

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. 41.64 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 Subsidiary

Corporate Office

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

KGF Complex

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

Palakkad Complex

M/s. BEML Limited,
Kinfra Wiseparok, Menonpara Road,
Kanjikode,
Palakkad - 678 621.
Kerala, India.

Bangalore Complex

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

Steel Foundry (Subsidiary)

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

Trading Division

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

Overseas Offices**Malaysia**

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

China

BEML Limited,
Chief of Shanghai Representative Office,
No. 11A55-57, Shanghai Mart, 2299,
Yan'an Road (West)
Shanghai, PC : 200 336

Brazil

BEML Brasil,
Sala 1201, Ed. Vitoria Center,
629, Av. Princess Isabela, Centro,
Vitoria, E.S.
Brasil.

Indonesia

Pt. BEML Indonesia,
Jl. Jend. Sudirman,
Balikpapan, Kalimantan Timur,
Indonesia 76114.

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

35/1A, Taratala Road,
Kolkata – 700 088.

Mumbai

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

Nagpur

C-6, Central Hingna Road,
MIDC Industrail Area, Hingna,
Nagpur – 440 028.

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.

Bhilai

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

Bhacheli

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

Dhanbad

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

Hospet

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

Kothagudem

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

Neyveli

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

Ramagundam

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

Asansol

3, Burnpur Road, Asansol – 713 304.

Bhubaneshwar

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

Chandrapur

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

Guwahati

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

Jammu

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

Madurai

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

Panjim

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

Udaipur

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

II. Powers and duties of BEML Officers and employees

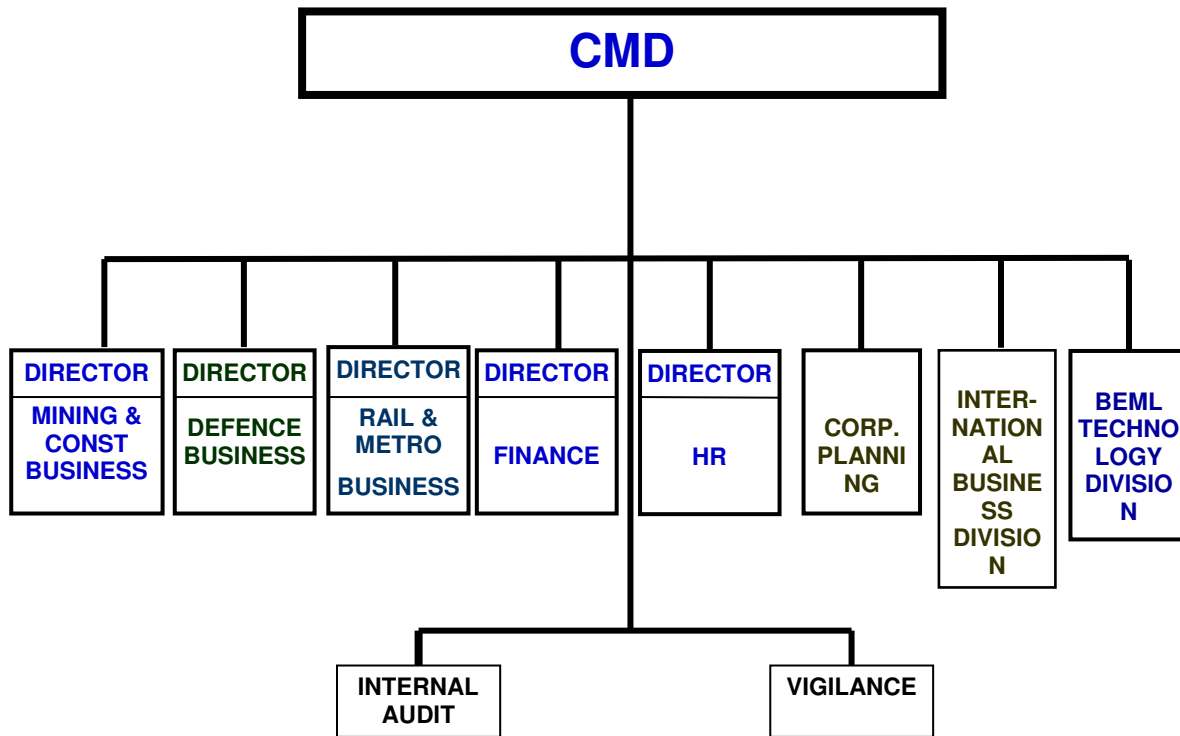
BEML Limited is a Public Sector Undertaking under the Ministry of Defence. The powers of Company official are well defined at all levels in the Organisation. Duties are assigned to its officers and employees from time to time.

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

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

B) Matters pertaining to Finance & Accounts

- Accounting policies.
- Accounting standards.
- 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 P. DWARAKANATH

Director (Metro & Rail Business)
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

Shri M. NELLAIAPPAN

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

Shri C. N. DURGESH

Director (Mining & Construction Business)
KGF Complex, BEML Nagar,
Kolar Gold Fields – 563 115.
Ph: 08153-263265, 263309
Fax: 08153-278943
Email: dmc@em.beml.co.in

Shri P. R. NAIK

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

Government Directors

Smt. RASHMI VERMA IAS

Joint Secretary (Missile System),
Dept. of Defence Production,
Ministry of Defence,
South Block,
New Delhi-110 011.

Dr. S. C. PANDEY

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

Independent Directors

Shri MBN RAO

Flat No. A-906, Porva Heights,
14 Bannerghatta Road,
Bilekhal, Bangalore – 560076

Shri J P BATRA

603, Plot No. 5 Palm Grove Apartments,
Sector – 50, Noida – 201 301.

Shri J P SINGH IAS (Retd.)
C-83 Hanuman Nagar,
Jaipur – 302 012.

Lt. Gen. (Retd.) NOBLE THAMBURAJ
Former Vice Chief of Army Staff,
Flat No.C/903, TAIN Square,
Fatima Nagar, Wanowrie,
Pune-411 013.

Shri RAMESH BHAT
Professor, IIM (Ahmedabad),
I-1612, Chittaranjan Park,
New Delhi-110 019.

Dr.(Smt.) REKHA BHARGAVA
Former Secretary to the GoI,
Flat No.2, Ground Floor,
Tower I, Parsvnath Prestige II,
Sector 93A, Noida,
G.B. Nagar (U.P.)-201 304.

Shri KANWAL NATH
Former Deputy C&AG,
7210, DLF City, Phase-IV,
Gurgaon, Haryana.

Prof. SADAGOPAN
Director, IIIT, Bangalore,
26/C, Electronics City,
Bangalore-560 100.

Name	Designation/Address	Office
Corporate Office	BEML Soudha, SR Nagar, Bangalore - 560 027	+91 80 22963240 +91 80 22963250
Smt. Kavitha Kestur	Chief Vigilance Officer	
Ganesh Natarajan	Executive Director (HR)	
Pradeep Swaminathan	Executive Director (Finance)	
Narasimha Rao P	CGM (Finance-IID)	
Reddy BRS	CGM (IR & Legal)	
Balasubramanian N	Chief Information Officer	
Ramanaiah KV	GM (Corporate Accounts)	
Venkataraman S	GM (Finance)	
Ashok Kumar	GM (Finance)	
Suresh S. Vastrad	GM (Planning)	
Nanda A K	GM (HR)	
Piramanayagam S	GM (Audit)	
Gurunatha Naik H R	GM (Quality)	
MEV Selvamm	Company Secretary	
Sridhar BS	DGM (PR)	
International Business	BEML Soudha, SR Nagar, Bangalore - 560 027	+91 80 22233350, 22222730
Manish Singhal	Executive Director (Intl. Division)	
Tikku SK	GM (Intl. Division)	
Technology Division	BEML Soudha, SR Nagar, Bangalore - 560 027	+91 80 22963102
Joe Pulickel	GM (Defence)	

Defence Business	5th Floor, Unity Buildings, JC Road, Bangalore - 560 002	+91 80 22963506
Umesh Chandra	Executive Director (Aerospace)	
Brig(Retd) Suri AK	GM (Defence - Marketing)	
Mohanan KP	GM (Defence - Marketing)	
Sharadkumar K Kalagi	GM (Finance)	
Marketing Division	5th Floor, Unity Buildings, JC Road, Bangalore - 560 002	+91 80 22963552
Haldar AK	Off. Executive Director(Marketing)	
Sinha AK	GM (Sales Promotion)	
Huddar SB	GM (Tender)	
Ravi Chander G	GM (Sales)	
Narayana Bhat K	GM (Rental & Dealers)	
Trading Division	5th Floor, Unity Buildings, JC Road, Bangalore - 560 002	+91 80 22963522
Varma TKS	GM (Trading)	
Bangalore Complex	New Thippasandra, Bangalore - 560 075	+91 80 25242414(20 Lines)
Ashokan D	CGM (Rail & Metro)	
Manjunath BL	GM (Production)	
Deshmanya MD	GM (Security)	
Prasanna Kumar TS	GM (Marketing)	
Karuppa Swamy K	GM (Finance)	
Amit Banerjee	GM (Technology Division)	
Hasainabba U K	GM (HR)	
Ravi Kumar KS	GM (Planning)	
Srinivasulu Reddy S	GM (Defence Production)	
Bayya Reddy P	GM (R&D)	
Nagaraj P	Off. GM (Materials)	
KGF Complex	BEML Nagar, Kolar Gold Fields - 563 115	+91 8153 263020(10 Lines) +91 8153 263280(20 Lines)
Prasad S	CGM (Rail Coach Unit-II)	
Nagaraja Kumar PV	CGM (Production)	
Chappidi RR	CGM (H&P)	

Nageswara Rao C	GM (Rail Coach Unit-II)	
Ravishankar N	GM (Production)	
Shiva Kumar P	GM (Production)	
Venkatesan S	GM (Finance)	
Krishna Murthy KV	GM (M&C), R&D	
Muralidhara RH	GM (Planning)	
Vinod Kumar Pareek	GM (Production)	
Radhakrishna KR	GM (Technology Division)	
Narayanayya Hasanadka	GM (Production)	
Vinod Solanki	Off. GM (Materials)	
Mysore Complex	Belavadi Post, Mysore - 570 018	+91 821 2402422(24 Lines)
Krishna Reddy AR	Executive Director (Truck Divn.)	
Mulla MA	CGM (Truck Division)	
Ravi S	CGM (Aerospace Mfg. Divn.)	
Venkataramana Rao K	CGM (Special Duty)	
Namperumal L	CGM (Engine Division)	
Lt Cdr(Retd) Umaprasad K	CGM (Dredging)	
Ravindra Rao K	GM (Engine)	
Sastry NVS	GM (Aerospace)	
Krishna BS	GM (Finance)	
Shankar B	GM (Light Assembly)	
Raja Sekhar MV	GM (Planning)	
Visweswara Rao M	GM (Dredging)	
Srikanta MR	GM (Manufacturing)	
Palakkad Complex	Kinfra Wisepark, Menonpara Road, Kanjikode, Palakkad - 678 621	+91 491 2567868
Panneer Selvam R	CGM (Head)	
Satheesha NV	GM (Project)	
Kumaresan S	GM (Finance)	
Nagpur Service HQ	C-6, CH Road, MIDC Industrial Area, Hingna, Nagpur - 440 028	+91 7104 235907
Vishwanatha B R	CGM (Service)	
Lokhande SS	Off. CGM (Service)	

Kalidhas Majhi	GM (Service)	
Kolkata Office	35/1-A, Taratala Road, Kolkata - 700 088	+91 33 24015289
Chowdhury RD	GM (MAMC)	
Steel Foundry	Vignyan Industries Ltd, PB No.4, BH Road, Tarikere - 577 228	+91 8261 222252
Prakash HS	CGM (Foundry)	

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	12600 – 32500
Engineer	16400 – 40500
Assistant Manager	20600 – 46500
Manager	24900 – 50500
Senior Manager	29100 – 54500
Assistant General Manager	32900 – 58000
Deputy General Manager	36600 – 62000
General Manager	43200 – 66000
Chief General Manager	51300 – 73000
Executive Director	62000 – 80000

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
Shri M NELLAIAPPAN	Director (HR)	BEML, 23/1, 'BEML Soudha', 4th Main, SR Nagar, Bangalore – 560 027. Ph: (O) 080-22224443 / 22963207 Fax: 080-22963280 Email: office@dk.beml.co.in	Transparency Officer
Shri GANESH NATARAJAN	Executive Director (HR) & Appellate Authority	BEML, 23/1, 'BEML Soudha', 4th Main, SR Nagar, Bangalore – 560 027. Ph: (O) 080-22963107 Fax: 080-22963176 Email: edhr@beml.co.in	All Appeals under the Act
Shri B R SUBRAMANYAM REDDY	Chief General Manager (IR & Legal) / 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: cgmirl@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 / Postal Orders 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.