

RIGHT TO INFORMATION

Right to Information Act, 2005 (hereinafter Act) 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 every public authority. Scooters India Limited, Sarojininagar, Lucknow – 226008 is a Central Public Sector Enterprise.

In compliance with Chapter-II Section 4(1), Sub-clause (b), the information is placed as:

Sl. No.	Topic of Manual				
I.	Particulars of organization, functions and duties: For details please refer www.scootersindia.com				
II	Powers and duties of officers and employees Powers of company officials are well defined at all levels in the organization. The duties are assigned as per the requirements from time to time.				
III	Procedure followed in the decision making process SIL is a commercial organization. Powers of various officers are well defined so is the role of each of the department for decision making. However certain decisions are taken at the level of Board of Directors.				
IV	Norms set by company for the discharge of its functions Company has laid down its Vision, Mission and Objective Statements alongwith Quality Policy and Environment Policy. Company has also set out its Core Values and Core Purposes. <table><tr><th>CORE VALUES</th><th>CORE PURPOSES</th></tr><tr><td> - Fair & ethical - Honest - Learning & adaptability - Resilient & Persistent - Reliability - Innovation & Speed </td><td> - Make economical & safe means of transportation with contemporary technology for movement of cargo and people and thereby providing employment. - Customer satisfaction </td></tr></table>	CORE VALUES	CORE PURPOSES	- Fair & ethical - Honest - Learning & adaptability - Resilient & Persistent - Reliability - Innovation & Speed	- Make economical & safe means of transportation with contemporary technology for movement of cargo and people and thereby providing employment. - Customer satisfaction
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- Fair & ethical - Honest - Learning & adaptability - Resilient & Persistent - Reliability - Innovation & Speed	- Make economical & safe means of transportation with contemporary technology for movement of cargo and people and thereby providing employment. - Customer satisfaction				

V	Rules, Regulations, Instructions, Manuals and Records held by company or under its control or used by its employees for discharging its functions. SIL has following Rules/Regulations/Instruction Manuals which are used by employees for discharge of their function: a) Articles & Memorandum of Association b) BPE Guidelines c) Establishment Rules & Procedures d) Conduct, Discipline & Appeal Rules e) Standing Orders f) Purchase Policy g) Factory Orders h) Quality Policy and Manual i) Environmental Policy and Manual
VI	Statement of the categories of documents that are held by it or under its control Company holds various documents which are commercial and technical in nature relating to its products, R&D, Accounts, data regarding its employees, vendors, customers etc.
VII	Particulars of any arrangement that exists for consultation with, or reorientation by, the members of public in relation to formulation of its policy or implementation thereof. SIL is a commercial organization having regular interface with public through its customers' feed back system. General public can also interface with the company through our website.
VIII	Statement of 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 meetings are accessible for public. Apart from Board of Directors and its Committees, SIL has constituted various Committees to facilitate its smooth functioning. The Meetings of Board and Committees are neither open to public nor are the minutes accessible to the public.
IX	Directory of company officers and employees < Please click here for details. >
X	Monthly remuneration received by each of company's Officers and employees including the system of compensation as provided in its Regulations. < Please click here for details. >

XI	Budget allocated to each of company's agency, indicating the particulars of all plan proposed expenditure and reports on disbursements made. Not Applicable.
XII	Manner of execution of subsidy programmes including the amounts, allocated and details of beneficiaries of such programmes Not applicable
XIII	Particulars of recipients of concessions, permits or authorization granted by the company. Not applicable
XIV	Details in respect of Information, available to or held by the company, reduced to an electronic form. Information available at www.scootersindia.com
XV	Particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room if maintained for public use. Company does not maintain any Public Library.
XVI	Name(s), Designation(s) and other particulars of Public Information Officer(s) Smt Rachna Bharti DM(HR) Scooters India Limited, Sarojininagar, Lucknow. Appellate Authority Shri BN Raj Finance controller Scooters India Limited, Sarojininagar, Lucknow.
XVII	Mode of Payment Rates as per notification dated 16.9.2005 from Director, Deptt. of Person Training, Ministry of Personnel, Public Grievances and Pensions. All remittance through Demand Draft/Postal Order/Banker's Cheque drawn in favour of Scooters India Limited are to be sent to CPIO with envelope clearly marked "CPIO A/c MISC – Right to Information Act 2005."

CATEGORISATION OF EMPLOYEES

I. EXECUTIVES

Serial No.	Grades in SIL	Scales of Pay w.e.f. 1.1.97 (Rs.)
1.	Grade X - CMD	Rs. 25750-650-30950
2.	Grade IX - DIRECTOR	Rs. 22500-600-27300
3.	Grade VIII - GM(F)	Rs. 20500-500-26500
4.	Grade VII - DGM	Rs. 18500-450-23900
5.	Grade VI - AGM	Rs. 17500-400-22300
6.	Grade V - CM	Rs. 16000-400-20800
7.	Grade IV - SM(F)	Rs. 14500-350-18700
8.	Grade III - Mgr.	Rs. 13000-350-18250
9.	Grade II - Dy.M.	Rs. 10750-300-16750
10.	Grade I - AM	Rs. 8600-250-14600
11.	Grade 0 - Engineer/Officer	Rs. 6550-200-11350

II. NON EXECUTIVES (STAFF)

1.	S - III	Rs. 6000-160-9200
2.	S - II	Rs. 5600-150-8600
3.	S - I	Rs. 5200-140-8000

III. WORKMEN

1.	Technician	Rs. 4295-125-7420
2.	Artisan - A	Rs. 4210-120-7210
3.	Artisan - B	Rs. 4000-115-6875
4.	Artisan - C	Rs. 3880-95-6255
5.	Artisan - D	Rs. 3780-65-5405
6.	Artisan - E	Rs. 3655-55-5030
7.	Artisan - F	Rs. 3560-50-4810

Scooters India Limited
Sarojininagar
Lucknow.

PBX No. 2476118, 2476242, 2476200, 2476349, 2476150

NAME	Designation	P&T No.	Extn. No.	Mobile No.
Shri R K singh (IAS)	CMD(Addl. Charge)	2476103	2200	-
Shri Rahul Bali	D (T)	2476199	2210	-
Shri Manish Sahu	CVO	2476287	2202	-
Shri Amit Gupta	CS		2201	-
Personal/Telephone/Transport/Security/Medical/Administration.				
Shri Gautam Chakraborty	CM (HRA & Mktg)		2282	9335227143
Shri Anand Kumar	DM (HRD)		2220/2250	9935827580
Smt Rachna Bharti	DM (HRD)		2223	-
Shri Z H Hashmi	Admin. Officer		2328	-
Dr Ravi Manohar	Dispensary	2476962	2224	-
Reception	Reception		2230	-
Control Room	Control Room	2476118	2233/2313	
Security Office	ASO		2227	
Fire Station	Fire Station	2476242	2222	-
Training Deptt.	Training Deptt.		2229	-
Telephone Complaint	Telephone Comp.		2299	-
Weigh Bridge	Weigh Bridge		2225	-
Shyamji shukla	Transport		2234	-
Finance/MIS/ Time Office				-
Shri B.N. Raj	Finance Controller		2266	-
Shri Rajshekhar Tiwari	DM (B&B/ Costing)		2268	9450771517
Shri Rahul shukla	DM (S&W / Intl Audit)		2271	9044788456
Shri Lokesh Kumar	DM(Pur A/C)		2270	9454701464
Cash Counter	Cash Counter		2273	-
Time Office	Time Office		2274/2228	-
Shri V.K. Mehrotra	SM(MIS)		2203	9450910763
Auditor Room	Auditor Room		2262	-
Banks				-
IOB	IOB	2476734	2277	-
SBI	SBI	2476899	2276	-
Prchase/Store				
Shri B K Gupta	SM (Matls)	2476139	2242	9336048222
Shri S Javed	DM (pur)		2249	-
Shri P K Gupta	DM (pur)		2245	-
Shri R K Chaddha	M (Stores)		2251	-

Dispatch	Dispatch		2260	-
Tool Store	Tool Store		2254	-
General Store	General Store	-	2258	-
BOF Store	BOF Store	-	2257	-
Receiving Store	Receiving	-	2253	-
Disposal	Disposal	-	2259	-
Marketing/Service				
Shri S R Singh	RSM (Central Zone)	2476144	2247	9305456341
Shri Shakti Pradarshan	DM (Mktg)	-	2211	-
Shri Piyush Chandra	Spare Parts	-	2213	-
Veh. Dispatch	Veh. Dispatch	-	2215	-
Petrol Pump	Petrol Pump	2476290	2226	-
Service Centre	Service Centre	-	2311	-
Warranty Section	Warranty Section	-	2214	-
D&D and IED				
Shri P K Singh	Manager(D&D)		2240	-
D&D Office	D & D Office	-	2216/17	-
Prototype	Portotype	-	2218	-
Shri R U Mallik	IED	-	2283	-
Quality				
QAD	QAD	-	2294	-
Cenral Lab	Central Lab	-	2295	-
QAD L-9	QAD L-9	-	2326	-
Final QAD	Final QAD	-	2327	-
Std. Room	Std.Room	-	2300	-
Planning				
PPC Office	PPc Office	-	2346	-
PPC(P&W)	PPC (P&W)	-	2359	-
Veh. Comp. Store	Veh. Comp. Store	-	2360	-
Eng. Comp. Store	Eng.Comp.Store	-	2361	-
PE/Tool Room/Tool Planning/Tool Residence				
Shri O P Singh	SM (PE &TR)	2476390	2241	9415104898
TR	TR	-	2286	-
PE	PE	-	2287	-
Tool Planning	Tool Planning	-	2298	-
Tool Regrinding	Tool Regrinding	-	2320	-
Tool Crib	Tool Crib	-	2365	-
MR Room	MR Room	-	2265	-
Production Shops				
Shri A K Misra	SM (Mfg)	-	2319	-
Die casting Shop	Die casting	-	2330	-
Paint Shop	Paint Shop	-	2309	-
Heat Treatment Shop	Heat Treatment Shop	-	2322	-
Veh. Assembly	Veh. Assembly	-	2358/2312	-
Engine Assembly	Engine Assembly	-	2317	-
Shri Rajesh Kumar	M (P&W)	-	2303	-
Spot Welding Area	Spot Welding Area	-	2307	-
Frame Weld Area	Frame Weld Area	-	2305	-

M/c Shop Line-4	M/c Shop Line-4	-	2337	-
Night Duty Officer	Night Duty Officer	2476031	2296	-
Maintenance/Civil/Vigilance				
Shri Sushil Kumar	CM (Maint.)	-	2362	-
Maintenance	M (M&S)	-	2340	-
D.G.Set	D.G.Set	-	2355	-
Shri Janak Raj	DM(Elect. Maint)	2476200	2333/2348	-
Maint.Work Shop	Maint.Work Shop	-	2349	-
Maint. Store	Maint. Store	-	2351	-
Electrical Maint.	Electrical Maint.	-	2344	-
Electrical Power	Electrical Power	-	2347	-
Veh. Maint./Febri.	Veh. Maint./Febri.	-	2352	-
Rewinding shop	Rewinding Shop	-	2345	-
Shri Atul Kumar	Civil	-	2297	-
Canteen	Canteen	-	2343	-
Vigilance Officer	Vil. Office	-	2357	-
Direct Line after Office Hrs.				
Control Room		2476118	2233	
Fire Station		2476242	2222	
Sub Station		2476200	2333	
Dispensary		2476962	2224	
Night Duty Officer		2476349	2296	
Petrol Pump		2476150	2226	