

INFORMATION ON BEML IN ACCORDANCE WITH RIGHT TO INFORMATION (RTI) ACT 2005

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I. Particulars of Organisation, Functions and Duties

- Incorporated : On 11th May 1964
- Core strength : One-stop-shop for
 - ✓ EM Equipment
 - ✓ Railway Products
 - ✓ Defence Products
- Equity base : Rs. 36.74 Crores
(54% Govt., 46% Fls. & Public)

BEML a Mini Ratna Category-1 Public Sector Undertaking, under Ministry of Defence, Government of India, is a leading organisation in India engaged in the design, development, manufacture and marketing of a variety of earthmoving & construction equipment like Bulldozers, Hydraulic Excavators, Wheel Loaders, Walking Dragline, Electric Rope Shovels, Dump Trucks, Motor Graders etc; railway equipment like Passenger Coaches, Stainless Steel EMU Metro Coaches, AC/DC EMUs, Rail Buses, OHE Inspection Cars, Track Laying Equipment, Spoil Disposal Units etc.; Diesel Engines; and defence equipment like Heavy Duty 4X4, 6X6, 8X8 & 10X10 Trucks, Trailers, Heavy Recovery Vehicles, Armoured Recovery Vehicles, Crash Fire Tenders, Weapon Loading Systems, PMS Bridge System etc.

BEML Limited is a premier ISO 9001-2000 Company in India and the second largest manufacturer of earthmoving equipment in Asia. A four- decade-old multi-locational and multi-product company, BEML has vital applications in diverse sectors of economy such as coal, mining, steel, cement, power, irrigation, construction, road building and railway. BEML has its corporate headquarters and central marketing division in Bangalore.

Vision

To become a market leader, as a diversified company, supplying products and services to Mining & Construction, Rail & Metro and Defence sectors and globalize its presence.

Mission

- Improve competitiveness through organizational transformation and collaboration / strategic alliances / joint ventures in technology.
- Grow profitably by aggressively pursuing opportunities in national and international markets.
- Attract and build people in a rewarding and inspiring environment by fostering creativity and innovation.

Addresses of BEML Corporate Office, Divisions and Offices

Corporate Office

M/s. BEML Limited,
BEML SOUDHA, 23/1, 4th Main,
SR Nagar, Bangalore – 560 027.
Karnataka, India.

Bangalore Complex

M/s. BEML Limited,
New Thippasandra Post,
Bangalore – 560 075.
Karnataka, India.

KGF Complex

M/s. BEML Limited,
BEML Nagar,
Kolar Gold Fields – 563 115.
Karnataka, India.

Mysore Complex

M/s. BEML Limited,
Belavadi Post,
Mysore – 570 018.
Karnataka, India.

International Business Division

M/s. BEML Limited,
BEML SOUDHA,
23/1, 4th Main,
SR Nagar, Bangalore – 560 027.
Karnataka, India.

Technology Division

M/s. BEML Limited,
BEML SOUDHA,
23/1, 4th Main,
SR Nagar, Bangalore – 560 027.
Karnataka, India.

Trading Division

M/s. BEML Limited,
5th Floor, Unity Buildings,
JC Road,
Bangalore-560 002.
Karnataka, India.

Steel Foundry

Vignyan Industries Ltd.
PB No.4, BH Road,
Tarikere – 577 228.
Karnataka, India.

Overseas Offices**Malaysia**

BEML (Malaysia) SDN BHD,
Jalan Tanjung Pelepas,
Warehouse No.181560,
Gelangpatah, Johor Bharu,
Malaysia.

China

BEML Limited,
Shanghai Representative Office,
No. 10J30-10J32, Shanghai Mart, 2299,
Yan'an Road (West)
Shanghai, PC : 200 336

Brazil

BEML Brasil,
BR 101 Km, 127 Sooretama,
State of Espirito Santo,
Brasil.

Regional Offices**Bilaspur**

1/A, Sirigitti Industrial Area,
Sector C,
Tifra PO,
Bilaspur (CG) – 495 223.

Chennai

Flat No. 10 - 12,
Supriya Estates, Sterling Road,
Nungambakkam,
Chennai – 600 034.

Hyderabad

3-6-144, Himayat Nagar,
Hyderabad – 500 029.

Kolkata

Flat No. 9, 10 & 11,
5A, Lord Sinha Road,
Kolkata – 700 071.

Mumbai

Rajmahal, I Floor,
84, Veer Nariman Road,
Churchgate,
Mumbai – 400 020.

Nagpur

33, Cement Road,
Shivaji Nagar,
Nagpur – 440 010.

New Delhi

Flat No. EFGH, 'Vandana',
11th Floor,
11, Tolstoy Marg,
New Delhi – 110 001.

Ranchi

No. 712-C,
Circular Road,
Ranchi – 834 001.

Sambalpur

BEML Complex,
NH6, Baraipalli,
Sambalpur – 768 150.

Singrauli

Post Box No. 5,
Jhingurdah Colliery,
Sidhi,
Singrauli – 486 889.

District Offices**Ahmedabad**

266-1 Dibaug Villa, Darshan
Society Road, Navrangpura,
Ahmedabad – 380 009.

Asansol

3, Burnpur Road,
Asansol – 713 304.

Bhilai

Room No. 22/C, BSP Building,
Near Ispat Bhavan,
Bhilai – 490 001 (CG).

Bhubaneswar

91/1A, Shaheed Nagar,
Bhubaneswar – 751 007.

Bhacheli

Behind Central Stores of NMDC Ltd.
Depot 5, Bacheli – 494 553 (CG)

Chandrapur

Mamidwar, Tiles Factory
Compound, Ghugus Rd, Padoli
Chandrapur – 442 406 (MS).

Dhanbad

Kamal Kunj, Kola Kusuma,
Saraidhela,
Dhanbad – 828 127.

Guwahati

Radha Bhawan, Scuji Ali Path,
R. G. Baruah Road,
Guwahati – 781 003.

Hospet

1-8, KSSIDC Indl Area,
Dam Road,
Hospet – 583 203.

Jammu

62C, Block D/C,
Gandhinagar,
Jammu Tawi – 180 004.

Kothagudem

5-25/1, Balaji Complex,
Lakshmidvipalli,
Kothagudem – 507 101 (AP).

Madurai

Malligai Apartments,
Flat No. FF2, I Floor,
19A, Krishnapuram Colony,
Madurai – 625 014.

Neyveli

F4, Rajendra Prasad Road,
Block 27,
Neyveli – 607 803.

Panjim

67 – 12, Dattaprasad Building,
III Floor, M.G.Road,
Panjim – 403 001.

Ramagundam

Opp. SCCL 11 A Mines, Manthani (PO)
Jallaram, GK – 505 184
Karimnagar Dist. (AP).

Udaipur

20-B, Uchhab Bhawan,
Bedia Road, Fatehpura,
Udaipur – 313 004.

II. Powers and duties of BEML Officers and employees

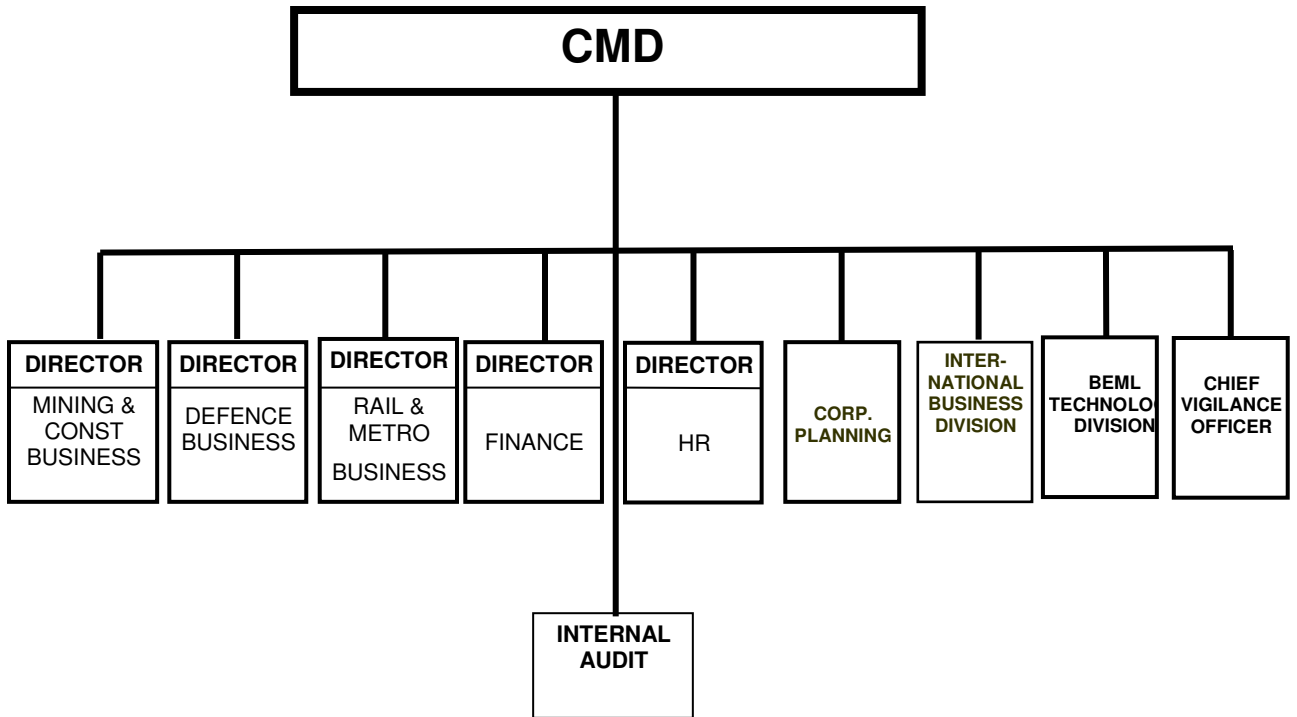
BEML Limited is a Public Sector Undertaking under the Ministry of Defence. The powers of Company official are well defined at all levels in the Organisation. Duties are assigned to its officers and employees from time to time.

III. Procedure followed in the decision making process (Organisation Chart)

BEML has a well-defined system of decision making with adequate channels of supervision and accountability. Proposals requiring decisions of any nature are initiated at appropriate Executive level at the Divisions/Offices and at the Corporate level. Proposals generally pass through Directors and CMD for approval. All proposals having financial implications are routed through respective Finance Departments/Divisions. Powers delegated to various approving authorities are clearly spelled out in BEML's "Delegation of Powers" document.

Where required, Departmental/Divisional committees are formed to facilitate decision making.

Major policy decisions and decisions going beyond the delegation of powers upto CMD level are put up to the Board for approval. An Organizational Chart of BEML is appended below:



IV. Norms set by BEML for discharge of its functions

The norms for discharge of functions are clearly mentioned in our mission and vision statements.

V. Rules and regulations, instructions, manuals and records held by BEML or under its control or used by BEML employees for discharging its functions.

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

A) Matters pertaining to company affairs

- a) Memorandum & Articles of Association
- b) Government guidelines including Mini Ratna guidelines
- c) President Directives issued from time to time.
- d) Decision of shareholders in the General Meetings as contained in the minutes book.
- e) Decisions of the Board of Directors and sub-committees of the Board from time to time as contained in the minutes book.
- f) Code of Internal Procedures and Conduct for Prevention of Insider Trading in Dealing with Securities of BEML Procedures for Corporate Disclosure.
- g) Codes of Conduct for Board Members and Senior Management Personnel.
- h) General Power of Attorney issued in favour of Officers of the Company.

B) Matters pertaining to Finance & Accounts

- a) Accounting policies.
- b) Accounting standards.
- c) Accounting Manual.

C) Matters pertaining to Works, Contract, Commercial, Procurement, etc.

- a) Purchase Manual.
- b) Stores Manual
- c) Procurement and Works policy.

D) Establishment matters pertaining to BEML employees

- a) BEML Rules (Conduct, Discipline and Appeal), Employee Hand Book
- b) Leave Rules
- c) Medical Attendance and Treatment Rules
- d) Post-Retirement Medical Scheme.
- e) Recruitment / Promotion Policies.
- f) Rules pertaining to House Building Advance, Conveyance Advance; etc.
- g) Directives regarding recruitment & promotion of SC/ST.
- h) Directives regarding recruitment of OBC, Physically Handicapped, Women and minorities.
- i) TA/DA Rules

E) Plant operations

- a) MoUs
- b) Operational Manuals

F) Human Resources Development & community development

- a) Training Policies
- b) Scholarship schemes for SC/ST students etc.

G) Public relations, publicity

- a) Advertisement policy/ guidelines

VI. Statement of the categories of documents that are held by BEML or under its control

Various categories of documents that are being held by the Company or under its control are given below:

- A) Documents pertaining to incorporation
- B) Documents pertaining to Board Meeting & General Meetings
- C) Documents pertaining Accounts:
- D) Documents pertaining to Contracts, Commercial etc.
- E) Documents pertaining to plant Operations
- F) Documents pertaining to projects
- G) Documents pertaining to establishment matter
- H) Documents pertaining to operation of Community Development and other welfare scheme
- I) Advertising policies
- J) Documents pertaining to legal matters -
- K) Agreements
- L) Licences

VII. 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 listed company on Stock Exchange, the Company holds Annual General Meeting every year with its Share Holders to ascertain their views on the major policy issues. Public can leave their suggestions, observations and comments on BEML website www.bemlindia.com.

VIII. Statement of the Boards, Councils, Committees and other Bodies consisting of two or more persons constituted as BEML's part or for the purpose of its advice, and as to whether meetings of those Boards, Councils, Committees and other Bodies are open to the Public, or the minutes of such meetings are accessible for public

Meetings of Boards, Committees and other Bodies are not open to the Public, or the minutes of such meetings are not made accessible for public as the nature of Business of BEML is that of a Defence Establishment.

IX. Directory of BEML's officers and employees

Chairman and Managing Director

Shri V. RS. NATARAJAN

23/1, 'BEML Soudha', 4th Main,
SR Nagar, Bangalore – 560 027.
Ph: 080-22223065 / 22226969
Fax: 080-22963275
Email: office@cmd.beml.co.in

Functional Directors

Shri V. MOHAN

Director (Defence)
5th Floor, Unity Buildings,
J.C.Road, Bangalore – 560 002.
Ph: 080-22224458 / 22963515
Fax: 080-22963520
Email: office@dd.beml.co.in

Shri M. POONGAVANAM

Director (Mining & Construction)
KGF Complex, BEML Nagar,
Kolar Gold Fields – 563 115.
Ph: 08153-263265
Fax: 08153-278943
Email: dmc@em.beml.co.in

Shri P. DWARAKANATH

Director (Metro & Railway)
New Thippasandra Post,
Bangalore – 560 075.
Ph: 080-25244952 / 25242420
Fax: 080-25242419
Email: office@dm.beml.co.in
dirmar@vsnl.com

Shri M. PITCHIAH

Director (Finance)
'BEML Soudha', 23/1, 4th Main,
SR Nagar, Bangalore – 560 027.
Ph: 080-22224459 / 22963248
Fax: 080-22963275
Email: office@df.beml.co.in

Director (Human Resources)

'BEML Soudha', 23/1, 4th Main,
SR Nagar, Bangalore – 560 027.
Ph: 080-22224443 / 22963207
Fax: 080-22963280
Email: office@dk.beml.co.in

Government Directors

Shri SATYAJEET RAJAN

Jt. Secretary (Exports)
Dept. of Defence Production,
Ministry of Defence,
South Block,
New Delhi - 110 011.

Shri DILIP BISWAS

Jt. Secretary & Additional Financial Advisor
Dept. of Defence Production,
Ministry of Defence,
South Block,
New Delhi - 110 011.

Independent Directors

Shri A. PRASAD

Former Member (Finance)
Telecom Commission
C - 704/705, Sahara Apartments,
Sector - 6, Plot No.11, Dwarka,
New Delhi – 110 075.

Prof PRAKASH G. APTE

Director, Indian Institute of Management,
Bannerghatta Road,
Bangalore – 560 076.

Shri BIRENDRA KUMAR

Advisor, Price Waterhouse
Coopers (P) Ltd.
3-C, Tower – D, Viceroy Park,
Thakur Village, Kandivali East,
Mumbai – 400 101.

Shri KVK SESHAVATARAM

Former CMD, Hindustan Zinc Limited
1st Floor, KK Mansions
45-58-16/5/1,
Narasimha Nagar,
Visakapatnam – 530 024.

Dr. ARABINDA TRIPATHY
Institute of Petroleum Management,
Gandhinagar (IPMG), Raison,
Gandhinagar – 382 007.

Prof SN CHARY
Professor, Indian Institute of Management,
Bannerghatta Road,
Bangalore – 560 076.

Shri N R MOHANTY
Former Chairman, HAL
SCION Court, Apartment # 302,
III Floor, I Cross,
Kaggadasapura Road,
C.V.Raman Nagar,
Bangalore – 560 093.

Dr. JAYANTA BAGCHI
Former Secretary to GOI
C-105, Aandlok Housing,
Mayur Vihar, Phase – I,
New Delhi – 110 091.

Senior Executives

Name	Designation/Address	Office
Corporate Office/ Marketing Division	BEML Soudha, SR Nagar, Bangalore - 560 027	080-22963240/ 080-22963250
Kalyani Gopal, IRAS	Chief Vigilance Officer	22223066
Ramamurthy V	Executive Director (CP)	22963145
Abhijit Chatterjee	Executive Director (Finance – D&R)	22963162
Ramana VV	Executive Director (Finance – M&C)	22963163
Chamola VM	CGM (HR)	22963182
Sinha AK	GM (Marketing)	22223745
Ramanaiah KV	GM (Finance)	22963159
Tikku SK	GM (Contractor Segment)	22963173
Halder AK	GM (Parts)	22223165
Reddy BRS	GM (IR)	22963390
Venkataraman S	GM (Finance)	22963157
Viswanath BR	GM (Marketing)	22963171
Ravi S	GM (Corporate Purchase)	22963179
Majhi KD	GM (Service)	22963240
Medapa KC	Company Secretary	22963142
Muralidhara RH	GM (Quality)	22963192
Venkatesan S	GM (Internal Audit)	22963160
Sridhar BS	Asst General Manager (PR)	22224457
International Business Division	BEML Soudha, SR Nagar, Bangalore - 560 027	
Choudhury A	GM (International Business)	22233350
Technology Division	BEML Soudha, SR Nagar, Bangalore - 560 027	
Prabhu M Kagi	President (Technology Division)	22963100
Joe Pulickel	GM (Defence)	22963102
Rajeev Srivastava	GM (Aero)	22963107
Defence Business	5th Floor, Unity Buildings, JC Road, Bangalore - 560 002	
Doshi TK	GM (Defence Business)	22224458
Trading Division	5th Floor, Unity Buildings, JC Road, Bangalore - 560 002	
Singh BB	GM (Trading)	22963522

Bangalore Complex	New Thippasandra, Bangalore - 560 075	25242414(20 Lines)
Anirudh Kumar	CGM (Rail & Metro)	25241752
Bayya Reddy P	GM (R&D)	25243073
Sreenivas Bhat K	GM (Finance)	25241595
Manjunath BL	GM (Rail /Product)	25022712
Gururaj YK	GM (Metro)	25343804
Ashok Kumar	GM (Finance)	25245601
Prasanna Kumar TS	GM (Marketing Spares)	25243852
KGF Complex	BEML Nagar, Kolar Gold Fields - 563 115	08153- 263020(10 Lines) 08153- 263280(20 Lines)
Durgesh CN	CGM (EMD)	263309
Prasad S	CGM (H&P)	263192
Krishna Murthy VS	GM (Finance)	263120
Muralidhar GV	GM (Manufacturing)	278915
Prasad S	GM (Under Carriages)	263216
Nagaraja Kumar PV	GM (Heavy Eqpt)	263051
Srinivasa PR	GM (Planning)	263123
Nageswara Rao C	GM (Railway Products)	262724
Raju S	GM (Production)	269398
Venkataramana Rao	GM (R&D)	263228
Ravishankar N	GM (Defence)	263250
Manjunath HR	GM (H&P)	263166
Ramanath HR	GM (Fabrication & Plate Shop)	263876
Krishna Murthy KV	GM (Excavators)	268464
Ravichandar G	GM (Under Carriage)	263216
Chowdhury RD	GM (Axles)	263194
Azra Banu	GM (F&A)	263120
Deshmanya M	GM (Security)	263248
Sunil Bharti	DGM (Materials)	263878
Mysore Complex	Belvadi Post, Mysore – 570 018	0821-2402422(24 Lines)
Reddy ARK	Executive Director (Truck Division)	2404481
Mulla MA	CGM (Truck Division)	2402444
Srikanta MR	GM (Manufacturing)	2402444
Lokhande SS	CGM (Engines)	2402447
Balaraman N	GM (Finance)	2402334
Namperumal L	GM (R&D)	2402344
Dr. Debnath KK	GM (Materials)	2402458
Nagaraja Murthy KV	GM (Production)	2402552
Panneer Selvam R	GM (Major Assembly)	2402552
Ravindra Rao K	GM (Manufacturing)	2402800
Suresh Nambiar	GM (Defence)	2403934
Steel Foundry	Vignyan Industries Ltd, PB No.4, BH Road, Tarikere – 577 228	08261-222252
Prakash HS	GM (Vignyan Industries)	223742
Subramaniam TM	GM (Vignyan Industries)	222313

X. Monthly remuneration received by each of BEML Officers and Employees, including the system of compensation as provided in its regulations

PAY AND ALLOWANCES

EXECUTIVES:

Grade	Scale of Pay (Rs)
Assistant Engineer	6550 - 200 - 11350
Engineer	8600 - 250 - 14600
Assistant Manager	10750 - 300 - 16750
Manager	13000 - 350 - 18250
Senior Manager	14500 - 350 - 18700
Assistant General Manager	16000 - 400 - 20800
Deputy General Manager	17500 - 400 - 22300
General Manager	18500 - 450 - 23900
Chief General Manager	20500 - 500 - 26500
Executive Director	23750 - 600 - 28550

NON-EXECUTIVES:

Wage Group	Scale of Pay (Rs)
A	3500 - 65 - 4150 - 70 - 6110
B	3750 - 80 - 4550 - 85 - 7100
C	4200 - 115 - 5350 - 120 - 7750
D	4620 - 135 - 5970 - 140 - 8350
E	4870 - 155 - 6420 - 160 - 10100
S1	5400 - 180 - 7200 - 190 - 10620
S2	5900 - 190 - 7800 - 200 - 11600
S3	6300 - 200 - 8300 - 210 - 12500
S4	6500 - 210 - 9020 - 220 - 12980

Note : In addition to above Dearness Allowance, accommodation in Company Quarters on nominal rent or House rent allowance, Leave as per rule, Leave travel concession, Free medical treatment / reimbursement, subsidized canteen facilities, Provident Fund, Productivity incentives, etc are also given as per Company's rules.

XI. The budget allocated to each of BEML's agencies indicating the particulars of all plans, proposed expenditures and report on disbursement made

BEML prepares capital budget for investment decisions which are cleared by the Board. The projects / items figuring in the approved Budget allocations will be allowed to be committed during a given year. The performance against the same is monitored. The budget is also prepared for each of the Divisions of the Company. Sanctions are accorded for the projects / items with specific allocations for commitment and expenditure during a given year. The projections are made in advance prior to the commencement of the year.

XII. The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes

Not Applicable

XIII. Particulars of recipients of concessions, permits or authorisations granted by BEML

BEML does not grant any concession, permits or authorization.

XIV. Details in respect of the information, available to or held by BEML, reduced in an electronic form

Data related to all manufacturing functions like materials management, stock, sales, R&D, finance and HR etc., are available in Electronic form. Access to this data has been provided on need basis to employees.

XV. Particulars of facilities available to citizens for obtaining information, including the working hours of a Library or a reading room, if maintained for public use

BEML does not maintain a Public Library.

XVI. Name, designation and other particulars of the Public Information Officers

NAME	DESIGNATION	OFFICE ADDRESS	Specific Requests Area handled
Director (HR)	Appellate Authority	BEML, 23/1, 'BEML Soudha', 4th Main, SR Nagar, Bangalore – 560 027. Ph: (O) 080-22224443 Fax: 080-22963280 Email: office@dk.beml.co.in	All Appeals under the Act
Shri B R SUBRAMANYAM REDDY	General Manager (IR) / Public Information Officer	BEML, 23/1, 'BEML Soudha', 4th Main, SR Nagar, Bangalore – 560 027. Ph: (O) 080-22963390 (R) 080-28565468 Fax: 080-22963288 Email: gmir@ir.beml.co.in	All Areas Pertaining to the Corporation

XVII. Other Useful Information

a. Procedure for seeking of information and inspection of Records

Under The Right To Information Act' 2005 (Hereinafter 'Act')

1. Appointment of the Assistant Public Information Officer (APIO) / Public Information Officer (PIO) / Central Public Information Officer (CPIO):

- 1.1 Public Information Officer (PIO) have been designated in BEML to receive the request for seeking information as far as applicable to their area of responsibility.
- 1.2 Any Indian citizen who is seeking information, or inspection of records, under provisions of this Act, can file an application in Form-A or Form-B, as the case may be to the concerned PIO. These forms are available free of cost or the requester can take print of the same from the BEML website <http://www.bemlindia.com> by himself or write the letter in the same format.
- 1.3 Requester shall not make a request for information or inspection of records which are exempted from disclosure under sections 8 and 9 of the Act.
- 1.4 Requester shall mention in application whether the information sought for concerns the life or liberty of a person.
- 1.5 The Reply shall be either collected by requester or shall be forwarded to requester either through post or courier, at the address given in the application form.
- 1.6 Request which are not addressed to PIO or not specifying the exact information required shall not be responded.

2. Recourse in case requester is not satisfied with response or lack of it from PIO

2.1 In case the requester fails to get a response from the PIO within stipulated time of the submission of application or is aggrieved by the response received within the prescribed period, he may prefer an appeal to the Appellate Authority within 30 days, for review. In case appeal is allowed, the information shall be supplied to the applicant by the Appellate Authority.

3. Time Schedule

PIO will send the response to requester within the period as specified under the Act.

4. Applicable fee and payments:

4.1 Each application for seeking information/inspection of records shall be accompanied by an application fee of Rs. 10/- by way of Cash / DD / Bankers Cheque payable to M/s. BEML Limited, Bangalore.

4.2 Fee for providing information/inspection of record will be as follows:

- (a) Rs. 2/- for each page (in A-4 or A-3 size), created or copied
- (b) Actual charge or cost price of a copy in larger size paper
- (c) Actual cost or price for samples or models; and
- (d) Inspection of records; No fee for first hour; A fee of Rs. 5/- for each subsequent hour or fraction thereof, thereafter;
- (e) Rs. 50/- per diskette or floppy containing information;
- (f) Information in printed form; price fixed for publication or Rs. 2/- per page of photocopy for extracts from the publication.
- (g) Cost as determined by PIO for furnishing information as per section 7(3)(a) of the Act.

4.3 Request shall be accepted only when it is related to PIO under the Act and is accompanied by the requisite fee as specified above at 4.1 above.

4.4 Requester, upon getting notice from PIO, shall deposit the additional fee / cost requested in connection with the processing of the request. The PIO shall not be responsible for delays occurred on account of the late receipt of additional payments from the requester.

4.5 Cash payments shall be made to the Accounts Officer, BEML, at Divisions/Corporate Office, as the case may be, against proper receipt, during normal working hours, personally by the requester or his representative and copy of such receipt be accompanied with the application.

4.6 In case the mode of payment is through Demand Draft or Banker's Cheque, the same shall be issued in favor of BEML Limited, Bangalore.

4.7 Application along with the money receipt towards cash payment or the Demand Draft or Banker's cheque shall be accepted by PIO.

4.8 Requester shall not enclose any currency note(s) along with the application, delivered through post / courier. It is against provisions of the Act and also the rules governing postal services.

4.9 Requester shall not deposit fee in excess of what is prescribed. Any extra money deposited with the public authority could be claimed by the requester latest within 30 days from date of furnishing of reply by PIO. In any case, such extra amount shall not be considered against any other request for information.

4.10 In case required, PIO shall inform the requester about additional fee / cost to be deposited by him towards furnishing of information or inspection of records. Such additional fee shall be deposited by the requester, as applicable, promptly, prior to release of information/inspection of documents.

4.11 Requester who is below poverty line need not pay any fee. He will have to, however, show the ration card applicable to person below poverty line and submit a copy of same along with application. Such ration card must carry his name as recipient of benefits applicable to persons below poverty line.