works/supplies.

Norms set by the Organization for discharge of its functions

- 4.
 - a) Every year, the organization executes a Memorandum of Understanding with its Administrative Ministry. It lay down targets against financial and non-financial parameters on the basis of which the performance of the Organization is adjudged. Every year, the organization executes a Memorandum of Understanding with its Regional Offices.
 - b) The Corporation has formulated a standardized 'General Terms and Conditions of the Contract' for award of works.
 - c) Works Manual has been brought out to observe transparency in various aspects of execution of projects in time & quality adherence.
 - d) Organisation has devised a proper MIS.

5. Rules, regulations, instructions & manuals etc. framed in the organization

- i) PHL (Recruitment) Rules.
- ii) PHL (Service Conduct) Rules.
- iii) PHL (Conduct, Discipline & Appeal) Rules.
- iv) PHL Contributory Provident Fund Rules.
- v) PHL Leave & Leave Encashment Rules.
- vi) PHL LTC Rules.
- vii) PHL Promotion Policy.
- viii) PHL Standing Orders.
- ix) PHL Medical Benefit Scheme.
- x) PHL Transport Rules.
- xi) PHL TA/DA Rules.
- xii) PHL Housing Subsidy Rules.

- xiii) Company Lease Accommodation - instructions re;
- xiv) Festival Advance
- xv) Works Manual
- xvi) Accounts Manual

6. Information regarding categories of document maintained by the Organisation

Organization has various divisions/departments such as : Finance, HR&admin, Flight Safety, Flight Operations, Aircraft Maintenance Engineering, Business Development & Marketing, Legal, Vigilance, IS , Corporate Planning and Internal Audit Division.

Statutory Registers, Books of Accounts, Returns and Reports are maintained by the respective departments/divisions under various acts like Companies Act, 1956, Income Tax and other Acts.

Monthly Remuneration

- 8. Computerised monthly pay bill is generated in respect of each of the officers and employees of the Organization.

Information available/reduced in electronic form in the organization

- 9. General conditions of Contract are available in electronic form in the organization.
- 10. Information regarding appointment of CPIO & First Appellate Authority is available at Annexure-I

Application No.....

FORM 'A'

Application Form for Information under the RTI Act

Pawan Hans LTD

C.P.I.O. concerned

1. Name of Applicant: _____

2. Address for Correspondence: _____

_____ PIN CODE _____

3. Information Required : _____

4. Please enclose the receipt of Bank Draft/Banker's Cheque/Cash vide which the fee has been deposited. Also indicate its no. _____ and date _____.

(Name and Signature of the Applicant)

E-Mail : _____

Tel. (Off): _____

Dated: _____ (Res): _____

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Procedure:

1. Prescribed fee and cost for obtaining information under sub-section (1) of Section 6 is Rs.10/-.
2. For information under sub-section (1) of Section 7, the following rates are chargeable:
 - (i) Rs. 2 for each page (in A-4 or A-3 size paper) created or copies;
 - (ii) For inspection of records, no fee for the first hour; and a fee of Rs.5 for each fifteen minutes (or fraction thereof) thereafter.
3. The fee should be deposited in cash/DD/Indian Postal Order drawn in favour of Pawan Hans Limited, payable at Noida with the, Corporate Office at Pawan Hans Tower, C-14, Sector - 1, Noida -201301.
4. Kindly fill up the form either in English or Hindi.
5. All columns should be filled up completely.
6. PHL shall send the information at the address as given by the applicant. Return of letter due to incomplete/incorrect address shall not be the responsibility of the PHL.

Name & Designation of the PIO _____	Application No. _____
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Acknowledgement of Application in Form A

1. Received an application in Form A from Shri/Ms _____ resident of _____ under section 6(1)/7(1)/7(5) of the Right to Information Act, 2005.
2. The reply as per provision of RTI Act will be sent at the address supplied by you.

Dated: _____

(Signature of the Receiving Official)

LAST UPDATED ON 30.09.2016

S. No.	Name & Designation of the Executive	Telephone No.	Area specified for RTI purposes
1.	<p><u>Appellate Authority</u></p> <p>Shri Sanjiv Agrawal, GM (Legal) & Company Secretary Pawan Hans Limited, Pawan Hans Tower C-14, Sec-1, Noida, U.P-201301. Sanjiv.agrawal@pawanhans.co.in</p>	0120-2476775	Appeal Cases
2.	<p><u>Central Public Information Officer:</u></p> <p>Shri Manish Rokade, Joint General Ganager Pawan Hans Limited, Pawan Hans Tower C-14, Sec-1, Noida, U.P-201301. manish.rokade@pawanhans.co.in</p>	0120-2476735	Information concerning Corporate Office. To assist in receipt of applications from public & route them to the concerned Public Information Officer as also monitor their disposal.
3.	<p><u>Nodal Officer</u></p> <p><u>Sh. A C Poricha</u> <u>Joint General Manager</u> Pawan Hans Limited, Pawan Hans Tower C-14, Sec-1, Noida, U.P-201301. ac.poricha@pawanhans.co.in</p>	0120-2476727	Nodal Officer